

BROADWATER CREEK ACADEMY

Parent/Student Handbook

(Preschool, Day Care, AM & PM Care, and Summer Programs)

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Philosophy / Objectives

Broadwater Creek Academy is a fully licensed private school designed to meet the developmental needs of the young child. Our curriculum encourages children to be enthusiastic about their education. The school is dedicated to develop independent thinkers and instill in children a love of learning that will be carried with them throughout life. Through our program:

- Children develop skills necessary for learning.
- Children have the opportunity to be challenged to reach their potential.
- Children become aware of their own strengths.
- Children participate in cooperative learning groups and work independently for success.
- Children develop a positive sense of self-esteem and self-worth.

School History

Broadwater Creek Academy was founded in 1989 as an Early Child Care Center. Our center is licensed to provide quality care for children who are 2 ½ years or older and **fully potty trained**. Our programs are designed to meet the developmental needs of 3, 4 and 5 year olds and before / after school extended care for elementary school aged students. We provide a safe, clean, nurturing environment for all students and proudly serve the communities of southern Anne Arundel County.

Staff

Our dedicated, talented, friendly, and caring staff members have been selected based on their education and experience. All of our staff meets or exceeds MSDE guidelines and must complete the following before hire: criminal background check, medical screening, and child protective services screening.

All staff members receive on the job training, and complete continued education-training hours throughout the school year.

Our center is staffed to meet MSDE requirements in CPR, first aid, and emergency preparedness training.

Admission Process

Please Note: The IN-HOUSE admission process begins in February. The admission process opens up for OUTSIDE registration in March. (*Effective Summer 2019; School Year 2019-2020*)

The following must be submitted before any student is accepted for enrollment:

- Registration Forms
- Enrollment Fees:
 - Registration Fee (NEW preschool students; effective 2020-ALL AM/PM Care Students), Activity Fee (ANNUALLY-preschool students), Van Pool Fee (ANNUALLY-Deale students ONLY)*
 - *These payments are non-refundable and prices are noted on registration forms.*
- Emergency Contact Information Form
- Health Inventory Form, Lead Screening Form & Immunization Record
- Parent Agreement Form/Permission Slip (back of Registration Form)

Broadwater Creek Academy does not discriminate on the basis of sex, race, color and/or national or ethnic origin in the administration of its educational and admission policies. While we have a Discipline Policy in place (*see pg. 7*), the school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school, or whose behavior or attitude is extreme - thus being disruptive to the functioning of the student body.

It is expressly understood and agreed to that Broadwater Creek Academy shall retain the right to immediately dismiss any child, if in the opinion of the director/owner, the presence of such child is considered detrimental to the health, safety or wellbeing of the other children/staff or upon continued lack of cooperation by parent(s) or guardian(s). A student may also be dismissed from our program for inconsistency in or non-payment of tuition.

Hours of Operation & Programs

Full Day	7:00 AM – 6:00 PM (3 & 4 yr. olds)
Preschool (3 & 4 yr. olds)	9:00 AM – 12:00 PM (3 & 4 yr. olds)
Extended Care (for Deale/Shady Side Elementary Students):	
Before Care	7:00 AM – 8:45 AM
After Care	3:15 PM – 6:00 PM
Summer Time Fun Camp	7:00 AM – 6:00 PM (Incoming Preschool / Kindergarten students)
Summer on the Go Travel Camp	7:00 AM – 6:00 PM (Incoming 1st thru 6th Grade students)

**Travel Days are MWF/Stay at School Days are T Th*

Late Pick-Up: Please allow yourself enough time to arrive at our school, pick up your child and exit our building **before** our designated closing time. We charge a \$2.00 per minute (per child) late fee for children not picked up by 6:00 PM. Consistent lateness (3 or more occurrences) may be cause for dismissal from our program. Late fees are paid at time of pick up to the staff member on duty and should not be included in a tuition check.

Attendance & Tardiness

Upon registration, each student has a set schedule that must be adhered to. Any schedule changes must have prior administration approval. The office requires two weeks written notice for withdrawal from our program. Preschool class starts promptly at 9:00 AM. Students are expected to be in attendance and settled by this time. **If your child is going to be absent or late, please call the school by 9:00 AM. Unless we receive parent notification, students will be marked absent for the day as of 10:00 AM and may be denied care.** In an effort to avoid classroom disruptions, a tardy student may be detained in the lunchroom until an appropriate transition time.

School Closings

Broadwater Creek Academy will be **closed** for the following special events and/or holidays. *Please see monthly calendars for exact dates.*

August	<i>Summer Break (*No tuition due*)</i>	February	<i>Presidents' Day</i>
September	<i>Labor Day</i>	March/April	<i>Easter Holiday / Spring Break</i>
November	<i>Thanksgiving Holiday</i>	May	<i>Memorial Day</i>
December	<i>Christmas Holiday</i>	June	<i>4 Year Old Graduation Day (T.B.D.)</i>
January	<i>New Year's Holiday / MLK, Jr. Day</i>	July	<i>Independence Day</i>

Special Events / Calendars

Detailed calendars are printed bi-monthly (front to back) and will be available the first day of every other month. Calendars contain information related to academics and special events, so please keep them in a convenient location. Calendars are also available on our website at: <http://www.broadwatercreekacademy.org>. *The password for this particular page on our website will be provided to you upon confirmation of your child's registration.*

Please note the special events listed below that are celebrated at Broadwater Creek Academy each year. Special events include, but are not limited to, those listed below.

September	<i>First Day of School, Class Photos, Back to School Night</i>
October	<i>Breast Cancer Awareness Week, Literary Pumpkins, Halloween Party</i>
November	<i>Thanksgiving Feast, In-House OPEN HOUSE</i>
December	<i>Christmas Around the World, Christmas Party & Gift Exchange</i>
January	<i>Sports Week, Parent/Teacher Conferences (optional-Pre K only)</i>
February	<i>Super Bowl Party, Valentine's Day Plate Exchange/Ice Cream Party</i>
March/April	<i>Individual Portraits, Easter Egg Hunt/Party</i>
May	<i>4 Year Old Class – Mother's Day Luncheon, Spring Field Trip</i>
June	<i>Pre-Kindergarten Graduation, 3 Year Old Class Picnic, Start of Summer Programs</i>
July/August	<i>Summer Programs</i>

Family Involvement/ Communication/ Social Media

We encourage parents to be involved in their child's first learning experience as much as possible. Along with family projects that are sent home (Ex/ ABC bag, All About Me Bag, Valentine's Day plate, etc.), we invite parents to participate as field trip chaperones, party guests and/or volunteers, and guest readers. Many of these special events are noted above and exact dates are sent home at the beginning of each school year for planning purposes. We also post pictures/details of special events on our bulletin boards, white boards, FACEBOOK page and website. That being stated, we ask that any comments/questions regarding school policies/events be sent directly to the office (via e-mail or phone) and **not** to our staff members via their own personal social media sites. We greatly appreciate your cooperation with this social media policy.

If at any point during the year, you wish to provide feedback to the office of any kind, a Family Feedback Form can now be found under the FORMS tab on our website. If you prefer to submit this form anonymously, simply fold it and place it in our tuition box.

Tuition

Tuition is due regardless of attendance. There are no deductions for absences, holidays, vacations, suspensions, inclement weather, emergency, and/or BCA pre-scheduled closings. Tuition rates are listed on your child's registration form. Tuition payments can be made by check or cash. ***If paying by check, please note your child's name in the memo section. This is especially important if your child has a different last name than that noted on the check.*** A \$35.00 returned check fee will be charged and due upon notification for any returned checks. If two checks in a row are returned or chronic instances occur, BCA reserves the right to require tuition to be paid in cash. Full tuition is due weekly on or by your child's first day of the school week. *If preferred, bi-weekly or monthly payments will also be accepted.* If tuition is NOT paid in full by your child's first day of the school week, he/she will be subject to dismissal from our program. A tuition agreement is signed on the back of your child's registration form. Unless the office is otherwise notified, the parent/guardian whose signature is noted on this form is the responsible party for all tuition payments/program fees.

Potty Training Policy

Our license requires that students be **fully potty trained** upon admittance to Broadwater Creek Academy. A potty trained child will no longer wear diapers or pull ups, can tell the teachers when he/she needs to use the bathroom, and can attend to his/her own hygiene (with minimal assistance when needed). While we understand that "accidents" can and will happen, we will keep documentation of such accidents, and we reserve the right to dismiss a child from our program if they occur frequently.

Parking

Please enter and exit the parking area **slowly**. The speed limit in our parking lot is **5** miles per hour. The speed limit on Franklin Manor Road is 35 miles per hour. A word of caution – look both ways TWICE before exiting.

In keeping with Maryland State Law, DO NOT leave children unattended in parked cars, and do not leave your car running when you are not in it. Children must stay with their parents in the parking areas. If any damage is inflicted on school property because these policies are not followed, the person(s) responsible for the damage is to assume financial responsibility for any repairs.

We ask for parents' cooperation in keeping children out of mulched flowerbed areas. These are maintained to enhance the beautification of our school's property.

Drop-Off / Pick-Up

Please enter the school through the main entrance. Parents are expected to bring their child(ren) **into** the school and see that their child(ren) are under supervision before leaving. **DO NOT LEAVE STUDENTS AT MAIN DOOR OR IN MAIN AREA ALONE!** Please **SIGN IN/SIGN OUT** your child daily. Written notification (see designated notebook at school's entrance) is required when individuals other than the parent are picking up your child. Photo ID is required of these individuals.

Cell Phone Policy / No Smoking Policy

Our school is a cell phone free campus. No cell phone use inside school or on playground. If you must use your cell phone, please stay in your vehicle or in the parking lot.

Our school is a NO SMOKING ZONE. Please do not discard cigarette butts and/or trash on school property.

Inclement Weather Policy

Broadwater Creek Academy follows Anne Arundel County School Emergency Weather procedures. For example:

AA County Schools CLOSED -

BCA CLOSED

AA County Schools 1 or 2 HOUR DELAY -

BCA OPENS at 8:30 AM (preschool begins at 9:00 AM)

AA County Schools 1 or 2 HOUR EARLY DISMISSAL -

BCA CLOSSES at 4:30 PM

*These delayed openings and early closings apply **only** in the cases of unforeseen emergencies/inclement weather...they do NOT apply to pre-scheduled delayed openings and early closings on the AA County school calendar. If you do not already receive weather alerts for AACPS, they are broadcasted on all major area radio and television stations, and we encourage you to like AACPS on FACEBOOK and TWITTER.*

****In the unlikely event that inclement weather occurs on a day AA County schools are CLOSED and we are scheduled to OPEN, we will announce our plans via a group e-mail, text message, our school's FACEBOOK page and/or website.*

*****If AA County Schools are CLOSED for more than 2 consecutive days per weather related incident, we will make a separate announcement regarding our status via a group e-mail, text message and our school's FACEBOOK page and/or website.*

Uniforms / Clothing

During the school year, navy blue or white polo shirts/sweatshirts/jumpers with the Broadwater Creek Academy logo are the mandatory uniform for all students. **These items can be ordered online at www.landsend.com/school or by calling Land's End at 800-469-2222. Broadwater Creek's preferred # is: **9000-7374-3**.** Occasionally, throughout the year BCA may have gently used uniforms available for purchasing. Please contact the main office for availability.

*Uniform shirts are **NOT** required for our summer programs. PLEASE NOTE: Children are given at least one opportunity each month to come to school OUT OF UNIFORM. These special days are noted on monthly calendars.*

Students have OUTSIDE activity time planned in the morning and afternoon, weather permitting. Please ensure they wear the following seasonal attire daily to guarantee their participation in this outdoor time:

- Fall/Spring – light jacket
- Winter – heavy coat, winter hat, and gloves/mittens
- Summer – no flip flops or backless shoes!

**Socks must be worn at all times. Please wear sneakers daily...even for our summer programs.*

*****Please LABEL (last name) ALL clothing that your child wears/brings to school.**

Nap Linen (Full Day Care Students ONLY)

Nap linen must come to school in an appropriately sized, child friendly, sealed bag (one that zips completely shut). Backpacks or duffle bags are great options. The cot is sized appropriately to fit a crib sheet. You may choose to send in a blanket, pillow, crib sheet or small comfort item. Children are encouraged to be as independent as possible when packing up/unpacking their nap bags. Please ensure that all linen fits easily inside your child's nap bag. Linen will be sent home on Fridays and **MUST BE WASHED** prior to return. Please ensure that your child's nap bag is clearly marked with his/her name.

Show and Share / Personal Items

Show and Share is scheduled for Wednesday of each week. For those students who do not attend school on Wednesday, Show and Share is Thursday. Please encourage your child to bring in an item that is related to the weekly theme/letter. With the exception of Show and Share Day(s), it is strongly discouraged to send your child in with any item/toy from home. **BCA assumes no responsibility for any lost personal items.**

Field Trips

The students are encouraged to participate in our planned field trips. Advanced notice will be given. The cost of each field trip is included in the Activity Fee for students. Chaperone fees are additional and noted on permission slips.

Discipline Policy

1. There shall be no cruel, harsh or corporal punishment.
2. Discipline shall not be imposed on a child for failure to eat, sleep or toileting accidents.
3. Discipline shall not include withholding food, rest or toilet use.
4. The staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance.

Discipline will be handled in a **positive manner**. Clear rules and expectations are developed within the classroom setting and are posted in each room.

The staff shall respond in the following way:

1. Intervene when necessary by explaining situations and school rules, followed by providing choices and redirecting the child's attention.
2. Explain why his/her behavior is unacceptable in a supportive and affectionate manner.
3. Reinforce good behavior. Teach respect for one another and encourage problem-solving skills.
4. Reflection Time Out – used as a last resort.

Reflection Time Out is handled by separating the child for a short period of time (one minute for each year of a child's age) in a supervised setting away from the activity of the other children. When time out is used, an Incident Report form documenting the inappropriate actions of the child will be completed and a copy will be given to the parent at pick up.

A parent conference to discuss solutions to the problem may be a necessary step if we find that a problem continues despite the efforts of our staff.

If the child's behavior is considered to be uncontrollable, extreme or harmful, the parent will be contacted and asked to pick up the child for the remainder of the day.

After three incidents where a parent has been notified of the child's misbehavior for the safety of the other children enrolled, we reserve the right to terminate childcare services.

Lunches / Snacks

WE DO NOT ALLOW BREAKFAST TO BE CONSUMED AT THE SCHOOL.

The following are provided at snack/lunch time:

- 1% or fat free milk
- beverages that contain no added sweeteners or caffeine
- bottled water (also available throughout the day upon request)
- *Additional snack/beverage choices will be available on Holiday Party days/Birthdays.*

SNACKS: Nutritional snacks that comply with USDA Child and Adult Care Food Program are offered twice daily – once in the morning and again in the afternoon. Snack menus are posted at the main entrance and changes are made to these menus if/when necessary.

LUNCH: Parents provide a healthy, balanced lunch for their child(ren), with drink of choice (optional, yet helpful). Please place your child's lunchbox in the designated spot upon entering the school and ensure that it is clearly labeled with your child's name. We encourage you to include an ICE PACK in your child's lunch to keep items fresh. We do microwave small items (such as hot dogs, pizza, or chicken nuggets) during the school year. All opened food articles must be disposed of, so pack according to your child's needs.

In case of FOOD ALLERGY or ALLERGIES, a FOOD ALLERGY ACTION PLAN must be filled out by parents and physician and updated annually. These forms are available under the FORMS tab on our website, and this information will be shared with all staff members.

Health / Safety

Parents will be notified when a student is physically, emotionally and mentally **unable** to participate in our regular curriculum. Parents will be notified immediately when a serious injury occurs. For emergencies requiring immediate medical attention, your child will be taken to the nearest emergency hospital in the company of a staff member. Every effort will be made to contact parents, guardians and the child's physician.

If a child becomes ill during the day, we will contact parents, and if unable to reach you, the people designated as emergency contacts will be called. **Your child may return to school when he/she is free of fever (WITHOUT fever-reducing medication) or other symptoms listed below for 24 hours. However, if he/she has been absent for three or more consecutive days, a doctor's note stating that he/she can return to their normal school routine is necessary.**

The National Centers for Disease Control and Prevention recommends that children with the following symptoms should be excluded from child care/preschool either to reduce the risk of spreading the infection, or to allow children time to recover to the point where they can be safely cared for:

- Fever (of 100 degrees or more)
- Vomiting
- Diarrhea (watery, less formed, frequent stools) not explained by diet change or medication and that poses a risk to others because it cannot, may not be managed successfully by toilet use
- Rash with fever or behavior change
- Lethargy, uncontrolled coughing, unexplained irritability or crying, difficulty breathing, wheezing or other unusual signs of severe illness
- Blood in stools
- Persistent abdominal pain

In addition, children who have been medically diagnosed with certain conditions are excluded, and a note from the medical provider stating that he/she is no longer contagious is required before a child is allowed to return.

We should be made aware of any of these diagnoses within 24 hours. Common diagnoses that are in this category include:

- | | |
|---|------------------------------|
| • Strep throat | • Whooping cough (pertussis) |
| • Purulent conjunctivitis -
(pus coming from the eyes) | • Mumps |
| • Impetigo -
(persistent honey-colored crusts on face or body) | • Hepatitis A |
| • Chicken pox, even in a vaccinated child | • Measles |
| • Scabies or head lice | • Rubella |
| • Tuberculosis | • Herpes Simplex |
| | • Influenza |

Medicine

Medicine/Topical Consent Forms must be completed by a parent or authorized guardian and signed by a licensed health care practitioner **prior** to administration. These forms are necessary for both prescription and non-prescription (over-the-counter) medications and are available under the FORMS tab on our website. We request that you hand the medication and consent form directly to your child's teacher so that she will be aware of the medication that is to be given that day.

Prescription medications must be in a container labeled by the pharmacy or physician with the child's name, dosage, and expiration date. **Non-prescription** medications must be in the original manufacturer's container labeled with instructions for dosage and expiration date. At least one dose of the medication must be given at home prior to the child's arrival at the childcare facility. If your child requires an epi-pen or inhaler, please ensure that you have provided us with one that has a valid expiration date.

In the case of "as needed medication", such as that used to treat asthma, a clear and detailed plan must be provided to us from parents and signed off on by your child's pediatrician.

Emergency Preparedness

Our child care center's philosophy is to keep your child(ren) safe at all times when he/she is in our care. With recent world and local events, we have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care. Plans for these special types of care were implemented recently. Staff is trained in the appropriate response and local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided.

- **Shelter at the site** – This plan would be put into place in the event of weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at the center and the center may be secured or locked to restrict entry. Parents will be notified if they need to pick up their child before their regular time.
- **Evacuation to another site** – This plan would be put into place in the event that it is not safe for the children to remain at the center. In this situation, staff has predetermined alternate sites for care. **Our designated evacuation site is London Towne Academy (Edgewater, MD; 410-798-5128).** The children would be transported by bus (provided by VVS Charter Service) and/or van/cars driven by BCA staff members. We have gained permission from this location to shelter there. The choice of this site is determined by the specific emergency and what would be an appropriate alternate site.
- **Method to contact parents** – In the event of emergency, parents will first be contacted through a **group e-mail** and/or phone call. A note will be placed on the door, and radio/TV stations will be alerted to provide more specific information. **Contact information noted on your child's registration &/or emergency form would be used in such a circumstance. *Please make sure this information is current.***
- **Emergency ends/reuniting with children** – When the emergency ends, parents will be informed and reunited with their children as soon as possible. The contact methods listed above will be used to inform parents.

The purpose for sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child(ren). In the event of an actual emergency, **please do not call the center** – it will be important to keep the lines open.

Parent's Guide to Regulated Child Care / Filing a Complaint

The Maryland State Department of Education offers a pamphlet for all parents entitled, "A Parent's Guide to Regulated Child Care". Please review this pamphlet at your convenience. It is posted at the main entrance of our school and may also be found at: <http://earlychildhood.marylandpublicschools.org/families/about-child-care> .

While our hope is that the need would never arise, this guide also provides you with information about how to file a complaint against our center, if needed.

Screen Time Policy

Students may view no more than 30 minutes of age appropriate, educational passive technology, per week. Interactive technology is limited. No children may view: 1) any passive or active technology during meals or snacks; 2) media with brand placement/advertising for unhealthy or sugary food and beverages. Occasional exceptions can be documented by staff members and must directly relate to curriculum, holidays or special events.

PRESCHOOL CURRICULUM

The educational program at Broadwater Creek Academy is Maryland State approved and designed to give children an opportunity to work, play and grow in a secure environment. Our curriculum is a comprehensive, fully integrated curriculum that provides activities designed to expose the child to different and exciting experiences in which he/she continuously learns important concepts. These activities include, but are not limited to; group and individual play, dramatic play, language arts, reading readiness skills, phonics, writing skills, math and science concepts, creative art experiences, physical development and music appreciation.

Self-expression and self-esteem are priorities and are encouraged through circle talks, singing, dancing and dramatic play. Language development from these activities also lays the groundwork for reading and math readiness. Instruction is adapted as necessary to meet the individual needs of all of our students.

The following is a brief overview of the skills that are being introduced in our 3 Year Old Preschool Class and built upon in our 4 Year Old Pre-Kindergarten Class.

LEARNING READINESS

Recognizes colors
Recognizes shapes
Recognizes letters of alphabet
Recognizes written name
Counts from 1 to 10
Recognizes numbers 1 through 10

LANGUAGE SKILLS

Listens to stories
Listens while others speak
Speaks in complete sentences
Expresses thoughts and feelings
Repeats finger play and songs

SOCIAL DEVELOPMENT

Interacts with other children
Participates in class activities
Adjusts to changes
Learns to share and take turns
Cooperates with teacher
Follows directions
Becomes aware of own feelings and others feelings
Learns to exercise self-control

SELF-HELP SKILLS

Puts on/takes off coat unassisted
Attends to toileting needs independently
Is able to find personal belongings

FINE MOTOR SKILLS

Handles crayons/pencils correctly
Cuts with scissors
Assembles puzzles
Builds with blocks
Prints first name correctly

GROSS MOTOR SKILLS

Demonstrates large muscle control (jumps, runs, climbs, etc.)
Moves with objects (bounces, throws, catches, etc.)

Developmental Screening / Student Evaluations

Developmental screenings and/or student evaluations are done for all students to help parents and providers in identifying strengths and potential areas where additional resources and/or a referral may be needed. You are provided with an opportunity to view your child's student evaluation at Back To School Night, and a complete program evaluation/portfolio is handed out on the last day of the school year or at graduation.

Parent/Teacher Conferences are held in January. Please call the main office for an appointment at any other time.

SAMPLE 3 Year Old Class DAILY SCHEDULE

7:00 – 8:30	Child Initiated Activity Time
8:30 – 9:00	Clean Up/ Bathroom Break/ Singing
9:00 – 9:15	PRESCHOOL BEGINS - CIRCLE/CALENDAR TIME
9:15 – 9:45	Theme Based ACTIVITY 1 <ul style="list-style-type: none">▪ Small group activities▪ Dramatic play, centers, art
9:45 – 10:15	Clean Up/ Bathroom Break/ Story Time/SNACK
10:15 – 10:45	Outside Play, weather permitting Indoor Group Activities – teacher led
10:45 – 11:15	Curriculum Based ACTIVITY 2 – teacher led
11:15 – 11:30	Bathroom Break/ Review the Day
11:30 – 12:00	LUNCH/“Early Bird” Discovery Time (manipulatives, books, puzzles)
12:00	DISMISSAL of PRESCHOOL STUDENTS (“Early Birds”)
12:00-12:30	Prepare for NAP/ Bathroom Break/ Story Time
12:30 – 2:30	NAP TIME
2:30 – 3:00	Wake up from NAP/ Pack up/ Bathroom Break/ Large Group Time
3:00 – 3:30	SNACK TIME
3:30 – 5:45	Outside – Gross Motor Play (large group) Inside – Child Initiated Activity Time (small group)

SAMPLE 4 Year Old Class DAILY SCHEDULE

7:00 – 8:30	Child Initiated Activity Time
8:30 – 9:00	Clean Up/ Bathroom Break/ Singing
9:00 – 9:15	PRESCHOOL BEGINS - CIRCLE/CALENDAR TIME
9:15 – 10:00	Theme Based ACTIVITY 1 <ul style="list-style-type: none">▪ Small group activities▪ Dramatic play, centers, art
10:00 – 10:30	Clean Up/ Bathroom Break/ Story Time/SNACK
10:30 – 11:00	Outside Play, weather permitting Indoor Group Activities – teacher led
11:00 – 11:45	Curriculum Based ACTIVITY 2 – teacher led
11:45 – 12:00	Bathroom Break/ Review the Day
12:00	DISMISSAL of PRESCHOOL STUDENTS (“Early Birds”)
12:00 – 12:30	LUNCH
12:30 – 1:00	Prepare for NAP/ Bathroom Break/ Story Time
1:00 – 2:30	NAP TIME
2:30 – 3:00	Wake up from NAP/ Pack up/ Bathroom Break/ Large Group Time
3:00 – 3:30	SNACK TIME
3:30 – 5:45	Outside – Gross Motor Play (large group) Inside – Child Initiated Activity Time (small group)

Cubbies / Classwork

Cubbies are labeled with each student's name. Unless otherwise noted, please place your child's outerwear (jackets, hats, gloves) and Show and Share (Wednesday/Thursday) items in your child's cubby upon arrival. Classwork is compiled in cubbies throughout the week and will be sent home on your child's last day of the school week. Please do not remove any papers from your child's cubby during the week.

School Supplies

****DUE FIRST WEEK of SEPTEMBER:***

3 & 4 YEAR OLD CLASSES -		AM/PM CARE STUDENTS -
<i>*3 containers of different colored Play-Doh (<u>labeled</u>)</i> <i>*Complete change of clothing (weather appropriate, <u>labeled</u> in a Ziploc bag)</i> <i>*Nap bag & linen (FULL DAY CARE STUDENTS ONLY, see pg. 6 for details)</i>		<i>*1 box tissues</i> <i>*1 container Clorox® disinfecting wipes</i> <i>*1 8 oz. bottle hand sanitizer</i>
3 YEAR OLD CLASS -	4 YEAR OLD CLASS -	
<i>*3 boxes of tissues</i> <i>*1 box of WASHABLE markers (8-10 ct.)</i>	<i>*3 containers of Clorox® disinfecting wipes</i> <i>*1 bottle Elmer's Glue</i>	

****Additional Supplies - DUE FIRST WEEK of JANUARY:***

3 YEAR OLD CLASS -	4 YEAR OLD CLASS -	AM/PM CARE STUDENTS -
<i>*3 containers of Clorox® disinfecting wipes</i> <i>*1 bottle Elmer's Glue</i>	<i>*3 boxes of tissues</i> <i>*1 box of WASHABLE markers (8-10 ct.)</i>	<i>N/A</i>

Parent/Student Handbook Policies

As noted on your child's school year registration form, this handbook is updated annually (in February). However, we reserve the right to update our policies at any point during the year. If any such updates are made, parents will be made aware of these via a group e-mail and/or hand-out.