



# PARENT HANDBOOK

DUE WEST UMC PRESCHOOL MINISTRY  
3956 DUE WEST ROAD  
MARIETTA, GA 30064  
770-590-0982

2020-2021 HANDBOOK

DUE WEST UNITED METHODIST CHURCH  
PRESCHOOL MINISTRY

3956 DUE WEST ROAD  
MARIETTA, GA 30064

PRESCHOOL OFFICE PHONE:  
770-590-0982 ext. 242

CHURCH OFFICE---770-427-3835

[www.duewest.org/community/weekday-preschool/](http://www.duewest.org/community/weekday-preschool/)

## PRESCHOOL HANDBOOK TABLE OF CONTENTS

	Page
A. Introduction	
Welcome from the director	A 1
Welcome from the minister	A 2
Our objectives in working with your child	A 3
Preschool mission statement	A 4
Preschool Board members	A 5
Preschool Staff	A 6
B. Operation Policies	
Hours, car line procedures and map	B 1
Security, Dismissal, Messages, Clothing	B 2
Tote bags, Emergency procedures, attendance, Medications,	B 3
Health	B4
Allergies, Accidents, Food, Accidents, Food and gum, Lunch Bunch, Lunches	B5
Snacks, Water Bottles, Holidays, Celebrations, Birthdays, Field Trips	
Communication	B6
Conferences, Parent Involvement, Potty training	B7
Discipline— Bullying, Biting	B8
Reasons to be sent home, Reasons for dismissal, Withdrawal, Tuition, Activity Fees	B9
Fundraising, Registration, Scholarships and Nondiscrimination policy	B10
Playground Rules	B11
C. Tips for helping your child adjust to school	C1
E. What a child learns from play	C2
F. Preschool curriculum	C3-15

WELCOME!!

Dear Parents,

We are excited that your child will be attending the Due West United Methodist Church Preschool Ministry this year! Thank you for sharing your precious child with us. We are looking forward to working with you to ensure that your child has a wonderful year.

The purpose of our program is to provide each child with opportunities to learn about God and the love of Jesus, to love learning, to feel good about himself/herself, and to be prepared with the basic readiness skills needed for their class next year. We strive to offer a balanced program encouraging growth in the areas of spiritual, intellectual, physical, emotional, and social development.

Our entire staff sincerely cares about each child and we plan very carefully for each child to meet with success and to enjoy learning. We are all dedicated to providing a Christian atmosphere where love and acceptance are demonstrated by our words and our actions.

We encourage you to become involved in your child's education program because we believe your participation will make your child's experience more meaningful. Try to discuss your child's day with him or her and take pride in all of his or her accomplishments.

This handbook is your guide to the policies and procedures of our preschool. After you have read it, please put it in a convenient place so that you may refer to it during the year. Please feel free to call or email the preschool office if you have any questions, concerns, or comments. Monthly calendars and newsletters will be sent home to give you detailed information on events and activities.

We are looking forward to a great year together!!

Michelle Davalos  
Preschool Director  
770-590-0982 ext. 242  
mdavalos@duewest.org



**Due West  
United  
Methodist  
Church**

Dear Parents,

Welcome to another exciting year in our Preschool Ministry. On behalf of Due West United Methodist Church, I want you to know that we are praying that your children will have a great year of learning and fun. We feel it is a privilege and important responsibility to work with you and your children. Please let us know how we can assist you in this ministry with God's precious children.

Also, if you are looking for a church home, please know that we would love to have you come and visit us here at Due West. Regardless, I want you to know that as a congregation and as a staff we are always here and available to you. Know that you, the children and the staff will be in my prayers. May God be with you and your family.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Campbell', with a long, sweeping flourish extending to the right.

Dr. David Campbell

Sr. Pastor

## OUR OBJECTIVES IN WORKING WITH YOUR CHILD

### SPIRITUALLY: To help your child:

- grow in the knowledge and love of Jesus and the Bible.
- develop happy, wholesome feelings toward his/her church and church family.
- become familiar with selected Bible stories, songs, and verses.

### SOCIALLY: To help your child:

- grow in his/her ability to work and play with others.
- respect the personal and property rights of others.
- become more friendly, likable, thoughtful, and helpful.
- develop an attitude of kindness, cooperation, and courtesy.

### PHYSICALLY: To help your child:

- establish desirable health and safety habits.
- strengthen and coordinate his/her body through large and small muscle activities.

### INTELLECTUALLY: To help your child:

- progress at his/her own rate.
- develop independent thinking, problem solving, following directions, and carrying out planned procedures to the best of his/her ability.

### EMOTIONALLY: To help your child:

- gradually mature in emotional response.
- properly express emotional responses.
- face and overcome emotional problems.
- develop a positive self-image.

### READINESS FOUNDATION

A readiness program for reading, math, music, and art will be presented appropriately according to your child's age. Monthly thematic units will be used to teach and reinforce all skills and meet our objectives.

## DUE WEST UMC PRESCHOOL MINISTRY MISSION STATEMENT

The mission of Due West UMC Preschool Ministry is to provide a safe early learning experience in a Christian environment.

We believe:

1. The foundation blocks for this ministry are Christian values.
2. Each child is a child of God and should have every opportunity to develop physically, intellectually, emotionally, socially, and spiritually to the fullest potential.
3. Each child will be accepted and nurtured at their level of development with flexible age-appropriate opportunities.
4. The church is called to ministry, caring for children, living out the message of God's love expressed through Jesus Christ.
5. This weekday ministry is a means to live out the gospel in the community.

DUE WEST UMC PRESCHOOL MINISTRY BOARD

Jamie Franklin	<a href="mailto:tailgaters@mindspring.com">tailgaters@mindspring.com</a>
Denise Luders	<a href="mailto:lude4317@bellsouth.net">lude4317@bellsouth.net</a>
Matt Brown	<a href="mailto:matt.brown6043@gmail.com">matt.brown6043@gmail.com</a>
David Lawson (fundraising)	<a href="mailto:dlawson@capstoneinsuranceservices.com">dlawson@capstoneinsuranceservices.com</a>
Nina Micale	<a href="mailto:ninamicale@bellsouth.net">ninamicale@bellsouth.net</a>
Jane Swanson	<a href="mailto:billjaneswan@bellsouth.net">billjaneswan@bellsouth.net</a>
Brian Hambrick	<a href="mailto:hambrick505@gmail.com">hambrick505@gmail.com</a>
Charlie Halbrook	<a href="mailto:cjholbrook@bellsouth.net">cjholbrook@bellsouth.net</a>
Linda Campisi	<a href="mailto:steveandlinda10@bellsouth.net">steveandlinda10@bellsouth.net</a>
Nicole Gray	<a href="mailto:graysingr@gmail.com">graysingr@gmail.com</a>

Michelle Davalos, Preschool Director	<a href="mailto:mdavalos@duewest.org">mdavalos@duewest.org</a>	770-590-0982
--------------------------------------	--	--------------

Debra Hebert	Due West Preschool Board Member at
--------------	------------------------------------

Large

Lathem Postell, Due West UMC Assistant Pastor	<a href="mailto:lpostell@duewest.org">lpostell@duewest.org</a>
---	--



DUE WEST UMC PRESCHOOL MINISTRY STAFF  
**PRESCHOOL OFFICE 770-590-0982 ext. 242**

Director                      Michelle Davalos  
Assistant Director        Courtney Kunkel

<u>Class</u>	<u>Teacher</u>	<u>Assistant</u>
One Year Olds:		
Monday & Wednesday	Morgan Almon	Lori Chapman
Monday & Wednesday	Joy Greeson	Whitney Pinyan
Tuesday & Thursday	Morgan Almon	Michele Cascone
Young Two Year Olds:		
Monday & Wednesday	Kailene Berghoefer	Michele Cascone
Tuesday & Thursday	Ashley Ward	Valerie Watkins
Older Two Year Olds:		
Tuesday & Thursday	Heather Caylor	Jessica Halkyard
Friday Twos:	Heather Caylor	Tiffany Boykins
Friday Twos:	Valerie Watkins	Michele Cascone
Three Year Olds:		
Mon., Wed., Fri.	Ashley Santafemia	Nancy Alfieri
Mon., Wed., Fri.	Shelly Kubek	Nancy Palmer
Monday-Thursday	Debbie McGaha	Judy Morrison
Monday-Thursday	Jo Runyon	Susan Kidd
Four Year Olds:		
Monday - Thursday	Susan Kelley/Colleen Kehoe (Co-Teachers)	
Monday - Thursday	Alison Garruto	Leigh Tinney
Monday-Friday	Lisa Dreyer	Karin Liebert
Older Four Year Olds:		
Monday – Friday	Beth Ashford	Denise Stell
Kindergarten		
Monday – Friday	Jennifer Maner	Erin Chesser
Monday – Friday	Brianna Ayres	Kathleen Carpenter

Our entire staff has been carefully chosen to ensure a quality preschool program. Each person has a pre-employment and every 5 years background check, a yearly health exam and a biennial Tuberculosis test. They also are CPR and first aid trained, yearly child abuse prevention training, plus 5 hours of preschool

related continuing education. Each person is a Christian who loves children and wants the best for each child in our program.

## OPERATION POLICIES

### B1

**DAYS AND HOURS OF OPERATION:** The preschool ministry program operates from, August until May We follow the Cobb County Schools schedule except their beginning and ending dates, their early release days.

All infant through two year old classes meet from 9:00 to 12:00 with an optional “lunch bunch” hour every day until 1:00 PM beginning the third week of school. The three & four year old classes meet from 9:00 to 1:00. The kindergarten class meets from 9:00-1:15. We may have early release days for staff meetings when everyone is dismissed at 12:00.

Classes are limited to the following number of children and the number of days per week, one year olds—7 children, 2 days, young two year olds—10 children, 2 or 3 days, older two year olds—12 children, 2 or 3 days, three year olds—13 children, 2, 3 or 4 days, four year olds—14 children, 4 or 5 days, older fours—16 children, 5 days and Kindergarten—15 children, 5 days.

**DROP OFF: 9:00-9:15 AM PICK UP: 1’S and 2’S 12:00 – 12:15 OR 1:00-1:15 (if doing lunch bunch. PICK UP: 3’S -4’S 1:00 – 1:15. PICK UP KINDERGARTEN: 1:15 – 1:30**

- Due to Covid 19 no parents are to walk their children into school . All children must drop off and pick up in their age group car line. There will be no carpool lanes for siblings. If you have 2 children of different ages, you will need to go through 2 car lines.(We are sorry for this inconvenience).We ask that you pick up your youngest child first and then get your older child.
- Ones and Twos Carline: Both ones and twos are dropped off and picked up off in front of building A (off Burnt Hickory Rd). Please go to the awning in front of the church. Ones stay to the right under the awning and 2s stay to the left. One year old parents may get out of the car to buckle in their child. We ask that 2 year old parents stay in their cars and we will place your child in their car seat. You then can drive to an open space in the parking lot to buckle them in.
- Kindergarten Carline: Drop off will be at the front of the church at building A with ones and twos. Go to either line. Afternoon carline will start at 1:15 at the same location.
- Threes Carline: you will enter your carline from Due West Rd. Go past the church and turn in by the scout hut. Follow the road by the big field toward the preschool building. Stay in the left lane and turn left at the bottom of the hill. The children will come out of the cross and flame doors by the playgrounds.
- Fours Carline: you will enter your carline from Due West Rd. Go past the church and turn in by the scout hut. Follow the road by the big field toward the preschool building. Stay in the right lane and turn right at the bottom of the hill. You will pull in front of the DWKids blue doors to collect your children.

\* Admin 2 is NOT an entrance to the preschool.

Please try to get your children to school on time. It is difficult for them to walk in when activities have already started, plus they miss the transition time from home to school that

happens at the beginning of the day. Regular late arrivals are much like an adult starting their workday late for a meeting with no cup of coffee! We recommend that you speak regularly of being on time to set this habit in preparation for later years in school.

When carline is over at 9:15 all staff members will go to their rooms and the door to our hallway will be locked. You will need to call and a staff member will come let your child in.

B

2

**\*\*\*Security** To ensure the safety of the children, the doors on the preschool wing both upstairs and downstairs are locked from 9:15am-1:00pm every day. If you need to pick up your child early, please send a note so we can have them ready and have your carline tag with you.

**WE WILL NEED WRITTEN PERMISSION OR PHONE CONFIRMATION TO SEND YOUR CHILD HOME WITH SOMEONE OTHER THAN YOU.** Ask them to have ID ready.

We need a note or a phone call even for the people who are on your emergency list. This is for your child's protection. That list is in the office and we cannot check it from carline. If this person is going to pick up your child every day, we'll need a note that says that.

We also need a copy of a custody document if specific adults are **not** allowed to pick up your child. Please be prompt when picking up your child. Any child who is not picked up by 12:15pm (ones or twos not staying for Lunch Bunch) or 1:15pm when we finish carline will be taken to the

Preschool office and there will be a \$10.00 late fee for every five minutes after that. This fee is due immediately or no later than upon arrival the next day that your child attends school.

Please share the drop-off and pick-up procedures with anyone else who transports your child.

Remember, according to Georgia law, every child under eight years old is required to be in a car seat or booster seat. Please keep your children safe! We will not put a child into a car that does not have a car seat or booster.

**MESSAGES:** Please send all messages to the school in writing. Verbal messages in carline are not dependable. Please notify us if you will be picking up your child early so we can be sure he/she is ready. Remember that the teachers are in their classrooms until the end of school and cannot answer the phone unless it is an emergency. You can leave a message in the preschool office and the teacher will call you as soon as possible.

If your home phone number, work phone number, cell phone numbers or emergency numbers change after you've filled out your forms, please notify us immediately in writing.

**CLOTHING:** We recommend that children wear play clothes that are practical, comfortable,

washable, and easy for the child to put on and take off. Girls who wear dresses should wear a pair of shorts underneath. **Tennis shoes are the best choice for preschool feet.** Because of the danger of slipping on the playground or harm to other children **NO FLIP FLOPS, SANDALS, CROCS, BARE FEET, OR HARD SOLED SHOES, PLEASE!!**

**Any piece of clothing that your child might take off at school (sweaters, coats, hats, gloves, raincoats, etc.) should be clearly marked with your child's name.** Your child will need warm, removable clothing (coat, mittens/gloves, and a hat) to wear outside in cold weather. We will go outside to play every day unless the weather is too bad, so please send appropriate clothes. Every child will need a complete change of clothes to be left at school in case of any spills or accidents. Please put them in a Ziploc bag.

B3

**SCHOOL TOTE BAGS:** Children ones-Older Fours must have a Due West tote bag with a name tag to carry their diapers, cups, school papers, and art projects. There will be a folder inside for us to send information to you and for you to send information, payments, etc. to us. Please check it every day to be sure you are getting the information you need and return any replies promptly. Kindergarteners may bring their own backpack. Returning children can use their bag from last year or buy a new one. Students can purchase one at orientation.

**PayPal:** If you are interested in paying through Paypal, please let Mrs. Augur know. We will need to add you to our PayPal system for billing. There is a 3% charge for paying through PayPal.

**THINGS BROUGHT TO SCHOOL:** Please send anything brought from home clearly marked with your child's name. We strongly discourage toys from home being brought except on special Show and Tell days.

**EMERGENCY PROCEDURES:** We will conduct regularly scheduled fire and tornado drills. In case of an actual emergency we will follow our emergency procedures. If a tornado happens during carline the staff will leave to take care of the children in the building. You should leave your cars and join us in our safe location (downstairs through the DWKids doors is a tornado shelter). In an actual emergency we will contact parents to let them know where your child is and the procedure for picking them up.

**Please be sure we have your current emergency number and email and that your cell phone is turned on when your child is at school.**

We do not do a tornado drill the first Wednesday of each month when the county tests the sirens at noon.

**ATTENDANCE:** We encourage children to be in attendance every day at preschool. However,

if a child shows any signs of illness, please keep him/her at home. If the absence is planned in advance, please send a note ahead of time. Call the preschool on the day he/she is out if the absence is due to a communicable disease so we can notify the other parents.

**MEDICATIONS.** We do not give medication to sick children at school, except Epipens and asthma inhalers. A sick child who needs medication during school hours should be kept at home.

If your child is not well enough to go outside on the playground, he/she is not well enough to come to school. Please do not ask the teacher to allow your child to remain inside during this time. All staff members go outside with the class.

Your child's health form and immunization form (#3231) must be kept up-to-date and on file in the preschool office. The Georgia Health Department requires this form. The preschool must also have a signed permission for emergency treatment for your child.

**\*\*\*\*It is very important to keep updated emergency numbers and emails on file and to keep your cell phones turned on when your child is at school**

B

4

**HEALTH:** We follow hygienic practices at school including regular hand washing with soap (at least 4-5 times a day), use of disposable gloves when changing diapers and exposure to bodily fluid and disinfecting tables and toys. We also encourage the children to use and dispose of Kleenex properly and to wash their hands afterward. We encourage you to make hand washing the routine at home as well. .

We ask your cooperation in keeping your child at home whenever he/she is sick. We will contact you to come and pick up your child if he/she becomes sick while at school.

Health conditions that may represent a contagious disease are:

- Fever within the last 72 hours
- Vomiting or diarrhea within the last 48 hours
- Rash of unknown origin
- Cold symptoms—yellow or green running nose, frequent cough, etc.

Any child exhibiting the above symptoms should not be with other children until the symptoms are not present for **48 hours.**

Any child who has had a communicable disease or condition may return to school only after the following procedures have been met:

- Strep Throat                      Must be on antibiotic for 24 hours and need a doctor's note
- Conjunctivitis                    Must be on medication for 24 hours
- Chicken Pox                      All spots must be dry and need a doctor's note
- Ringworm, Impetigo            Note from a doctor is needed
- Head Lice, Scabies              Proof of treatment is required and no nits in the hair
- Whooping Cough                After two weeks and with a note from the doctor

- Scarlet Fever                      Note from a doctor is needed
- Infectious Hepatitis              Note from a doctor is needed. Children in families where this disease has been diagnosed need a Gamma Globulin shot to protect them against it.
- Meningitis                            Child may return when doctor clears him/her
- Measles, Mumps, Rubella        Return after 7 days with a note from a doctor
- Tuberculosis                        Return 14 days after treatment
- Covid 19                              Return 14 days after exposure, or with a note from a doctor  
\*If anyone in the house has Covid 19, please keep your child home For 14 days or they can return with a doctors note

## B5

**ALLERGIES:** If your child has an allergy of any kind, please be sure you have filled out the food allergy or asthma forms and action plan. They contain the information we need to help your child. We will try to keep him/her as comfortable as possible and away from anything that would cause an allergic reaction. If a child has a food allergy, we will only give him/her food that we know is safe.

We will keep Epi Pens, Benadryl for allergic reactions and asthma inhalers for children who have food allergies or asthma in the classroom emergency bag. This bag goes with the class wherever they go. Parents must provide these items for their children. **Do not leave any medication in your child's tote bag.** It should be given to the teacher to keep at school in the original pharmacy container with exact instructions from the doctor. We must have two Epi Pens per child in case the first one malfunctions or the child needs another dose before the paramedics arrive.

**ACCIDENTS:** If your child has a minor accident at school, the staff will administer first aid and you will receive a note from the teacher. If medical attention is required, the staff will call 911 and you will be notified as quickly as possible. Please inform your child's teacher of any illnesses or injuries that happen on the weekend or the days the child is not at school.

**FOOD AND GUM:** The only food sent to school should be your child's snack and their lunch. The children should not come into the building in the morning with food in their hands or gum in their mouths.

**LUNCH BUNCH:** Beginning the second week of school we will offer an optional “lunch bunch” for the ones and two year olds. Lunch Bunch is an opportunity for your child to stay at school an extra hour until 1:00 to eat his/her lunch and play. The teachers of these classes will let you know if your child is ready for a longer day. It may be better for some of them to wait for a month or so before they stay the extra hour. (Three and four year olds and Kindergarten children stay for lunch every day that they are here.)

The cost for Lunch Bunch is \$5.00 a day. A sign-up sheet will be sent home each month so you can choose the days you would like your child to stay. The money is due at the same time as tuition and can be included in the same check. There will be no refunds for missed days. Your child can stay on a day you had not made a reservation, but the cost is \$6 and you will need to put the money in their folder to cover the lunch bunch fee for that day. We ask that you pay and plan ahead as we staff the class according to how many children we know are staying.

**LUNCHES:** We ask that you send food that your child can eat independently. Finger foods are great. Please cut the food into bite size pieces if you send Lunchables for one or young two year olds, due to choking hazards from the large pieces. **Also, do not send any foods that are a choking hazard: raisins (infant-twos), whole grapes or cherry tomatoes (unless they are cut in quarters), hot dogs or Vienna sausages (unless cut in length wise strips), popcorn, “gummy” type snacks (including Fruit Roll-ups), marshmallows, hard candy, gum or nuts.** **We will not allow a child to eat these foods at school. They will be returned home in your child’s lunch box with a note reminding you that they are not allowed at school. Also, please do not send any glass containers to school.**

Please send food in disposable containers or labeled if you want them returned, any spoons or other utensils that your child will need to eat his/her food as well as a cold pack if it needs refrigeration.

B6

**SNACKS:** For children whose classes have snack, please provide a snack daily in your child’s bag.

**Foods that we never serve due to choking hazards are: raisins (ones-twos), whole grapes or cherry tomatoes (they can be cut in quarters), hot dogs or Vienna sausages (unless cut in length wise strips), popcorn, “gummy” type snacks (including Fruit Roll-ups), marshmallows, hard candy, gum or nuts.**

**WATER BOTTLES:** We ask that all children bring a water bottle to school. Ones – Threes should bring a sippy cup with a secure lid. Ones, twos and threes will use them for snack and after play times. 4’s through kindergarten keep them in their rooms for drinks during the day as well as taking them outside on a hot day. Their water bottles should have a lid that closes easily. Plastic water bottles are discouraged as they spill them and cannot put on the cap easily.

**BIRTHDAYS:** You are welcome to provide a special snack on or near your child’s birthday. Summer birthdays will be celebrated with an “unbirthday” party. Please remember that this is a special snack and not your child’s birthday party. You can send in a **store bought snack**, plates,

napkins, and utensils (if needed). We suggest that you send cookies (individual or the large message cookies), Rice Krispies Treats, doughnuts, ice cream cups or other foods that are easy to eat and clean up. Do not send balloons, candles, or goodie bags! We will try to schedule your turn for snacks to coincide with your child's birthday. Please check with your child's teacher before bringing a birthday treat.

We will distribute birthday invitations and thank you notes only if there is one for each child in the class or for all the boys or all the girls. If there is not, you will need to mail them. Any goodie bags or gifts that were not given at the party need to be given to the parent directly and not sent into school.

**HOLIDAY PARTIES:** Unfortunately, because of Covid 19, we will not be having parents in the building hosting holiday parties. Teachers will ask for special activities and snacks for their class so that they can celebrate special holidays as a class.

**FIELD TRIPS:** All field trips are cancelled until further notice.

**ENRICHMENT PROGRAMS:** All enrichment programs are cancelled until further notice.

**VISITORS:** Due to Covid 19, we will have not visitors in the school.

**COMMUNICATION:** We will do our best to keep you informed of the activities of the preschool and the progress of your child. It is very helpful if you read this handbook, the other things that we send home, and emails from the teachers and office. We will communicate through emails and through our facebook page, monthly class calendars, progress reports, notes from the director and teachers, phone calls and emails from the director and teachers and face to face conversations. **The majority of our written communications are sent by email unless we have a written request from the parent to receive paper copies.** Please help us by keeping us informed of any problems or changes with your child. Feel free to call the teacher or director with **any** questions, but please respect their time with their families in the evening.

B

7

**PARENT CONFERENCES AND PROGRESS REPORTS:** Parents in the ones through two year old classes will receive daily written reports. After the first few months of preschool the teachers of the three and four olds will send home a brief progress report to let you know how your child is adjusting to school. Kindergarten students will receive a report card three times during the year. Please feel free to call your child's teacher or the preschool director anytime a question may arise. Parents of three and four year olds will receive a detailed progress report in March. \*We will also have telephone parent/teacher conferences for the three, four, and Kindergarten classes in March. Either the parent or the teacher of any child may request a phone conference any time there is a special concern.



**PARENT INVOLVEMENT:** Parent involvement will look a little different this year. We will have room parents who will get information about how to help the teachers make this year special for your child. They will also help organize items needed by the teachers and help organize celebrations for special holidays. We are planning on having our Holiday Market fundraiser. We would like to do silent auction baskets and possibly an outdoor market.

**POTTY TRAINING POLICY:** **Three, four and kindergarten classes:** Every child must be fully potty trained at the beginning of the school year. Each child must wear underwear, not pull-ups or diapers while at school. Each class takes scheduled bathroom breaks every day. Children also have access to the bathroom on an as-needed basis.

Our definition of fully potty trained is:

- The child is capable of performing all potty related functions independent of assistance from an adult.
- Child is capable of keeping his/her underwear clean and dry
- Child recognizes the need to go to the restroom
- Child verbally informs an adult of the need to use the restroom
- Child enters the restroom stall on his/her own
- Child manipulates his/her clothing off and on with little or no assistance
- Child sits or stands at the commode, initiates voiding without directive, and handles own wiping/cleaning needs
- Child washes his/her hands at the sink and rejoins the class

Staff members may help with zippers, belts, etc. but do not wipe bottoms except in an emergency, such as diarrhea.

**Ones, young twos and older twos:** Staff members help children who are in the process of potty training. We have child size commodes in the bathrooms upstairs that the twos use. Children must wear diapers to school until they are actively potty training. Children can then wear pull-ups to school until they can fully adhere to the potty training policy above. Teachers and parents work together to decide when the child is ready to wear underwear to school. If underwear soiling is occurring at school, we might ask the parent to return their child to diapers or pull-ups for a little while. We do not use potty seats for sanitary reasons. Please talk to the teacher when you are ready to start potty training your child.

B

8

**DISCIPLINE:** We use positive discipline in our preschool. We try to concentrate on the positive by telling the child what we want them to do rather than what not to do. We structure the classroom, the daily schedule, and activities in such a way as to prevent problems from occurring. However, when discipline becomes necessary we follow the following steps:

1. We will gently remind the child of the acceptable behavior.
2. We will redirect the child to another toy or area of the room.
3. If the inappropriate behavior continues, we will remove the child from the situation or the group within the classroom. This “time out” will last as many minutes as the child’s age. The parent will be notified if the child repeatedly exhibits inappropriate behavior.

4. If “time out” is not effective or if the child is extremely disruptive or dangerous to the other children or adults in the room, the child will be removed from the classroom and taken to the director’s or assistant director’s office. If the child has to be removed from the room for more than a short time or for repeated incidents of the same behavior, the parents will be called to come and pick up their child for the day. We will always start each new day with a clean slate.

**BULLYING:** We will not allow any child to intimidate other children either verbally or physically. We will constantly supervise the children so that we can monitor any incidences of intimidation. If a child is being intimidated, we will comfort them as well as teach them that they can say, “Stop, I don’t like that!”, to the other child. The child who is the intimidator will be put in time out and we will discuss how his/her actions or words are hurtful and wrong. We will make it clear that it is not acceptable to treat other people that way. The parents will also be involved in solving this problem. We will send the child home for the day if the behavior continues to happen. We will not use the word “bully” with the children, but talk about how they are treating others.

**BITING POLICY:** Our response to biting depends on the age of the child. It is age appropriate for a child under 3 or those with communication difficulties to go through a stage of biting others. It is typical for a child in this age group to feel frustration at his/her inability to communicate with others verbally. Therefore, the only method he/she may have of communicating is through physical means. The child is not trying to hurt another child, but only trying to tell that child what he can’t say with words. Teaching sign language in these classes helps the children communicate before they talk.

Our response to biting in a one or two year old class:

1. If a biting incident occurs we will send home the biting note to all children involved. The staff will comfort the child who was bitten and reinforce the idea that “we don’t bite our friends” with the biter and give them something that they can bite on. We will also watch the child who bites to try to stop them before they bite again.
2. If it happens frequently the biting note will be sent home and a conference with the parents will be held.
3. If the biting continues after a reasonable discipline plan has been implemented, we will ask that the child not return to school until the biting stage is over.

It is not age appropriate for children 3 and over to bite. These children will immediately go to time out and the parents will receive a note. If it happens again, the parents will be called to pick up their child for the day and the child will sit in the director’s office to wait for the parents. If it continues beyond that the child will not be able to attend school until they have stopped biting.

B9

**MUTUALLY HAPPY ENVIRONMENT:** Due West UMC Preschool is a “mutually happy” environment. We believe that staff, parents, and children’s feelings and emotional well-being should always be valued.

Although our staff has extensive professional staff development training, we may not have the staff, materials, or equipment adequate for students with significant learning disabilities, emotional disturbances, hyperactive behavior, or severe sensory or learning impairments.

If at any time we feel we are not equipped to provide appropriate programming for your child, we may require additional testing to determine appropriate placement or services. You will be required to comply for your child to remain at Due West. This is done in the best interest of everyone.

**REASONS A CHILD WILL BE SENT HOME FOR THE DAY:** 1. The parent of any child who has been crying nonstop for an hour will be called to pick up their child. We will work with the parents for a gradual transition to school 2. A child who is sick will be sent home. 3. A child whose behavior is harmful to the children or adults, extremely disruptive to the class, or disrespectful to the adults will be sent home for the day. Please be sure to keep your cell phone on when your child is at school.

**REASONS FOR DISMISSAL:** 1. Non-payment of fees---any account as much as 30 days in arrears will make the child subject to suspension until payment is received. 2. Extremely disruptive, destructive, or dangerous behavior of a child in a classroom will be cause for dismissal. Every effort will be made to work with the parents and child before dismissal.

**WITHDRAWAL:** We need one month's notice in writing for all withdrawals.

**TUITION:** Tuition is due on the first day of the month and is collected one month in advance July - April. Tuition must be in the preschool office or paid through PayPal by the 5<sup>th</sup> of the month. There is a \$10 late fee for all payments received after the 5<sup>th</sup> of the month. You can pay by check, cash or PayPal (ask for a PayPal invoice). You also can do a direct payment from your bank. All checks should be made payable to DWUMC Preschool.

Tuition fees are the same each month and are not refundable for absences, holidays, bad weather days, emergencies, acts of God, etc. The preschool operates on a ten-month basis and tuition is paid in ten payments.

**\*\*Please contact the director if there is a need to make a late payment.** Unless arrangements have been made with the director, the preschool board will review delinquent accounts and dismissal of the child from the program may be considered.

**ACTIVITY FEES:** Activity fees are typically charged at the beginning of the year to pay for extra programs that we bring to the preschool. They typically pay for music class twice a month for the ones through kindergarten. Scholastic magazines, Twos – kindergarten to go to STREAM (science, technology, religion, engineering, arts, and mathematics) class monthly, and a monthly Storytime for the twos and threes. Fours and kindergarten will go to story time several times during the year but not monthly. It also has been used to cover Barnyard Friends for the ones through kindergarten, Science classes, Christmas programs, the Mother's Tea and field trips for the fours and Kindergarten classes. Since we are unaware of what will happen this year, we will pay it in 2 installments. If we can add back programs in January, the second payment will reflect that.

**FUND RAISING:** The preschool sponsors fundraisers to help maintain a high quality program at an affordable price for parents. This money helps us to buy playground equipment, materials, furniture, and other items that are not in the preschool budget. We try to choose fundraisers that are profitable to the preschool, products that are good values for families, and activities that are as painless as possible for our families and the volunteers that are organizing them. You will receive information about all of the fundraisers that happen during the school year. You are not required to participate in any fund raising activities that you do not choose to join. We have one major and several smaller fund raisers during the year. The biggest event is usually The Holiday Market on the first Saturday in November. This year we hope to have it on November 7. It is a day filled with vendors and a large silent auction. It takes a lot of volunteers to make this happen! You can participate in the committee, donate something for the silent auction, or help us on Saturday during the day. All of the profit stays in the preschool.

We also have two ongoing minor fund raisers. We'll send home a monthly Scholastic book order form which gives us points to order books for the school when parents place orders. **Publix also has a wonderful rewards program which gives us a percentage on all purchases. To help us earn money, you need to go to your Publix account and choose Due West UMC preschool as the recipient of your rewards. Each time to check out, you put in your phone number and we get reward money just for you shopping there.**

A professional photographer will come to the school twice a year (fall and spring) to take pictures.

The Due West Treasure Chest Consignment Sale is sponsored by the church and donates a percentage of the proceeds to the preschool. It is held twice a year and we appreciate your participation in it as sellers, buyers, workers, or all three!

**REGISTRATION:** Each child must be the age of the class on or before September 1<sup>st</sup> to be admitted into the class. The Older Twos need to be 3 by Dec. 31<sup>st</sup> and the Older Fours turn 5 by Dec. 31<sup>st</sup>.

Registration for the 2021-2022 school year will be held in January for current preschool families. We will send home the form in your child's folder. You will also be able to register a sibling who is not currently enrolled. The siblings will be placed after the current students. There will also be a Preschool Registration Night in January for the church and community families. Opportunities for preschool registration will be provided in the following sequence:

1. Preschool Board Members and Staff
  2. Current students of Due West UMC Preschool Ministry
  3. Siblings of current students
  4. Due West UMC congregation, siblings of Due West alumni, and community families
- Enrollment is limited to ensure a low student/teacher ratio and provide the best possible program

for each child.

**SCHOLARSHIPS:** Scholarships are available to preschool families based on financial need and when funds permit. We accept donations to our scholarship fund at any time.

**NONDISCRIMINATION POLICY:** The preschool welcomes all children and does not discriminate between them due to physical, mental, emotional, spiritual, or racial differences. However, our facilities, equipment, staff training and ratio numbers limit our ability to meet the

needs of some students who may apply. Therefore, admittance and continuance in our program will be considered and reviewed on an individual basis by the director and the preschool board.

B11

## Playground Rules

The small playground is designed for children from toddlers to two years. The large playground is designed for children ages 3 to 6 years old.

1. Children go down only on the slides (up the stairs and down the slides)
2. Children sit on their bottom, feet first to go down the slides.
3. All toys stay on the ground, not on the SLIDE or any equipment
4. Only teachers unlatch the gate or open the storage shed.
5. Children do not play with sticks.
6. No one climbs on the fence.
7. No one climbs on the top of the houses, cars or on the outside of large equipment.
8. We Keep the mulch on the ground
9. Digging should be done only in the digging box.
10. Clean up and put the toys away when you are finished.

C

1

### TIPS FOR HELPING YOUR CHILD ADJUST TO SCHOOL

- Make sure your child is receiving adequate sleep. Try to stay on a regular sleep schedule

with set bedtime and wake-up times.

- Plan for your child to have enough time for getting dressed and eating a nutritious breakfast in an unhurried manner. Make sure he/she has visited the bathroom and washed hands before leaving for school.
- Arrive on time with the other children at school. It's hard to walk in late. Every child needs some time to adjust to leaving home and the first 20-30 minutes of the preschool day are used for more individual activities to allow for that adjustment.
- Maintain a cheerful, matter-of-fact attitude and do not seem hesitant yourself at drop-off time. Assure your child that he/she will have fun and that you will return to pick him/her up later and then leave. Your good-bye should be short, sweet, warm, and firm. Remind your child when you pick them up that you returned as you promised. Most children become involved in the class routine within a few minutes of arrival.
- Many children do better when they leave their parent from the car than when the parent leaves them at the classroom. We do not mind taking crying children from the cars because we know they will soon be distracted and enjoying themselves in their classrooms.
- Greet your child cheerfully at the end of the school day and show real interest in what your child has done that day.
- Do not pressure your child. Each one of us grows and develops at an individual rate.
- If you are concerned about your child's progress, call the teacher or the director to talk or schedule a conference. Do not talk about your child in front of them at school or on the phone.
- Make sure you check your child's class calendar, newsletter, and notes from school so that your child is prepared for each school "event".
- If your regular plans change with regard to picking up your child, tell him/her (if possible) so that he/she will not be upset or frightened by the change of plans.

## WHAT A CHILD LEARNS FROM PLAY

When he builds with blocks:

- He learns to use his imagination to create something from his own thinking.
- He has the satisfaction of being able to make something.
- He learns about sizes and shapes, weights and balances, height and depth, smoothness and roughness.
- He may be learning to play with others.

When he paints:

- He learns about colors and how he can use them.
- He learns to use his imagination and transfer his ideas to paper.
- He gets emotional satisfaction from being able to express himself.
- He learns how to use small muscle coordination to handle a brush.

When he plays in the home living center:

- He learns what the roles of family members are.
- He understands what it feels like to play at being somebody other than himself.
- He learns to use his imagination.
- He learns to cooperate with other children.

When he makes a gift out of paper and glue:

- He learns about doing things for others.
- He learns how to use materials like scissors and paste.
- He learns how to use his imagination to make the kind of present he has in mind.
- He learns about shapes, sizes, and color.

When he plays on the playground equipment:

- He learns how to use his body effectively.
- He experiences joy in achieving a skill.
- He has the fun and relaxation to be found in bodily movement.
- He learns the limitations of his body.
- He learns safety and caution.
- He learns to take turns and to share a piece of equipment.
- He learns how to use his imagination and find new ways of using the equipment.

## DUE WEST UMC PRESCHOOL MINISTRY CURRICULUM

### ALL AGES

Our goal is to provide a safe, healthy, secure, and happy environment for the children in which they can develop their skills. Within the warmth and protection of loving teachers, the children are challenged and stimulated by age-appropriate activities and materials that will address their individual needs and interests. Opportunities to participate in fun developmentally appropriate activities and use materials that are based on themes will be offered to each child.

### ONE YEAR OLD CURRICULUM

One year old children are just beginning to develop and understanding of themselves and the world around them. They begin to take their first steps, say their first words, and develop an understanding of the things around them. Our goal is to provide a safe, healthy, stimulating, secure and happy environment in which they can grow and develop.

#### August:

Theme: All about Me

Bible: Saying Prayers

Sign: More

Song/Finger play: Head, Shoulders, Knees and Toes/Open Shut Them

Concept: Separating from Mom and Dad

Skill: Counting (All year), naming body parts

#### September:

Theme: Apples

Bible: Creation (God Made Everything)

Sign: All Done

Song/finger play: Put Your Apples in the Air/ To Preschool We Go

Concept: Sitting and going down stairs

Skill: Up and down

Color: Red

Shape: Circle

#### October:

Theme: Pumpkins and Fall

Bible: The Good Samaritan

Sign: Eat

Song/finger play: The Itsy Bitsy Spider/ Pumpkin, Pumpkin On the Ground

Concept: Following Directions

Skill: Big and Little

Color: Orange

Shape: Square

#### November:

C4

Theme: Thanksgiving



Bible: Jonah and the Whale  
Sign: Thank You  
Song/finger play: Leaves are Falling/ If your Thankful and You Know It  
Concept: Sharing  
Skill: Out  
Color: Brown  
Shape: Triangle

**December:**

Theme: Christmas  
Bible: Jesus is Born  
Sign: Jesus  
Song/finger play: Twinkle, Twinkle Little Star/ Happy Birthday Jesus  
Concept: Problem Solving (Sorting Shapes/What fits/Stacking)  
Skill: Recognizing the feelings happy and sad  
Color: Yellow  
Shape: Star

**January:**

Theme: Winter  
Bible: Baby Moses  
Sign: Cold and Hot  
Song/finger play: Snowflakes/Snowman  
Concept: Saying Sorry/compormising  
Skill: Sort by Color  
Color: White  
Shape: Rectangle

**February:**

Theme: Hearts/Love  
Bible: Jesus Loves Me  
Sign: I Love You  
Song/finger play: Jesus Loves Me Me Me/ Open Shut Them  
Concept: Follows one step commands  
Skill: Open and Close  
Color: Pink  
Shape: Heart

**March:**

Theme: Spring/New Life  
Bible: Easter  
Sign: Gentle  
Song/finger play: Bumble Bee Song/ The Beehive  
Concept: Recognizes Differences  
Skill: Push and Pull  
Color: Purple  
Shape: Oval

### **April:**

Theme: Animals

Bible: Noah's Ark

Sign: Mom and Dad

Song/finger play: 5 Little Monkeys on the Bed/ 5 Green and Speckled Frogs

Concept: Matches Pairs

Skill: Animal Sounds

### **May:**

Theme: Summer

Bible: Read from a Toddler Bible and teach them of God's love for them

Sign: Review

Song/finger play: Review favorites

Concept: Saying Goodbye

Skill: Put together and Take apart

## **TWO YEAR OLD CURRICULUM**

Two year old children develop rapidly. Our goal is to provide the children with a loving, safe, and happy environment to explore their world and to individually encourage them in their development of cognitive skills, creativity, language development, listening skills, self-sufficiency, math, gross motor skills, fine motor skills, and socialization skills. \*Although each unit focuses on a particular color and shape, all children are taught at their independent levels and children who know the colors and shapes listed will be enriched.

### **August -**

Theme: Welcome to School

Skills: Adjusting to their classroom, teachers, friends, and being separated from mom and dad.

Learning the classroom routine

Learning rules: walk inside, inside voices, taking turns, clean up, playground rules

Bible: Saying prayers

Zoo Phonics Letters: a, b, c

### **September -**

Theme: I Am Special and Family

Skills: Encouraging independence

Sitting to listen to a story or finger play

Transitioning to and participating in music, science and story time classes

Fine motor skills; coloring and painting

Bible: Creation

Shape: Circle

Color: Red

Math: Introduction to counting

Zoo Phonics Letters: d, e, f

C6

**October** –

Theme: Harvest Time and Fall

Skills: Introduction to the senses - touch, smell, taste, and hearing.

Emphasis on puzzles - beginning to place large puzzle pieces in appropriate slots.

Bible: The Good Samaritan

Shape: Square

Color: Orange

Math: Comparing sizes – big and little

Zoo Phonics Letters: g, h, i

**November** –

Theme: Thanksgiving

Skills: Introduction to textures and hard and soft.

Playdough – kneading, rolling, pulling

Bible: Jonah and the Whale

Shape: Triangle

Color: Brown

Math: Comparing Amounts – more and less

Zoo Phonics Letters: j, k, l

**December** –

Theme: Christmas

Skills: Making and giving gifts

Large motor: throwing, jumping, hopping, catching

Bible: Baby Jesus is born

Shape: Star

Color: Green

Math: Counting up, counting objects (children in the class, chairs at the table, items in a bin)

Zoo Phonics Letters: m, n, o

**January** –

Theme: Winter and Transportation

Skills: Learn to put on our own coat.

Experiment with hot and cold.

Bible: Baby Moses

Shape: Rectangle

Colors: White and Black.

Math: Simple patterning AB (black white black white)

Zoo Phonics Letters: p, q, r

C7

**February** –

Theme: Valentine's Day

Skills: Peeling and sticking on stickers  
Beginning cutting (one on one)

Bible: Jesus Loves the Children

Shape: Heart

Color: Pink

Math: Introduce classifying/sorting by color, shape and size

Zoo Phonics Letters: s, t, u

**March** –

Theme: Easter and New Life

Skills: Eye hand coordination activities; Opening and closing eggs, throwing and catching  
Tearing paper

Bible: Easter

Shape: Oval

Color: Yellow

Math: Introduce positional words – under/over/beside/behind

Zoo Phonics Letters: v, w, x

**April** –

Theme: Animals

Skills: Introduce position words - beside, under, over, behind  
Stringing Large Beads

Bible: Noah's Ark

Shape: Diamond

Color: Blue

Math: Counting objects

Zoo Phonics Letters: y, z, review

**May** –

Theme: Outdoor Fun, Summer, Good Bye

Review colors, shapes, counting

Review Alphabet

**Skills to be developed during the year:**

Cognitive

Develop a sense of touch, smell, taste, and hearing

Puzzles

Building with a variety of materials

Associates use with common objects

Understands the idea of taking turns and sharing

Encourage creativity through art experiences

Imaginary Play

C8

Language

Letter/sound introduction

Encourage language use (naming objects, talking in sentences)

Encourage listening skills.

Asking and answering questions

Math

Counting.

Classifying (Sorting into groups)

Comparing (small, medium, large)

Shapes

Patterns

Positional Words (beside, behind, over, under)

Gross Motor

Hand-eye coordination (throwing an object and catching a rolled ball)

Body coordination - Jumps with two feet

Claps with music

Walks on tip toe

Navigates Stairs

Fine Motor

Fills and dumps containers

Applies glue and pastes collage pieces

Paints with a large brush

Tears paper

String large beads

Colors with a large crayon

Rolls, pounds, and squeezes play dough

Builds a block tower

Zoo Phonics

Introduced to the names of the animals

Learn about each Zoo Phonics animal

Introduced to the Zoo phonics motions for each animal and its sound

Sings the ABC and Zoo Phonics Songs

### Three Year Old Curriculum

#### August:

Theme: I am special

Bible: Our school is a church and saying prayers

Social: Adapt to school surroundings by learning rules, greeting other children and learning routines.

Zoo Phonics: Review all Zoo Animals and their motion and sound

Testing: Pretest colors, shapes, numbers, etc. (for teachers only)

C9

**September:**

Theme: 5 Senses

Bible Story: Creation (Fruit of The Spirit Word: Love)

Social: Work on manners, interacting in a positive way with teachers and peers, cleaning up,

sit and listen to a story

Shape: Circle

Color: Red

Math: Counting to 20

Skills: matching colors and shapes, saying prayers

Zoo Phonics: a, b, c, d

**October:**

Theme: Fall/ Pumpkins

Bible Story: The Good Samaritan (Fruit of the Spirit Word: Joy)

Social: Listening and Following Directions, the difference between inside and outside voices

Shape: Square

Color: Orange

Math: Counting 10 objects moving each as they count

Skills: positional words; big/little, tall/short, draw a stick figure

Zoo Phonics: e, f, g, h

Testing: Fall Progress Report Out (go out last week in October on Wednesday)

**November:**

Theme: Thanksgiving/ Nutrition

Bible Story: Jonah and the Whale (Fruit of the Spirit Word: Peace)

Social: Waiting your turn, begin to understand lining up, putting on your own coat

Shape: Triangle

Color: Brown

Math: Comparing groups of numbers (if you have 2 in one hand and the other has 6 which has more?)

Skills: Positional words; up/down and in/out, comparing things by size

Zoo Phonics: i, j, k

**December:**

Theme: Christmas

Bible Story: Jesus Birthday (Fruit of the Spirit Word: Patience)  
Social: Sharing, Taking Turns, Giving  
Shape: Star  
Color: Green and Yellow  
Math: sorting items by shape and color

10 C

Skills: recognizing their name, recognizing different types of weather  
Zoo Phonics: l, m, n

### **January:**

Theme: Winter / Transportation  
Bible Story: Baby Moses (Fruit of the Spirit Word: Kindness)  
Social: Listening to others, following 2 step directions, and following school rules  
Shape: rectangle  
Color: Black and white  
Math: graphs using object on large paper (ex: sort snowflakes by color and compare which one has more)  
Skills: recognizing many colors and shapes and a few letters  
Zoo Phonics: o, p, q

### **February:**

Theme: Valentine's Day / Community Helpers  
Bible Story: Jesus Loves Me (Fruit of the Spirit Word: Goodness)  
Social: Sitting and participating in circle time, appropriate bathroom behavior  
Shape: heart  
Color: pink  
Math: starts recognizing the numerals 1-5  
Skills: recognize body parts, begins writing their name  
Zoo Phonics: r, s, t

### **March:**

Theme: Easter / New Life  
Bible Story: Easter (Fruit of the Spirit Word: Faithfulness)  
Social: Complete tasks independently, wait your turn to speak, problem solve  
Shape: Oval  
Color: Purple  
Math: can finish simple AB patterns  
Skills: says first and last name, identifies other people in their family by name  
Zoo Phonics: u, v, w, x  
Testing: 2<sup>nd</sup> Progress Report's out

**April:**

Theme: Animals

Bible Story: Noah's Ark (Fruit of the Spirit Word: Gentleness)

Social: Show respect and kindness to others

Shape: Diamond

Color: Blue

Math: plays simple games using movement of pieces through counting

Skills: can name the children and teachers in their classroom

Zoo Phonics: y, z

**May:**

Theme: Summer / Outdoor Fun and Safety

Bible: Read your favorites (Fruit of the Spirit Word: Self-Control)

Social: Review all social skills

Shape: Review all Shapes

Color: Review all Colors

Math: Rolls a large dice and counts the dots

Skills: Review all previous skills

Zoo Phonics: review all letters and their sounds

**Large Motor Skills to Teach:**

Jumping, galloping, hopping, running, going up and down stairs, throwing and catching a ball,

balancing on a foot, balancing walking on a line

**Fine Motor Skills to Teach:**

Puzzles without handles

building a tower of 15-20 blocks

cutting, play dough (rolling, smashing, cutting)

stringing beads

lacing

hold a pencil and marker

painting



using pincher grasp to use smaller manipulatives or craft materials  
peeling stickers off and applying  
using a glue stick

C12

## **FOURS YEAR OLD CURRICULUM**

Four year old children are active and enthusiastic learners so their experiences are a variety of hands-on activities involving the children in groups large and small and individually. Our desire is to promote a positive approach to expanding the interest of each child and presenting an appropriate environment of learning. Our curriculum is developed for every child to experience success, progress at his/her own rate, have a positive view of school, and acquire the readiness skills needed for kindergarten.

### **August:**

Theme: Welcome to School, All about Me

Math Concept: Calendar; months of the year and days of the week

Letter/Phonics: Introduce all letters and their sounds and motions, start vowel study a and e

Skills: Cutting and pencil grasp

Nursery Rhyme: Mary Had a Little Lamb

Bible Story: Our Church and Prayers

### **September:**

Theme: Fall and Apples

Math Concept: Patterns and counting up to 20+, recognizing numerals 0-2

Letter/Phonics: i, o, u, l

Skills: Stringing Beads, body parts

Nursery Rhyme: This Little Piggy

Bible Story: Creation

### **October:**

Theme: Fire Safety , Space

Math Concept: Shapes 2D and 3D, recognizing numerals 3-4

Letter/Phonics: t, f, n, m

Skills: Lacing, color recognition, retelling events

Nursery Rhyme: Little Miss Muffat

Bible Story: The Good Samaritan

### **November:**

Theme: Harvest, Thanksgiving

Math Concept: Sorting by shape, size and color, recognizing numerals 5-6  
Letter/Phonics: p, b, r  
Skills: Buttoning and zipping, syllables  
Nursery Rhyme: Humpty Dumpty  
Bible Story: Jonah and the Whale

**December:**

Theme: Advent, Christmas  
Math Concept: Spatial positional words, recognizing numerals 7-8

13 C

Letter/Phonics: d  
Skills: Compound words  
Nursery Rhyme: Twinkle, Twinkle Little Star  
Bible Story: Jesus Birth/Christmas

**January:**

Theme: Animals; arctic, ocean, farm, desert, reptiles  
Math Concept: Ordinal words, counting objects to 10+, numbers 9-10  
Letter/Phonics: v, w, h, k  
Skills: Large motor skills (steps, hopping etc)  
Nursery Rhyme: Three Little Kittens  
Bible Story: Baby Moses

**February:**

Theme: Winter Holidays, Dr. Seuss  
Math Concept: Money  
Letter/Phonics: c, g, q  
Skills: Name writing  
Nursery Rhyme: 1-2 Buckle my Shoe  
Bible Story: Jesus Loves Me

**March:**

Theme: Easter/Spring  
Math Concept: Measurement, Recognizing numbers 1-20  
Letter/Phonics: s, x, y, z, j  
Skills: Sight Words  
Nursery Rhyme: Jack and Jill  
Bible Story: Easter

**April:**

Theme: Life Cycles and Dinosaurs  
Math Concept: Time, Graphing  
Letter/Phonics: Review and Test

Skills: Mini Books  
Nursery Rhyme: Hickory Dickory Dock  
Bible Story: Noah's Ark

**May:**

Theme: End of the year Fun  
Math Concept: Skills Review (How high can you count? What numbers do you recognize?)  
Letter/Phonics: Review all Letters and Sounds  
Skills: Review  
Nursery Rhyme: Review all Rhymes  
Bible Story: Read other stories and review favorites

C14

## **KINDERGARTEN CURRICULUM**

Kindergarteners are like sponges ready to learn in a more formal learning environment. They are curious and social so learning needs to be interesting and center based. Kindergarteners need to experience large group, small group, and independent lessons to help them navigate the new more challenging curriculum in a safe, loving environment. Our goal will be to help each child move at his or her own pace so that they can feel successful and grow in self-confidence. We will also encourage spiritual growth through Bible studies and prayer.

Curriculum Highlights:

Social/Emotional:

- Becoming more independent
- Asking for help
- Growing in their social interactions with peers
- Becoming more responsible
- Follow directions and rules
- Taking responsibility for their actions
- Claiming their fair share of the attention
- Problem solve
- Stay on task/self-monitor/self-control

Literacy:

- Know all 26 letters and their sounds
- Using phonics to sound out words
- Identify rhyming words
- Recognizing syllabication
- Recognize environmental print
- Begin to recognize sight words
- Begin to recognize color words
- Break down and read CVC words
- Identify nouns and verbs
- Identify consonants and vowels

- Sound out and read simple text
- Retell stories
- Write simple sentences
- Identify characters and setting
- Compare books using Venn Diagrams and T-graphs
- Author studies

C15

#### Mathematics:

- Mathematical reasoning and breaking apart numbers to 10
- Count to 100 and beyond by 1's and 10's (2's and 5's also introduced)
- Recognize even and odd numbers
- Comparing groups of numbers and numerals as greater than, less than, or equal to
- Recognize number words
- Use graphs
- Tell time to the hour
- Recognize coins, their values and make fair trades
- Add and subtract to 10
- Recognize and count objects to 20 +
- Say months of the year and days of the week
- Make and finish patterns
- Use 10's frames to create numbers and help with number sense
- Use tallies
- Estimate objects
- Use number lines
- Count up from a number other than 1
- Find missing numbers in sequence
- Identify 2d and 3d shapes
- Ordinal numbers

#### Spiritual:

- Retell popular stories from the Bible
- Understand prayer and learn the Lord's Prayer
- Encourage a personal relationship with God
- Know that Jesus loves them
- Listen to and participate bible stories

#### Social Studies/Science:

- Acquire an active interest in the world
- Learn about their street, city, state, continent, country and planet
- Learn about American holidays
- Learn about American Symbols
- Classify animals in a variety of ways
- Introduce the concepts of matter and gravity
- Learn about maps and globes including cardinal directions
- Study day and night
- Learn about living and non-living organisms
- Learn about motion (pushes and pulls)