

Student Handbook 2019-20



Showing the Love of Christ through Children

WELCOME

TO HAMILTON MILL UNITED METHODIST CHURCH PRESCHOOL!

The staff at Hamilton Mill Preschool Ministries welcomes you to a year full of growth, fun, and endless possibilities! Our goal is to provide a loving, safe environment for each child so that he/she can experience a variety of activities that will give the opportunity for growth, understanding, and self-worth. These first school years should be filled with learning through playing, manipulating, touching, wondering, and experimenting. The brain of a child in the preschool years is growing rapidly and absorbing a great deal of information. Exposing a child to a variety of play will enhance learning for years to come. Each child will be encouraged to grow spiritually, intellectually, socially, physically, and mentally. Children will learn to respect and trust others and themselves.

General Objectives for each child:

To develop the ability to work and play with other children and adults in small and large group settings.

- * To develop gross and fine motor skill
- * To increase awareness of self and develop a positive self-concept
- * To increase listening, speaking, and writing skills
- * To increase awareness of Jesus' love
- * To promote respect for individual and cultural differences
- * To increase creativity and imagination through paint, glue, crayons, play dough, clay, and other manipulatives
- * To encourage readiness, enthusiasm and love for reading

We anticipate a wonderful year at our Preschool. If you have any concerns or questions, feel free to contact me at 770-271-2783. We look forward to working with you and your child.

Jennifer Markham
Director of HMUMC Preschool
Leigh Brackett
Assistant Director of HMUMC Preschool

Hamilton Mill United Methodist Church Preschool Goals and Philosophy

*At Hamilton Mill United Methodist
Church Preschool,
our goal is to provide a loving,
safe, Christian environment
in which a child can grow spiritually,
intellectually, socially, physically
and mentally. Opportunities for growth
and learning are given to each child through
play and a variety of activities.*

*Children learn to trust others,
respect others and themselves and understand
the love of Jesus Christ.*

*We believe a child's early school experience
should be one full of fun, love and nurturing.*

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Mathew 19:14

Standards

In March 2003, our preschool was awarded the Certification of School of Excellence through the North Georgia Conference Preschool Association of the United Methodist Church after our first year of being open. On April 2013 we were awarded Recertification for School of Excellence, something that we have to do every ten years. Our school has continued to meet the criteria established by this association. Then on April 2017 we had to do another three year recertification. Improvements such as the buzzer system on the door, increased number of handheld radios, receptionist at the entrance, plus room improvements have been made. We are very proud of our certification and we continue to create the best possible environment in which our children can grow, learn, and love.

We are a **non-profit** organization. All tuition that we collect pays our staff wages. Registration fees cover supplies needed each day. The activity fee pays for field trips and programs throughout the year as well as T-shirts and tote bags. The preschool pays for its own copier service, janitorial service, maintenance man, payroll service, and financial assistant. Fundraisers are held periodically throughout the year to allow us to provide the best program possible through improvements and extra activities. Donations are welcome at any time!

School Days and Hours

We are open Monday through Friday from 9:00 a.m. - 12:30 pm. The five year old class stays until 1:00pm. Please observe and refer to our calendar throughout the year. If Gwinnett County is closed due to inclement weather, we also will be closed. (Please listen to WSB FM 95.5 radio).

Hamilton Mill United Methodist Preschool Calendar

2019-20 School Year Calendar

August 28-29	Open House
Sept. 3	School Begins!
Oct. 10-11	No School-Fall Break
Oct. 14	No School-Columbus Day
Oct. 23-24	Early Release at noon
Nov. 25-29	Thanksgiving Holiday
Dec. 23- Jan.3	Christmas Holiday
Jan. 6	School resumes
Jan 20	No School-MLK, Jr. Holiday
Feb. 14	No School
Feb 17	No School-President's Day
Feb. 19-20	Early Release at noon
March 13	No School
March 23-24	Built in snow days/conference time
March 30-April 3	Spring Break
May 13	Last Day of school
May 14	School Picnic

Calendar Dates

Here are dates to put on your calendar. These dates are subject to change. You will be notified of any changes, additions, or deletions.

August 28-29	Open House 9am-12
September 3	School begins
September 9	Chapel begins
September 10-12	Happy Feet-gym and ballet begins
September 11-12	Room Parent Meeting 9:15
September 18-19	Wear Red Days
September 18	Meet and Greet (MW twos, all threes, fives) 9:15
September 19	Meet and Greet (TTH twos, all fours) 9:15
September 25-26	Sub Workshop 9:15
September 27	Elachee field trip for the fives, 10am-12
October 2-3	Wear School Shirts
October 3	Jaemor Farms field trip for the fours, 9:30-11:00am
October 7-9	Individual Pictures-preschool
October 10-11	No School, fall break
October 14	No School, Columbus Day
October 15-16	Sibling Pictures/Make-up Pictures
October 17	Ladybug Bazaar, 9am-5pm
October 17-18	Individual Pictures-preschool
October 20	Church Fall Festival, trunk or treat, 4-6pm
October 21-22	Donuts with Dad
October 23-24	Early Release at noon for everyone
October 28-29	Wear Orange Days
November 6-7	Wear School Shirt Days
November 7	Fall Pedal Power for the 4/5's
November 13-14	Team Spirit Days
November 13-14	Stay and Play #1
November 18-20	Thanksgiving Feasts at 10:45 (twos start at 10:30)
November 20-22	Wear Brown Days
November 25-29	Thanksgiving Break
December 3-4	Wear Yellow Days
December 5	Two Year Old Program 11:30
December 11	Three Year Old Program at 11:30
December 12	Four and Fives Program at 11:30
December 16-17	Wear School Shirt Days
December 18-20	Christmas Parties
December 23-Jan 3	Christmas Break
January 6	Resume Classes
January 6-7	Registration info/requests goes home
January 6-7	Tuition envelopes will go home for January
January 8-9	Wear Black and White days
January 14	Registration requests are due
January 14	Tuition is due for January
January 15-23	In-House registration for 2020-21
January 15-16	Wildlife Wonders
January 15-16	Wear School Shirt Days
January 20	No School-Martin Luther King Day
January 22-23	Pajama Day

January 23	In-House registration due
January 27-28	Speech Screening with Kids Speech
January 29-30	Stay and Play #2
January 31	Sensory Screening with All About Kids
February 5	Church Member registration at 10am
February 5	Legacy registration at 11am
February 5-6	Wear School Shirt Days
February 6	INK field trip for fours, 10am-12
February 7	Community registration 9:00
February 10-11	Muffins for Mom
February 12-13	Wear Pink Days
February 12-13	Exchange valentines and special treat-No Parties
February 14	No School
February 17	No School-President's Day
February 19-20	Early Release at Noon
February 26	Ash Wednesday
February 26-27	Tooth fairy Visits
March 2-6	Dr. Seuss Week
March 2-3	Color Day-wear your favorite color
March 8	Imagination City set up
March 9-11	Imagination City
March 11-12	Wear School Shirt Days
March 12	Puppet Guy for four and fives at 10am
March 13	No School
March 16-17	Wear Green/St Patrick's Day treat but no parties
March 23-24	Built-in Snow days/Confer. Days-sending home eval. and set up conferences
March 23-27	Class Pictures
March 25-26	Stay and Play #3
March 30-April 3	No School-Spring Break
April 6-7	Empty Tomb at 10am
April 8-10	Easter Egg hunts and parties-parents invited
April 12	Easter
April 13-17	Teacher Appreciation Week
April 15-16	Wear Blue Days
April 17	Teacher Luncheon at Preschool
April 20-21	Movement Mania
April 22-23	Wear School Shirt Days
April 23	Volunteer Lunch for Preschool and MMO Parent's at 11:30am
April 24	Alegre Farms for the fives class, 10-12
April 27-28	Farm Animals for the 2 and 3's
April 27-28	Military Appreciation Days-wear Red, White and Blue
April 30	Two Year Old Program 11:30
May 4	Three Year Old Program 11:30
May 5	Cafeteria style lunch for 4 and 5's
May 5-6	Wear School Shirt Days
May 6	Pedal Power Days for 3's
May 6-7	Shadow Day for fives class
May 7	National Day of Prayer
May 7	Kindergarten registration
May 11-12	Wear Purple Days
May 13	Graduation at 6:30pm
May 13	Last Day of Preschool
May 14	School-Wide Picnic at Duncan Creek Park

COMMUNICATION

An open communication between parent and teacher is imperative for a successful year. A monthly, school wide newsletter and calendar will be sent home from the director. Each teacher will also send home a calendar and newsletter with information specific to your child's class.

Telephone

The Preschool's phone number is 770-271-2783. In the event you reach the answering machine during school hours, leave a message. We will get back to you as soon as possible.

Written Messages

ALWAYS send a written note to the teacher. **If your child is to ride home or be picked up by someone other than the normal person written on your application form, we must have it in writing.** These notes will be kept on file in your child's record folder. The person picking up your child should be able to show identification.

*Changes of address or phone numbers should be promptly given to the director and teacher.

Conferences

Parent teacher conferences will be held twice a year for all ages. In the fall and spring the teachers will reach out and send evaluations home, plus contact you. At any time in the school year, you need to speak to your child's teacher, do not hesitate to contact the teacher by written note or phone call to the preschool office.

Notes Home

The preschool office must approve any communication to a preschool parent or student. Our class lists are not to be used for solicitation purposes. If you wish to send any correspondence home, it must be approved in the office.

ENROLLMENT PROCEDURES

Your child must be 2 years of age by September 1 of the school year to enter the 2-year old program.

Your child must be 3 years of age by September 1 of the school year to enter the 3-year old program.

Your child must be 4 years of age by September 1 of the school year to enter the 4-year old program.

Your child must be 5 years of age by September 1 of the school year to enter the 5-year old program.

Applicants will be enrolled in the program when the following is completed and on file:

- Application Form
- Registration/activity fee (non-refundable) paid
- Immunization/health record forms
- Waiver of Liability Form
- Medical Release Form/Photo Release Form

Withdrawal

We are a non-profit organization. All fees and tuition are used to give you the best teachers, supplies and equipment possible. This is our only income, and our budget is based on the full nine months' tuition for each child. Should you find it necessary to withdraw your child, please give one (1) month's notice, **in writing**, or pay one (1) month's tuition. We regret we are unable to make refunds for illnesses or missed school days.

TUITION AND FEES

The registration/activity fee is an annual non-refundable fee due at the time of registration. The fee schedule for the 2019-20 school year is as follows:

Registration Fee/Monthly Tuition:

2 day class	\$165.00	Late Payment Fee: \$20.00
3 day class	\$185.00	
4 day class	\$205.00	
5 day class	\$220.00	
5 Year Old Class	\$230.00	
Late Pickup Fee (after 12:45)	\$1.00 per minute	
Returned checks Fee	\$20.00	

Monthly tuition is due on the first of each month. A \$20.00 charge will be added for checks received after the 5th of each month. For parents' convenience, we will issue a special tuition envelope to each family at the beginning of each month. The envelopes may be hand-delivered back to the director or sent back in the daily communication folders for the teachers. We will accept checks or cash, we do not accept credit cards at this time. Checks should be made payable to **Hamilton Mill Methodist Preschool or HMUMC Preschool**. A statement will be sent after the 5th to inform you of late fees.

Activity Fee

During Open House, each child will pay an Activity Fee to cover all field trips and programs at school (including Imagination City, Thanksgiving Feasts, Wildlife Wonders, farm animals, puppet guy, etc.) This also covers the cost of your child's school t-shirt, book bag and embroidery. This onetime fee is done for your convenience.

2 and 3 year-olds : \$60.00
4/5 year-olds : \$90.00

Graduation Fee

The graduation fee is included in the Activity Fee for 4 and 5 year olds. This fee will cover graduation gowns, caps, tassels, cookie and punch reception, decorations and other fees associated with this special night. The caps, gowns, and tassels will be yours to keep.

Field Trips

Our 4 and 5 year-old class will take two outside field trips during the year. The 2 and 3-year-old classes will have one special in-house field trip, at the school. The field trips will be announced well in advance. Parental signature is required. Parents are asked to drive and attend with their child to the field trip and all the children meet there. If a parent knows of any special trips or has ideas for field trips, please let us know. We are always looking for new ideas and places to go.

Curriculum

Our teachers strive to provide the best educational experience possible for your children. When children are developmentally ready to grasp a concept or skill, the opportunity needs to be there. Our job is to provide these learning windows. Our chosen curriculum is Scholastic's *Building Language for Literacy* for the 4 year olds and *The Scholastic Five Senses Preschool Curriculum* for the 2 and 3 year olds. The 5 year olds use *Zoo-Phonics*. Our teachers will use a variety of resources in the classroom as well. We are also adding the *Zoo-Phonics* curriculum to all age groups. We had an in-service in August and we are excited to implement the phonics program school-wide.

Young children learn by doing. Activities are planned to present topics in many different ways, such as finger plays, songs, stories, and art experiences. Our rooms are set up with learning centers, which

allow each child to choose activities. Opportunities for large and small group interaction as well as independent choices are available. Since children learn many valuable lessons and concepts in the ‘process’ of play, please be aware that they don’t always bring the finished product home. Children develop pre-reading and pre-writing skills through art by learning to visually discriminate between colors, textures and shapes and by exercising their small muscles as they work with crayons, scissors and paintbrushes. Pretend to be a two, three, four or five-year old child again. What would be more fun? Having circles, squares and triangles in all different colors put before you so you could glue them in any creative way you desired? Or, having the teacher tell you, “Put a red square on the bottom. Now put a blue triangle on top of the square. Now put a yellow circle on the very top. And look, now you have all made a tower!” And in which instance did the child learn more? So if your children don’t bring home a “teacher created” project every day, be reassured: they have experienced art in the classroom that day!

We use STEM activities to learn and play. Through water play, children learn basic science concepts: Properties of water and objects and basic math concepts by measuring amounts. While playing in the block center, children have the opportunity to explore the math concepts: (1) Estimation-how many? How much? How tall?; (2) Balance-building a tower, stacking large and small blocks; (3)Classifying-grouping according to size and shape. Science, manipulatives, and numbers and counting are other developmental activities included in our science curriculum.

When children participate in dramatic play, they learn other valuable pre-reading and pre-writing skills. They enjoy drawing and making the props to be used: Tickets, menus, labels, etc. It is also an excellent center for emotional development. It offers children safe ways to explore their fears and anxieties through role-playing. It offers an opportunity to work through many of life’s real issues.

When children play outdoors, they are developing language and social skills by talking... “Watch me!” negotiating, sharing, creating order and rules, and trying out leadership roles. Each day is structured to allow alternating time for busy, active play and quiet activities.

Drop-off and Pickup

We have a drop-off procedure to make bringing your child to preschool easier and faster. A map for drop-off will be available at Open House. As you pull up to the drop-off area, a teacher will be there to help your child from your car to the building. If you need to speak with a teacher, please park your car in the parking lot and walk in with your child. This will keep the line moving smoothly.

Drop off is available from 8:55 a.m. to 9:15 a.m.

We will open the doors at 8:55 am. The staff gathers each morning for prayer and last minute announcements until 8:55 am. Please respect this time. If you wish to bring your child to his/her room, you are always welcome to do so. Please make your exit quickly so we may begin our day. Long good-byes only seem to make matters worse! If you do park and walk them in, use the door by the flagpole. **You must walk them all the way down to the classroom: you are not allowed to just walk them to the preschool doors.** PLEASE HOLD ON TO YOUR CHILDREN AT ALL TIMES IN THE PARKING LOT. Running children are at high risk for an accident. If you come after morning carpool is over, come in the flagpole door and you will need to sign in and get a name tag to go downstairs. A receptionist is at the door to assist you.

For our afternoon pick-up, parents will drive through the same route as the morning from 12:23 p.m. to 12:45 p.m.

If you wish to walk in to get your child, we ask that you be at the classroom by 12:15. If you come after 12:15 please just go directly to the rooftop and carpool area to pick up your child. The time between 12:15-12:20 is used for getting classes to carpool and is confusing if parents are trying to pick up kids during this time. Detailed instructions and your child’s car tag will be given to you at Open House. **Pick up for the five year old class will be from 1:00-1:10, with only one class it will go very quickly.**

Please be prompt in picking your child, after 12:45, late fees will be charged. This policy will prevent your child from getting upset and instill confidence in his school experiences. We will always have your child with us so do not panic if there is an emergency situation.

Please notify the preschool as soon as you realize you will be late. Remember we are upstairs at carpool and will not be down to answer the phone after 12:15 so please leave a message. We will listen to messages after carpool. If someone other than the parent picks up the child, a written note must be submitted at time of drop-off. Photo ID will be checked. We will do this to assure absolute safety for your children.

Lunches

We ask that lunches are healthy and nutritious. Please be sure to label all lunch boxes, containers, and drink cups with your child's name.

CANDY, COLA DRINKS, AND GLASS CONTAINERS ARE NOT PERMISSIBLE.

Some helpful ideas for your lunches are:

Sandwiches, fresh fruits and vegetables, cheese and crackers, fruit snacks, goldfish crackers, dry cereal, granola bars, pretzels, yogurt, and raisins. Nutritional items are best!

Each child will eat lunch while at school. Parents will send in the lunch. We are unable to refrigerate or heat up lunches. Please put items that need to remain cool in insulated bags. Small freezer packs work wonderfully in these. Lunch should be prepared and ready to eat. Please cut up foods at home. We will be unable to do this for each student in the class!

We do realize some children have food allergies. We may have some classrooms not bring peanut items in the lunch for the safety of others in the class. We will work to make it as peanut free as possible, but we also have no guarantee it will be completely peanut free.

HEALTH INFORMATION

Attendance

We hope that your child can attend preschool regularly in order to receive the full benefits of our planned program. If your child is ill or cannot attend school, please give the teacher or preschool office the courtesy of notification. We regret that refunds cannot be given for illnesses or missed school days.

Please notify us if your child will miss more than one day of school due to illness or vacation.

Outside Play

This is a regular part of the daily schedule unless the weather is rainy or extremely cold. A written request is required for a child to remain indoors during outside playtime. In general, if a child cannot play outside because of illness, he or she should be kept at home. If you are not sure if you should send a jacket or sweater to school on a given day, send it, this way your child will have one if he/she needs it. Be sure to label all jackets that you send with them.

Toilet Training/ Diaper Changes

Children that are two and three do not have to be potty trained. However, they should be working towards that especially when they are three. Children aged four and up need to be potty trained. All children should have an extra change of clothes in their school bag each day in case of accidents. The child will be changed and cleaned up and the soiled items will be put in a plastic bag and sent home. If the child is in diapers please keep at least two diapers in their school bag at all times.

Please only send the child in a pull up or underwear when they are ready. We cannot potty train them at preschool. Also, please work on wiping with your child. For everyone's safety we try not to wipe a child on a regular basis. The class goes to the bathroom several times a day and if the children need to go additional times they will be taken. If your child needs to be changed, they will be changed on a changing mat in a sanitized area.

Communicable Diseases

Parents are asked to notify the school immediately if their child has contacted a communicable disease. We need your help to keep exposure under control. Children should be kept at home when they have any of the following symptoms:

Unknown rash, sore throat, fever, nausea, upset stomach, vomiting, diarrhea, excessive congestion or runny nose, heavy or persistent cough, enlarged glands, inflamed eyes, earache, or discharging ear.

A child must be free of fever for a full 24 hours before coming to school. Just remember this rule of thumb:

Would you want another parent to send their child to school in this condition to play with your child?????

Discipline

Children are expected to behave in a courteous manner at preschool. Disciplinary matters are handled with discretion and usually solved by the individual classroom teacher. If an incident occurs, a form will be filled out by the teacher and sent home with both children. In cases where the skin is broken or there is bleeding, parents will also be called about the matter. Parents and teacher may need to set up a conference time for discussion of a particular problem. We believe disciplinary problems can be solved without the need for corporal punishment.

Children need to be advised and instructed to stay with their class/teacher at all times.

Rules of our School

Treat Others as You Wish to be Treated

Use Kind Words

Listen and Follow Directions

Use inside voices

Treat things with Respect

If at any time during the school year we feel your child is unruly and difficult for teachers to manage in the preschool setting, we reserve the right to ask that you withdraw your child from our preschool program.

Students with special needs

We admit children on our ability to serve them. If a parent wishes to enroll their child in our program, we will determine if we are qualified to serve the child. We will monitor the progress and talk to the parents on how they are adjusting, where they are developmentally and behaviorally. We will work with families and do what we can. We do not diagnose any child, but we do refer parents to Gwinnett

County Schools or your Current County Schools. We support the services provided through your current county in any way we can in order to make the child as successful as possible in the general education setting or with typical peers.

We strive to serve the needs of each individual child, but if we feel we are not qualified to handle your child's disability, we reserve the right to refund the registration fee. Please note that you may hear your child talk about another person in the classroom and that could most likely be a support person from the county. If you have questions, please talk to the teacher or Jennifer.

Child Abuse

We are required by law to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children's Services.

The Council on Ministries of the United Methodist church requires our church and Preschool to have on hand a *Policy for the Prevention of Sexual Abuse*. All of our staff has completed training in Child Abuse. Each staff member has been cleared through background checks. Character references are checked as well. It is our duty to do all we can to prevent harm to any child in our care.

Allergies and Medications

We understand it is becoming very common for children to have allergies to food and other things. Each year everyone fills out a health form to let us know of anything your child is allergic to that may affect the time at preschool. If there are a lot of food allergies, you will need to talk to the teacher and have a plan. We cannot administer medication to a child unless it is for emergency situations. If your child has allergies or needs epi-pens you will need to also come by the office and fill out the proper paperwork. All medicine will be stored out of reach in the office but will get to a child very quickly in an emergency.

Immunization/Health Record

An immunization/health record is to be completed and kept up-to-date for filing in our records. The form needed is medical form 3231 for every student. All five year olds are to also have form 3300 completed and on file with us each year. The State Health Department requires that these records be in our files before the end of the first month of attendance at preschool.

Emergencies

Should your child become ill or injured during school time, the school's policy will be as follows:

1. The school shall undertake to contact the parent.
2. In the event the school cannot reach the parent, it shall attempt to contact the persons listed on the WAIVER OF LIABILITY signed by the parent and on file.
3. Should this fail, the school shall be authorized to secure such medical attention and care for the child as may be deemed necessary.

Fire and Hazardous Weather Drills

Fire and tornado drills will be practiced often throughout the year. Please talk with your child and assure him that these drills are "pretend or make-believe" and not real. These drills can be a frightening experience if your child is not properly informed by his/her teacher and his/her parents.

Insurance

The church insurance policy for the preschool children reads as follows:

Primary Insurance

This insurance shall cover primary up to \$20,000 dollars for each child at which point the child's own personal insurance coverage would pay. Exceptions to this are replacement of eyeglasses, contacts, and hearing aids.

Emergency plans

1. In the event that we have a loss in water, electricity or gas we will call parents and have them come pick up their children. We will also put a note on the website and send parents emails. Without water, electricity or gas we would not be able to function throughout the day.
2. In the event that there is a water or gas leak we would remove the children from the area and then begin to contact parents. We would first identify where the problem was and remove children from the area. If we could move the children to the Shed area, we would do that first. If not, we would get the children out of the building and gather in the parking lot. Church staff would help classes and keep the children together until a parent picked them up. If we needed to evacuate to a further destination we would go to our evacuation location at Mulberry Park or HM Discovery Point if needed to leave the area.
3. In the case of an intruder in the building or notification of a need for a lockdown from authorities because of an emergency in the area we say 'lockdown-either hard or soft, whether they are in the building or outside. The teachers are to take their class to the closest classroom and lock the doors. 911 is called immediately as well as church staff for additional assistance.
4. Each room has an emergency plan route to go outside if there is a fire. Each class is to go outside and then the director and assistant director will make sure all classes are accounted for through our walkie talkies. The office staff will check restrooms and classrooms if they are able.
5. In the event of a medical emergency: The teacher will secure the area and have another staff member then contact someone to help. Depending on the situation 911 may be called, as well as the parents. The Office staff will also come and assist with the situation.
6. In the event of a community crisis if we are able to stay inside we will and will keep the children safe until parents are able to come and get them. We will have on hand extra food and drinks for staff and children. We will also contact parents to make them aware of the situation.
7. In the event of severe weather each class goes to a designated room. They have learned to cover their heads and take shelter in these rooms. The weather radio would be used to listen to the weather information.
8. In the event that we needed to evacuate the preschool we would make sure we had all of the children, coats on and all of the emergency information in the backpack. We would call our evacuation location and have them come and get us. We would evacuate to the Shed, parking lot or Mulberry Park if needed to get out of immediate danger. Church members would help keep children together. Once we were over at the HM Discovery Point location and safe, we would begin to contact parents.
9. This is in the handbook for you to be aware of in case of any type of emergency. If parents know of a situation in the area they should come and get their child immediately. They should realize that we may not have access to the preschool telephone and leaving messages will not work. Our evacuation location is the Hamilton Mill Discovery Point Preschool, 2330 HM Parkway, 770-614-3556. Transportation Release must be signed and will be on file.
10. Parents should always have their cell phones with them and on during preschool hours in order for us to get a hold of them during emergency situations. We will post things on our website if possible.

Visitors

Parents are welcome to observe or visit our classes at any time. We ask that you check in at the office when you arrive. A **brief** visit helps maintain a normal classroom atmosphere and is best for the children.

School Dress

Preschool is very messy! We paint, spill juice, make messy creations, roll in grass, etc. Dress your children in sturdy, comfortable, play clothes. They should be clothes your child can manage by himself/herself, without the aid of a teacher. Elastic waists are ideal. Washable, comfortable clothes are important if your child is to participate fully and freely in our planned program.

Please dress your child in shoes that are safe for climbing on play equipment (no clogs, flip flops or boots). Children who do not wear the recommended school dress may not be permitted on the climbing playground equipment.

When the weather is chilly, we will go outside. Please send a jacket or sweater for your child. If we don't need it, we can always send it home!

Each child should provide a change of clothing for the teacher to keep in case of an accident. Please put the change of clothes in a zip-lock bag and label with your child's name.

PLEASE MARK ALL REMOVABLE CLOTHING (SWEATERS, JACKETS, HATS, ETC.) WITH YOUR CHILD'S NAME TO PREVENT LOSS OR MIX-UP WITH ANOTHER CHILD'S BELONGINGS.

What to Bring to School

- Tote bag-provided by the preschool
- A change of clothes
- Lunch and drink.
- Supplies requested by teacher.
- Jacket/coat if necessary.
- A smile!

What Not to Bring from Home

- Candy or gum.
- Toys from home. (Teachers will establish a show and tell.)

Pets and Plants

Animals are not part of our everyday preschool routine. However, our preschool does allow animals to visit a classroom on approval from the teacher and director. Children's allergies are considered. If a child is allergic or frightened, great measures are taken to insure the well-being and safety of that child. No animal that would pose a problem to a child or adult would be allowed at our school. While in our preschool, pets must be under close supervision of an adult. All pets must be current on their shots and be restrained on a leash or in pet cage.

Non-poisonous plants can be grown in a classroom provided there are no children with allergies in the class. Other hazardous plants are prohibited from preschool.

Television and Computers

The use of television and videotapes in the classroom is very limited. Special occasions like Polar Express Day, pajama day and when we have stay and play days for parents where the kids can stay until 2:00pm, we may show a movie. We preview the material and make sure it is appropriate. We do use CD and cassette players when the children listen to books on tape. It is a great tool for them to listen to a story and follow along if able.

Birthday and Parties

It is our policy to recognize each child's birthday by making it their "special day" at school. They will receive special privileges and recognition from their teachers and classmates. The summer birthday children will have their "special day" at the end of the school year. Please help us carry out this policy. If a parent wishes to send birthday refreshments or snacks on their child's birthday, please notify the teacher well in advance of the birthday. Please No Balloons.

We will pass out private birthday invitations provided the entire class is invited.

We will have parties at school on Christmas, and Easter, plus our end of the year picnic at the park. We always like to include classroom mothers/fathers in our program. If you would like to be a room mother or father for your child's class, please let us know.

Mission Projects

On Monday and Tuesday there is Chapel. All of the children will attend chapel in the sanctuary on one of those days. It is a time to sing and hear a short message from the Bible. We also have a mission project each month. The mission project for the month will be in the monthly newsletter. We want to teach the children about helping others. Each month we will be helping a group in the church or community by collecting or making something for others, such as bringing food for the food pantry or having a coat drive for the homeless. We will let you know what the mission project is each month and on chapel days we will collect the items and talk about how we help others.

Skills to be covered by age groups for the year

:

Terrific Two Year Olds-Goals

1. To develop positive self-concepts.
2. To develop creativity and imagination.
3. To develop speaking and listening skills.
4. To develop social skills with other children and adults in small group and large group settings.
5. To develop and strengthen gross and fine motor skills.

Skills

- | | |
|--|--------------------------------------|
| *Separates from parent | *Identifies objects (backpack, etc.) |
| *Listens to others | *Tells what he needs |
| *Responds to name | *Follows simple directions |
| *Attends to task | *Participates in circle time |
| *Helps with Clean up | *Plays with other children |
| *Takes turns | *Identifies color |
| *Speaks in sentences
with 5 or more words | *Matches color |
| *Tells a story | *Works with scissor |
| *Recognizes similarities and differences | *Recites rhymes and sings songs |
| *Identifies a few letters | *Identifies numerals 1,2,3 |
| *Identifies a circle, square, triangle | *Counts from 1 to 10 |
| *Throws and catches a ball | *Jumps |
| *Runs | *Puts on a coat |
| *Hops | |
| *Uses drawing tools | |
| *Works with puzzles of 4 or more pieces | |

Thrilling Three Year Olds

Social/Emotional

1. To develop a positive attitude toward school and learning
2. To help strengthen socially acceptable behavior so that children can learn to establish healthy, meaningful relationships with children their own age.
3. To help children learn to respond respectfully to adults and to follow classroom routines and rules.
4. To develop listening skills and follow two step directions.

Academic

1. To introduce and recognize the basic colors: red, blue, green, yellow, orange, pink, white, black, brown, and purple.
2. To introduce and recognize the basic shapes: circle, square, rectangle, triangle, star, heart, oval, and diamond.
3. To introduce the numbers 1-10.
4. To recognize their first and last name.
5. To be introduced to the letters of the alphabet through many stories and activities.

Each child needs to be helped to progress naturally during the school year. We realize all children are special and will be given the special attention they deserve.

Fantastic Four Year Olds

Social/Emotional

The following skills will be presented. The teacher recognizes the individuality of each child in his/her ability to master these skills.

Each child will:

- 1 Display acceptable behavior upon departure from parent.
- 2 Be given opportunities to interact positively with his peers.
- 3 Use acceptable table manners. Children are to remain seated while eating. Children will be encouraged to clean up his/her place.
- 4 Learn that school is a happy place where success can be achieved.
- 5 Strengthen his/her fine motor skills by playing with puzzles, building blocks and participating in structured and unstructured art activities and writing.
- 6 Display gross motor skills of running skipping, jumping, ascending and descending stairs, sliding, hopping on one foot, balancing on a straight surface.
- 7 Developing vocabulary through the teacher's encouragement of language development.
- 8 Verbalize physical and emotional needs, relate past events and share ideas.
- 9 Increase listening skills by exposure to music, story time and following direction.
- 10 Practice and recite as a group, The Lord's Prayer and other daily prayers
- 11 Recite, as a group, the Pledge of Allegiance

Academics

Each child will:

- *Recognize and name the colors: red, blue, green, purple, orange, yellow, black, white, brown and pink.
- *Recognize upper and lower case letters by sight.
- *Recognize by sight modes of transportation and be able to categorize (land, sea and air).
- *Define and discuss the five senses. As well as such concepts as hot/cold, sweet/sour, big/little, etc.
- *Recognize and name these shapes; square, circle, triangle, rectangle, oval and diamond/rhombus.
- *Be introduced to concepts of the calendar in terms of days of the week and months of the year.
- *Experience tracing his/her first and last name, printing his/her first name, stenciling, cutting, drawing his/herself, making circles and straight lines and outlining hands.
- *Count using objects 1-20.
- *Recognize numerals to ten.
- *Work on categorizing, rhyming, patterning, contrasting, memorizing, and recognizing opposites.
- *Science: health and nutrition, weather and wildlife
- *Work on the ability to recognize the right and left side of the body(right hand, left hand, right leg, left leg, etc)

Learning Objectives for the Fabulous Five Year Old Class

Phonemic Awareness

Development /Language

- Recognizes rhyming words
- Creates rhyming word pairs
- Blends two sounds
- Language and Early Literacy
- Recites the alphabet
- Names capital letters
- Names lowercase letters
- Recognizes name in print
- Matches sounds to letters
- Listens to stories and poems with interest
- Writes letters
- Writes first name
- Speaks in complete sentences
- Handles books appropriately
- Recites classic rhyme and songs
- Discriminates between words that are the same and different

Physical and Motor

- Holds instruments properly
- Manipulates small objects
- Participates in games

Math

- Recognizes numbers 1-10
- Counts orally to 10
- Identifies shapes (square, circle, triangle, rectangle)
- Identifies colors (red, blue, yellow, green, orange, purple, brown, black)
- Recognizes and extends patterns
- Identifies coins (penny, nickel, dime, quarter)
- Understands calendar concepts (days, month, years)
- Sorts according to color, size, or shape

Science

Understands concepts of seasons and weather
Participates in experiments
Uses simple measuring devices
Enjoys investigating and making observations

Personal and Social Development

Shares personal experiences
Engages in conversation
Follows oral direction
Knows personal information
(birthday, address, phone number)
Plays and works well with others
Understand roles in family, school, and community
Follows school rules
Respects the rights of other
Completes Activities

Art, Music, and Dramatic Play

Engages in dramatic play with others
Chooses a variety of art materials
Enjoys sitting and moving
to different types of music

Staff for 2019-20

1. Leigh Brackett
2. Valerie Byrne
3. Lynnette Cook
4. Meredith Crouch
5. Julie Daniel
6. Cora Diekman-Yorgov
7. Roxanne Eisen
8. Jan Epling
9. Jana Foster
10. Emily Gable
11. Rebecca Harris
12. Michelle Harvey
13. Andrea Herrin
14. Karen Kempf
15. Shelley Korb
16. Renee Koen
17. Heather Langley
18. Dawn Lavelle
19. Stephanie Lazarz
20. Jennifer Markham
21. Kim Marsh
22. Beth Martin
23. Louise Nauman
24. Christa Nigro
25. Katie Patrick
26. Dawn Prentice
27. Emma Reddy
28. Karmen Scarborough
29. Kathy Smith
30. Amy Snipes
31. Meagan Stamps
32. Fanli Thongsouk
33. Katie Weber
34. Ann William
35. Bonnie Wright