

BROADWATER CREEK ACADEMY

Parent/Student Handbook

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

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Our Philosophy

Broadwater Creek Academy (BCA) is where a love of learning, values and lifelong friendships begin!

We are a Maryland licensed private childcare center and have been providing quality childcare to the communities of southern Anne Arundel County for over 30 years. Our schools (Broadwater Creek Academy and London Towne Academy) have been the foundation of learning for generations of program participants. BCA offers preschool/full daycare programs to children ages 2 ½-5 (potty trained), before/after school care programs to children who attend the Deale/Shady Side elementary schools and summer programs for preschool-aged and elementary school-aged children.

Our Goal

Our goal is to partner with parents to promote the social, emotional and intellectual development of their child.

Our Program

Through our program:

- Children are accepted, respected and valued for being themselves.
- Children are encouraged to be enthusiastic about their 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.

Our Classrooms

Our classrooms offer a wide variety of age-appropriate materials and are organized, cleaned and sanitized daily.

Our Teachers / Staff

Our teachers are dedicated to the success of the students, school and community. They are compassionate, energetic, friendly and fun loving individuals. Their talents and genuine love for children are on display daily. They are educated, trained and experienced in Early Childhood Development and understand the needs of children. All of our staff members 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, Basic Health & Safety Certification, Medication Administration, Emergency Preparedness Training and ADA Training.

Admission Process

Please Note: All registration paperwork is processed on a first come, first served basis. The IN-HOUSE admission process begins in February. The admission process opens up for OUTSIDE registration in March.

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

- Registration Form / Parent Agreement Form
- Enrollment Fees: (**These payments are non-refundable and prices are noted on registration forms.*)
Registration Fee (NEW preschool students; AM/PM Care Students), Activity Fee (ANNUALLY-preschool students), Van Pool Fee (ANNUALLY-Deale students ONLY)
- Emergency Contact Info. Form (updated annually in September; **must** contain at least one Emergency Contact)
- Health Inventory Form, Lead Screening Form & Immunization Record
- Additional Medication / Allergy Forms (if necessary)

Broadwater Creek Academy does not discriminate on the basis of race, color, sex, age, national origin, religion or disability in the administration of its educational and admission policies.

Withdrawal / Dismissal Policy

A two-week written notice is required before withdrawing a child from our center. Tuition is to be paid during this time period.

We reserve the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payment of tuition/fees
- Excessive late pick-ups/drop-offs
- Evidence of not being completely potty trained
- Physical and/or verbal abuse of staff or children by a parent or child
- Lack of observing and cooperating with the rules of the center as outlined in the Parent/Student Handbook
- Unresolved disciplinary issues

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 – 8:30 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 M W F / Stay at School Days are T Th; **BEGINNING SUMMER 2021, TRAVEL DAYS WILL BE T W 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 tuition.

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.

Tuition

Tuition rates and any applicable discounts are listed on your child's registration form. Tuition is due regardless of attendance. There are no deductions for BCA pre-scheduled closings, absences, holidays, vacations, suspensions; closings related to inclement weather, electrical outage, no heat/water service, health related outbreak; or any other emergency situation. Tuition payments are to 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.** A tuition agreement is signed on the back of your child's registration form. Unless otherwise notified, the parent/guardian who signs this form is the responsible party for all tuition payments/program fees.

School Closings

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

School Closings (CONT.)

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>

Family Involvement

We have an open door policy and 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 below. Exact dates are sent home at the beginning of each school year for planning purposes.

Please note the special events listed below that are celebrated at London Towne 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>Visiting Community Helpers, 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>Hooked on Reading Guests, 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>

Communication

Informal conversations often occur between parents and staff at drop off and pick up times. It is important to keep these conversations brief so that the teachers' attention is on the students in their care. Lengthy discussions, problems or concerns often require our individual attention and privacy. When this is the case, the most effective way to communicate with the director / teacher is with a note or phone call. Calls should be made during naptime, if possible (1:00 – 2:30 PM). To communicate with the administration (Mr. Wayne, Ms. Laura, Ms. Holly) regarding tuition, enrollment information, staffing, safety, school operations or other major concerns, e-mail us or phone the Main Office. All forms of communication will receive a same day response.

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: www.broadwatercreekacademy.org. *The password for this particular page on our website will be provided to you upon confirmation of your child's registration.*

In addition to the information posted on our front bulletin boards, we frequently use white boards (located near sign in/out sheets) for friendly reminders, announcements and/or special event information. E-mails and our FACEBOOK page announcements are also utilized from time to time for this purpose.

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.

Potty Training Policy

Our license requires that students be **fully potty trained** upon admittance to London Towne Academy. A potty trained child will no longer wear diapers or pull ups, can tell the teachers when he/she needs to use the

Potty Training Policy (CONT.)

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 send home information regarding “accidents” to parents and maintain a log of such accidents for our records.

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. Parent/authorized adult (min. 18 years of age) must accompany the child into and out of the building/playground. They are also expected to ensure that their child(ren) is/are under staff supervision before leaving. **DO NOT LEAVE STUDENTS AT MAIN DOOR OR IN MAIN AREA ALONE!** MSDE regulations state that parents **MUST SIGN IN/SIGN OUT** their child(ren) on a daily basis. Written notification (“Alternative Pick Up” Form) is required when individuals other than the parent are picking up your child. Anyone picking up a child from care is required to present proper ID, if requested.

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

London Towne Academy follows Anne Arundel County Public School (AACPS) Emergency Weather procedures for the first two consecutive days per weather related incident. *Beyond that, 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.*

AACPS CLOSED -

BCA CLOSED

AACPS 1 or 2 HOUR DELAY -

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

AACPS 1 or 2 HOUR EARLY DISMISSAL -

BCA CLOSES at 4:30 PM

AACPS PM &/or Evening Activities CANCELLED -

BCA CLOSES at 4:30 PM **NEW 2020-2021 SCHOOL YEAR!*

*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 AACPS 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.*

Uniforms / Clothing

Uniform Requirements: During the school year, navy blue or white polo shirts/sweatshirts/jumpers with the London Towne 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. BCA’s preferred # is: 9000-7374-3.****

Uniforms / Clothing (CONT.)

Occasionally, throughout the year LTA 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.*

Clothing Requirements: Socks must be worn at all times. Please wear sneakers (closed toe shoes) daily...even for our summer programs. Students should have a complete change of clothing at the center at all times. A Ziploc bag labeled with student's name should include pants / shorts, shirt, underwear and socks.

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

Outside Activity Time

We are regulated to provide OUTSIDE activity time in the morning and afternoon, weather permitting. Please ensure that your child wears 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!

We monitor weather conditions daily and modify outside activity time according to MD Dept. of Health/Mental Hygiene "Weather Watch" guidelines. We use The Weather Channel App what the weather "feels like", factoring in wind chill (winter) and humidity (summer). We will reduce or eliminate outdoor time when weather conditions are extreme and/or uncomfortable for the children.

Naptime (Full Day Care Students ONLY)

MSDE – Division of Early Childhood requires that students have a rest period daily. Our schedule notes nap times as 12:30 to 2:30 (3 year old class) and 1:00 to 2:30 (4 year old class). All students are required to rest quietly on their cot. Students that find this challenging will be given a book or quiet activity. Children are encouraged to be as independent as possible when unpacking / packing up their nap bags. Please make sure linen is in an appropriately sized, child friendly, sealed bag (one that zips completely shut). Backpacks or duffle bags are great options. You may choose to send in a blanket, pillow, crib sheet or small comfort item. 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. We clean and sanitize cots on a daily basis. We maintain the proper staff-to-child ratio in the building during naptime.

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 personal belongings from home. Toy guns or any other type of "weapon" must remain at home. ***BCA assumes no responsibility for any lost/damaged 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.

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.

Discipline Policy

Discipline will be handled in a **positive manner**. The first week of school, clear behavioral expectations and rules are developed and posted in the classroom. They will be reviewed frequently so that children know how to behave in a classroom setting. As educators of young children, we deal with behavioral issues such as tantrums, hitting, biting, inappropriate language and disruptions. When such is the case, the staff shall respond in the following ways:

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.
-
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.

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.

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

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

We need to be partners in working on behavioral issues. **CONSISTENCY IS KEY!**

Lunches / Snacks / Food Allergies

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 (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. A monthly snack menu is 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. Lunch items should be self-serving with easy to open containers and/or juice boxes. All opened food articles must be disposed of, so pack according to your child's needs.

SPECIAL DIETARY REQUIREMENTS: In case of FOOD ALLERGY or ALLERGIES, a FOOD ALLERGY ACTION PLAN must be filled out by parents and physician and updated annually. This form is available under the FORMS tab on our website, and this information will be shared with all staff members. Food intolerances or specific requests should be noted on your child's registration form and discussed in detail when your child's registration is processed; updates made as needed.

Wellness Policy

Parents will be notified when a student is physically, emotionally and mentally **unable** to participate in our regular curriculum.

If a child becomes ill during the day, we will contact parents. If unable to reach you, the people designated as emergency contacts will be called. Arrangements must be made for an immediate (within 1 hour) pick-up. **Your child may return to school when he/she is free of fever (WITHOUT fever-reducing medication) and 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.** Questions on health related absences or returns should be presented to the administration / director.

The National Centers for Disease Control and Prevention recommend 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 participate in regular school activities:

- Fever (of 100.5 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
- Unknown rash
- 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 - (<i>pus coming from the eyes</i>) | • Mumps |
| • Impetigo - (<i>persistent honey-colored crusts on face or body</i>) | • Hepatitis A |
| • Chicken pox, even in a vaccinated child | • Measles |
| • Scabies or head lice | • Rubella |
| • Tuberculosis | • Herpes Simplex |
| | • Influenza |

*Visit the following website for more information: <http://www.phpa.health.maryland.gov>

Medicine

A Medication Administration Form must be completed by a parent / guardian and signed by a licensed health care practitioner **prior** to administration of a prescription and/or non-prescription medication. This form is 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. By initialing in the appropriate spot on your child's Registration / Parent Agreement Form, you give the staff permission to administer topical applications, such as sunscreen and insect repellent, without prior approval of a licensed health provider. 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, an Allergy and/or Asthma Action Plan must be provided to us from parents and signed off on by your child's pediatrician. These forms are also available under the FORMS tab on our website.

Injuries & Accidents

Parents will be immediately notified by phone regarding any injury that occurs while that occurs while at school or away on a field trip.

Minor Injuries: First Aid will be given by a lead teacher and an Accident Report will be completed and present at pick up for a parent's review and signature.

Major Injuries: A designated lead teacher will notify 911 first, followed by a phone call to parents. That teacher will give detailed information on incident / injury to both EMT and parents, will be in constant contact with parents and will remain with the student until a parent is present.

Emergency Preparedness Plan (EPP)

Our child care center's philosophy is to keep your child(ren) safe at all times when he/she is in our care. We have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care. The specific type of emergency will guide where and what special care will be provided. Our staff is trained in the appropriate response and drills are conducted semi-annually. Our EPP is updated annually in January.

- **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 (211 Mayo Road, 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.
- **Method to contact parents** – In the event of emergency, 1) a note will be placed on the door, which details our current situation and contact information, and radio/TV stations will be alerted to provide more specific information; 2) parents will be contacted through a **group e-mail** and/or a phone call (if necessary). **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. **By initialing where indicated on your child's registration form, you acknowledge that you have read our EPP and grant us permission to transport your child(ren) to our alternate site.**

Licensing Regulations & Inspections / Parent's Guide to Regulated Child Care / Filing a Complaint

A current copy of the MSDE licensing regulations is located at our main entrance for parents to review. Results of our previous licensing inspections can also be found on the MSDE website.

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.

PRESCHOOL CURRICULUM

The educational program at London Towne Academy is designed to give children an opportunity to work, play and grow in a secure environment. Our curriculum is comprehensive, fully integrated and celebrates diversity and different cultures. It 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.)

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 ▪ 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 ▪ 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)

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.

Developmental Screening / Student Evaluations (CONT.)

A Student Progress Report is sent home with all of our Pre-Kindergarten students in January. A Parent/Teacher Conferences for Pre- K students (4 year old class) can be scheduled at this time. Please call the main office for an appointment at any other time.

Birthdays

Students are welcome to come to school OUT OF UNIFORM on his/her birthday. Parents are welcome to send in a special treat to share with their child's class. Some students may have food allergies or special diets. Therefore, we ask for advanced notice to allow us time to provide an alternate "special snack" for these friends and to make adjustments to our posted Snack Menu.

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 (labeled)</i> <i>*Complete change of clothing (weather appropriate, labeled 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

This handbook is reviewed annually (in February). We reserve the right to update our policies at any point during the year. Parents will be made aware of any immediate updates via group e-mail, main bulletin board posting, and any effective 30-day notices via hand-out. By initialing your child's registration form, you acknowledge that you have read and will comply with the policies set forth in this handbook.