



PARENT HANDBOOK 2019-2020

56 Whitlock Avenue
Marietta, GA 30064
770-429-7800

www.mariettafumc.org

<https://www.facebook.com/groups/WeekdayPAC/>



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Welcome to our Weekday Ministry family at Marietta First United Methodist Church! We are delighted to partner with you as you share your children with us in the beginning of their educational journey. Weekday is truly a ministry seeking to provide each child with opportunities to love learning while experiencing the unconditional love of Jesus. We provide experiences that stimulate physical, emotional, social and cognitive development with the main goals of making learning fun and inspiring your child to want to come to school every day.

Our teachers are very skilled at implementing and planning lessons that support our philosophy of engaging the whole child in their learning. Please recognize your child's accomplishments when they bring home work and be active listeners as you hear about their day. Please remember that we celebrate the *process* of learning in preschool more than the finished product.

Weekday Ministry includes the Nursery School, the Preschool and Kindergarten. The Weekday Ministry Board of Marietta First United Methodist Church administers the policies of our school. This handbook includes our calendar, policy and procedures and is a great resource should you have questions. Each family unit will receive a printed copy of our handbook – should you need another copy, please visit the church website at www.mariettafumc.org an search for the Preschool under the Find Your Place tab.

Simply by having a child enrolled at our school, you are an official member of our Parent Action Committee (PAC). Please plug in as you are able as your involvement will lead to a richer experience for you and your child(ren). Forms will be available when you visit the classroom or in the Weekday Office on Meet and Greet day and throughout the school year.

We take seriously our partnership with our parents and enjoy frequent conversations with you! Should you ever have questions, concerns or ideas about how we may make Weekday Ministry even better, please don't hesitate to contact me at MeriKateMarcum@mariettafumc.org or 770-429-7800 ext. 842.

Mission Statement

We believe that every child should experience the unconditional love of Jesus Christ through our actions and words.

We believe that every child should be provided with age appropriate learning experiences so that they may develop to their fullest potential physically, mentally, emotionally, socially and spiritually.

We believe that our church, our weekday program and our parents should work as a team to enable each child to develop his/her fullest potential.



Our Program

Weekday Ministry was established in 1959 and is an outreach of the First United Methodist Church of Marietta. Its policies regarding admissions, personnel, budget, curriculum, and finances are established by a Board of Directors who are members of the church, parents of our students, church ministers, and Weekday staff. The daily administration of the Weekday Program is delegated to the Director to ensure a safe and positive learning environment for our children. We are delighted to be celebrating our 60th year of ministry in the Marietta community and are grateful to have your family as part of our story.

Certification

Weekday Ministry is a School of Excellence in the North Georgia Preschool Association. The certification process engages the entire school community in a continuous process of self-evaluation, reflection, and improvement. Certification standards promote quality assurance with both internal and external reviews. Weekday Ministry was re-certified as a School of Excellence in April 2017.

Confidentiality

Weekday Ministry and its staff are prohibited from disclosing confidential information regarding any student except as may be required for the health, safety, and welfare of the student or any other students, as determined and directed by the Director.

Staff and Teacher Contacts

If you would like to contact your child’s teacher, please make your request through the Weekday office or email. Teachers may provide other contact information at the start of school, but please understand teachers cannot conduct individual conferences during drop-off/pick-up times and that they are unable to respond to text messages during school hours. Parents are always encouraged to communicate with the Director or with the Weekday Board.

Administrative Contact Information

Main Phone Number 770-429-7800

Director: Meri Kate Marcum	ext. 842	merikatemarcum@mariettafumc.org
Nursery School Supervisor: Sandy Caldwell	ext. 834	sandycaldwel@mariettafumc.org
Office Manager: Jenny Bruner	ext. 852	jennybruner@mariettafumc.org
Administrative Assistant: Terri Mathis	ext. 841	terrimathis@mariettafumc.org



Weekday Ministry 2019-2020 School Year Calendar

Dates and activities are subject to change

August 12, 2019 – Parent Open House – Sanctuary

August 13, 2019 – Meet & Greet & PAC Playdate

August 15 – 1st day of school

August 19 – Lunch Bunch & Specials begin

September 2 – No School (Labor Day)

September 4-8 – Little Lambs Consignment Sale

September 11 – Substitute Training 9:30 a.m.

September 12 – Staff Meeting/Early Release NOON

September 23-27 – Fall Break (school closed)

September 29 – Children’s Sabbath and Weekday’s 60th Birthday Picnic Lunch – join us!

October 14 – Staff Meeting/Early Release NOON

October 15-16 – Class Photos week (Tuesday/Wednesday)

October 22 – K Open House 9:15-9:45

October 31 – 4s & K Fall Carnival

November 3 – TIME CHANGE!

November 18 – Book Fair all week – Weekday Ministry Lobby – ALL are welcome!

November 19 – Staff Meeting/Early Release at NOON

November 25-29 – Thanksgiving Break – School Closed

December 16 – 3s Christmas Chapel – Reception Hall 11AM

December 17 – 4s & K Christmas Chapel – Reception Hall 11AM

December 18 – Last Day before Christmas for students

December 20 -January 3 – Christmas Break

January 6 – School Resumes

January 20 – MLK Day No School

January 21 – Pre-reg begins

January 30 – Church Member Registration

January 31 – Open Registration

February 10 – Staff Meeting/Early Release

February 17-21 – Winter Break

March 1-7 – Little Lambs Consignment Sale

March 2-6 – Dr. Seuss Week

March 6 – GA Preschool Conference – SCHOOL CLOSED

March 8 – TIME CHANGE!

March 19 – Staff Meeting/Early Release

March 31 & April 1 – Individual Pictures

April 6-10 – Spring Break

April 13 – Easter Monday NO SCHOOL – FUMC CLOSED

April 20-23 – Book Fair

April 20 – Spring Sing 3s – Reception Hall (9-12am)

April 23 – Songs & Sundaes – Family Life Hall (4-7pm)

May 6 – FUMC Family Fun Night & Dinner at the Pavilion – all invited

May 8 – Last Lunch Bunch

May 11-13 – End of Year Parties (Reserve Patio, Fountain, Reception Hall for singalongs)

May 13 – Last Day of School



III. GENERAL INFORMATION

Classes Offered in 2019-2020

CLASSES 9 am – 12 noon	MONTHLY TUITION	One-time Non-Refundable Registration Fee
Toddlers T/Th	\$180	\$180
Toddlers M/W	\$180	\$180
Twos M/W	\$185	\$185
Twos M/W	\$185	\$185
Twos M/T/Th	\$220	\$220
Twos M-TH	\$250	\$250
Threes M/T/Th	\$230	\$230
Threes M-TH	\$255	\$255
Threes M-F	\$280	\$280
Fours M-TH	\$260	\$260
Fours M-F	\$285	\$285
Kindergarten M-F 9a-1p	\$355	\$355 Curriculum/Technology Fee \$150

A discount is offered for paying the year in advance. Please call the office for more information!

Age Level Guidelines

Toddler Classes: Students are 1 year old on or before September 1, 2018

2-4 Year Classes: Students must be class age on or before September 1, 2018

Kindergarten: Students may be 5 years old on or before September 1 2018, or have completed a Pre-Kindergarten class.

Notice of Non-discrimination Policy

Marietta First United Methodist Church Weekday Ministry admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on gender, race, color, national or ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Staff Qualifications

Weekday Ministry seeks to employ teachers who care deeply about faith, social, emotional and cognitive development.

As part of our screening process, we require the following in addition to personal interviews:

All employees submit to reference and criminal record checks.

All employees attend at least 24 hours of Director approved training each year.

All employees maintain current CPR credentials.

All employees complete Safe Sanctuary training.

Additional qualifications are required for specific areas of instruction.

Attendance

Please bring your child to school every day for which they are registered so they may establish a routine and rapport with their teacher/classmates. However, if your child shows ANY indications of illness, please keep him/her at home for their own well-being, as well as for that of the other children and the staff. When he/she returns after any absence, please send a note giving reason for the absence. If the absence is anticipated, please send a note ahead explaining. If possible, please call or e-mail the Weekday Office on the day your child is absent especially if the absence is due to a communicable disease.

Messages



Notices, newsletters, and messages will be sent to you in your child's tote bag in a home-to-school folder. Placing notes in the home-to-school folder is the best way for you to send a brief message to your child's teacher. Please be sure the folder comes to school each day with your child. Teachers remain at Preschool until 12:30 p.m. (1:30 for Kindergarten) each day. You may call the office between 8:00 a.m. and 1:00 p.m. if you would like to leave a message for the teacher to call you after school. Teachers are also available via email to answer brief questions or schedule a one on one meeting.

Parent Observation of Classrooms

Parents are invited to visit the school to observe their child's class. These visits may begin after the first six weeks of school and are set up by appointment between the parents with the teacher. For security reasons, **ALL VISITORS MUST CHECK IN AT THE WELCOME DESK IN NURSERY LOBBY OR THE WEEKDAY OFFICE.**



Parent Volunteers

The Weekday Ministry Staff and The Weekday Ministry Board welcomes and encourages participation by parents and grandparents as volunteers. There are many ways you can become involved. We need parents to help in their child's classrooms, substitute when a teacher must be absent, serve on the Parent Action Committee (PAC) and help in the school as an extra pair of hands on many occasions. Volunteers may be asked to submit to appropriate screening under Marietta FUMC's "Safe Sanctuary" policies.

Please take advantage of your automatic membership in our Parents Action Committee! PAC shares information about volunteering and asks that you return the involvement sheet to your child's teacher or to the Weekday Ministry Office outlining how you're able to volunteer. You may also sign up to volunteer at Open House or Meet & Greet if you prefer. On days that you do volunteer, please check in first with the Weekday Ministry Office, and we will help you find the place you are committed to be or find the place you are most needed that day.

THANK YOU for your willingness to serve as a volunteer. We could not be the quality of program that we are without your willingness to get involved!

IV. DAILY POLICIES AND PROCEDURES

Our Nursery School includes the Toddlers and Twos. Our Preschool program includes Threes, Fours, and Kindergarten.

School Hours

Classes meet from **9:00 a.m. – 12:00 p.m.** [9:00 a.m. – 1:00 p.m. in Kindergarten]. Classrooms will not be open before 8:50 a.m. DISMISSAL begins at 11:55 a.m. Dismissal for Kindergarten and Lunch Bunch begins at 12:55 p.m.

Things to Bring

- Every student is asked to bring a water bottle with them daily. Parents may fill the bottles at home (with water only, please) or send them empty to be filled at school.
- Children are encouraged to bring nature objects and articles pertinent to the current unit of study that can be shared with the class. Your child's teacher may make requests in the class newsletter. Please coordinate with your child's teacher to be sure the items you have will be used in the classroom.
- Dress-up clothes, cut down to child-size, are always needed.
- Doll clothes and doll bed sheets, pillows, and blankets need to be made, repaired, and kept washed. We appreciate any help we receive in keeping our toys clean and ready for use.

Things Not to Bring



- We have adequate toys and equipment in the school. We discourage children from bringing mouth toys for hygienic reasons.
- No toy guns or war toys are allowed.
- Please do not let your child bring money or wear jewelry.
- While we welcome the sharing of books or music, please avoid sending a most favorite toy/book as we would hate for it to be damaged or lost during its visit to Weekday.

Clothing

We recommend that children wear **PLAY CLOTHES** that are practical, comfortable, and washable and **tennis shoes or closed toe, rubber soled shoes are best**. Remember to mark your child's outer clothing with his/her name. We do maintain a "Lost and Found" in the Weekday Office. Your child will need warm, removable clothing for outside wear. **PLEASE SEND A CHANGE OF CLOTHES** – just in case. Accidents can happen even with older children. Please send disposable diapers or Pull-ups only for Toddlers and Two Year olds.



Snacks

Bringing a snack to share with his/her class is an exciting opportunity for the preschool child. Snacks will be used as a learning experience for children to help reinforce the learning of letters, colors, shapes, and patterns which are used daily in the classroom curriculum.

Parents will be asked to bring or send up to one week's worth of snack at intervals throughout the school year. The snack can be store bought or homemade.

Each teacher will provide parents with specific information at the beginning of the year regarding snacks for their classrooms. This information will include the amounts of snack needed, ideas and suggestions for certain types of snacks that will work well in their classroom and with the curriculum, any specific allergies to be aware of and the dates for which each child/family will be responsible to provide snack. If you would like a list of recommended snacks, please contact the Weekday Office.

Nut-Free Preferred Snacks and Lunches

We often have children with food allergies. This is the reason that we are a nut-free preferred school environment. We cannot guarantee that the premises are nut-free because the building, campus, and classrooms are shared with many different groups throughout the church. Nut-free preferred environment means that no whole, pieces, or butters of peanuts or tree nuts are brought into the school (including the playground and picnic areas) by parents of Weekday Ministry children or Weekday children.



In a classroom where there is a documented allergy to nuts, parents of the allergic child are asked to send in nonperishable alternative snacks in the event a snack comes in which has been manufactured in a facility where exposure to nuts is a possibility. The teacher will then provide the child with the alternative parent-supplied snack. Parents in this class are asked not to send in snacks that have been manufactured in a facility where nut exposure is possible.

You will be notified by your child's teacher if there are other food allergies in the classroom. If the allergy is not severe, we will provide parents with information about the allergy and snack alternatives. If the allergy is severe, the parents of the child with the allergy will be asked to provide special snacks for their child daily. The classroom may be designated a "dairy-free room" or an "egg-free room" for the entire class. **Please label all lunch boxes, sippy cups, water bottles or pacifiers.**



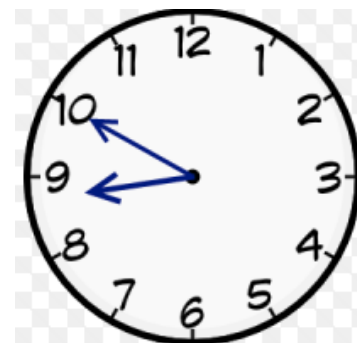
Parents of children with allergies will be asked to give permission to post the child's name and allergy in a highly visible area so anyone working in the classroom will be aware of those allergies, symptoms, and treatment in case of exposure. Parents of children with allergies must have the child's health care provider give the school an individualized care plan which has been prepared in consultation with family members and specialists involved in the child's care. Two Epi-pens or the equivalent must be provided while the child is at school if an anaphylactic reaction is possible, along with a completed authorization for medication form.

Arrival and Dismissal Arrangements — Carpool and Walk-ins

Walk-ins for Pick-up and Drop-off

If there is ever a change in your carpool, please send a signed note in your child's communication folder or, in emergencies, telephone the Weekday Ministry office.

Please include the name and relationship of the person picking up your child. If they are riding home with another student, please include that child's name and carpool number (if available). Please send a note in your child's communication folder or call if you need to pick your child up early. Please inform the person you have assigned to pick up your child to be prepared to show identification.



PLEASE MAKE EVERY EFFORT TO BE ON TIME EVERY DAY SO YOUR CHILD DOES NOT MISS INSTRUCTIONAL TIME.

Parents of Toddlers and Twos:

Those parents wishing to walk their child in—please enter through the Nursery Lobby doors (by the elevator). The door under the bridge is for carpool only. Please remember to sign your child in and out when dropping off late or picking up a child early. Please use extreme caution when walking your child into and out of school.

Parents of Threes, Fours and Kindergarten:

Those parents wishing to walk their child in—please enter through the Weekday Lobby doors (by the elevator). Please remember to sign your child in at the Weekday Office when dropping off late or picking up early. When walking in to drop off/pick up, please park in the lower Whitlock Avenue lot and wait outside the double patio doors until a staff member provides entry. Please have your carpool number in hand or be prepared to show identification. Please use extreme caution when walking your child into and out of school.

Carpool Line Procedures



ALL CARS ENTER FROM POLK STREET.

PLEASE DO NOT USE CELL PHONES IN THE CARPOOL LINE!

STAFF MEMBERS ARE NOT ALLOWED TO BUCKLE IN CHILDREN. Please pull into a parking area after your child is in put in your car to properly buckle them into their seats.

Please hang carpool numbers from the rearview mirror of the vehicle so that it may be easily seen. Please keep the number in view until your vehicle has been loaded.

PARENTS/CAREGIVERS SHOULD NOT LEAVE THEIR VEHICLES WHILE CHILDREN ARE BEING LOADED/UNLOADED UNLESS REQUESTED BY A STAFF MEMBER TO ASSIST.

PLEASE PICK-UP TODDLERS & TWOS BEFORE ENTERING THE CARPOOL LINE FOR OLDER CHILDREN.

TODDLERS AND TWOS:



Toddlers, Twos and their parents may use the Nursery Lobby door by the courtyard for walk-in arrival and dismissal. When picking up and dropping off, please park in designated parking area. **Please DO NOT PARK in the carpool lanes.**

Morning and noon carpool for Toddlers and Two-year olds will begin on the first day of school. **Toddlers may be dropped off and picked up in carpool, or parents may walk in to drop-off or pick up their toddlers.** All two-year olds will receive a carpool number in the 200 range; Toddlers in the 100 range. Parents wishing their child to carpool with an unrelated child **MUST** complete a carpool form and receive a 700 number (e.g. when you pick up just your child, use the 200 number; when carpooling use the 700 number).

Toddler and Two-Year-old parents will continue through the back parking lot, proceed straight, alongside the playground, turn left under the breezeway and pick up child at brick steps.

THREES, FOURS AND KINDERGARTEN:

There will be staff members at the door each morning to greet the students beginning at 8:50 a.m.

Please do not send students into the building unless a staff member is there to greet them.

Each parent will be given a carpool number to be used at dismissal time (3-year olds will be given 300 numbers; 4-year olds will be given 400 numbers, Kindergarten 500 numbers.) Parents wishing their child to carpool with an unrelated child **MUST** complete a carpool form and receive a 700 number (e.g. when you pick up just your child, use the 300, 400, or 500 number; when carpooling use the 700 number). Please be prepared to show identification when picking up your child.

See the last page of this handbook for a diagram.

V. HEALTH AND SAFETY POLICIES AND GUIDELINES

Immunization Policy

All children attending Weekday Ministry Preschool and Kindergarten are required to provide a current **Georgia 3231 Immunization form** at the start of the school year. As the form expires, parents/guardians are required to renew forms and provide them to the school. Forms which are complete, and indicate immunizations are complete, do not require renewal. Children enrolled in **Kindergarten** should also provide the school with a **Georgia 3300 form** for vision, hearing and dental.

These forms are due at the beginning of school or within 30 days of enrollment if coming in midyear.

If a child is on an alternate immunization schedule, or is not fully immunized, the parent/guardian must provide a **notarized** affidavit of religious exemption to immunization. In the event of an outbreak of any disease covered by vaccinations, children may be required to be vaccinated or to be excluded from the school until the outbreak or epidemic has concluded.

Physician Statement

A Weekday Ministry Physician Statement, completed and signed by your child's pediatrician, is required by our insurance company. This form is available in the Weekday Office, or on the church website www.mariettafumc.org under the Find Your Place & Preschool tabs.

Health

As a courtesy to staff and other students, we ask that you please not send a child to school if s/he shows any signs of illness. Should a child develop symptoms during the school day, we will contact those listed as their emergency contacts, therefore, it is vital that we have accurate emergency numbers in our files. We also ask that you share with us information related to a diagnosis of an illness that may be highly contagious, so we may prepare for its potential spread.

Please keep your child home until they are symptom free for 24 hours when the child has had any of the following



conditions:

- An illness preventing the child from participating comfortably in activities;
- An acute change in behavior - this could include lethargy, irritability, persistent crying, difficult breathing, or having a quickly spreading rash;
- Fever (temperature above 101°F [38.3°C] orally, above 102°F [38.9°C] rectally, or 100°F [37.8°C] or higher taken axillary [armpit] without medication
- Diarrhea
- Vomiting
- Abdominal pain continuing for more than 2 hours or intermittent pain associated with fever or other signs or symptoms of illness;
- Any illness requiring medical attention – in some cases Weekday Ministry may require a physician’s note stating children may return to school and that they are no longer contagious.

Should a communicable illness present at the school, we will report it to parents in affected classrooms as needed.

Medication

WE WILL GIVE NO MEDICATION AT SCHOOL. It is best that a child who needs medication during school hours be kept at home. Epi-pens for allergic reactions or inhalers for asthma flare-ups are the exception but must be accompanied by an authorization to administer medication form, signed by a physician.

Allergies

If your child has an allergy of any kind, please see that we have written information specifying the allergy and his or her reaction. This should be included on the Physician Statement and application for enrollment at the time of registration. Your child’s teacher will ask you to fill out an allergy information form when you make your first visit.

Food Allergies

We ask parents of children with food allergies to provide a safe snack daily to ensure their safety in our care. Please also communicate with us a Physician’s care plan for your child in the event of unintentional contact with an allergen.

We ask that the plan include:

- Written instructions regarding the food(s) to which the child is allergic and steps that need to be taken to avoid that food;
- A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. Weekday Ministry will work with each instance of food allergies on a case by case basis to arrange for the school to have necessary medications, proper storage of such medications, and the equipment and training to manage the child’s food allergy while the child is at the school. The school will notify the parents/guardians immediately of any suspected allergic reactions, the ingestion of the problem food, or contact with the problem food, even if a reaction did not occur so the family may share that information with their child’s primary care provider as a follow up.
- It is the school’s policy contact emergency medical services system immediately whenever epinephrine has been administered. Parents/guardians of all children in the child’s class will be advised to avoid any known allergens in class treats or special foods brought into the school – we are an allergen aware environment but cannot guarantee we are an allergen free environment. Please consider us your partner in handling your child’s allergies as we want to help make this a safe and welcoming place for all who enter.

Child Abuse/Neglect:



Please be aware that as of 7-1-2012, volunteers and staff members are now mandatory reporters for suspected child abuse and it is a misdemeanor offense if you fail to report. A report is to be made immediately, but no later than 24 hours from the time there is reasonable cause to believe a child has been abused (O.C.G.A. 19-7-5). To make a report please call Department of Family and Children Services (DFCS) at 770-528-5000 or 770-319-3739 or after hours, call 1-855-422-4453. Please be sure and notify the Director (Meri Kate Marcum 770-429-7800, ext. 842) as soon as possible after a report has been made.

No Weapons Policy

The campus of First United Methodist Church of Marietta, Georgia is declared a weapon-free zone.

For the safety of our children, should a weapon be observed on school grounds, teachers will remove students from the area of its sighting and contact local law enforcement for its proper, safe removal.

Child Custody

In the event a custody relationship has been defined as part of legal proceedings, parents must submit a court copy of the custody agreement. Unless an official document is on file, the school cannot prevent a natural parent from picking up a child. It is the responsibility of the parents to inform the Weekday Ministry Office staff of any changes in emergency contacts, addresses, or custodial care.

Inclement Weather

Weekday Ministry will close for inclement weather if either Marietta City or Cobb County Schools close or if either school system is delayed. Please listen to your local TV or Radio Stations for these advisories. In the event of locally severe weather, school may be dismissed early. Check your e-mail for messages from school, Facebook postings on PAC Weekday <https://www.facebook.com/groups/WeekdayPAC/> or FUMC Weekday Ministry Preschool and Kindergarten, <https://www.facebook.com/WeekdayMinistryFUMC?fref=ts>.

Security

All visitors, including volunteers, must request admittance to the buildings through our secure entry system. Once admitted to the building, please sign in at the Weekday Office in Building C or Nursery School Office in Building B. In some cases, you may be asked to wear a nametag.

Accidents at School

Teachers or employees of Weekday Ministry will provide first aid treatment for minor emergencies. In the event of a serious injury, emergency assistance will be called, and the child will be taken to the Wellstar Kennestone Emergency room. The Director will contact the person listed on the child's emergency information card. In the event a child is injured in any way, an accident form will be completed the day of the accident and a copy will be sent home with the child. Another copy will be kept in the student's file in the Director's office. Children who become ill at school may be removed to the Weekday office and the Office will contact the person listed on the child's emergency information form to pick up the child.

Social Networking Policies

Web Postings

FUMC Weekday Ministry covenants that your child's image will only be used in the manner designated and approved by you. Please be advised that with the advent of social networking sites, such as Facebook, Twitter, Instagram etc., third parties may post pictures of your child's image taken at official Weekday Ministry events. While this activity is beyond the control of Weekday Ministry, we ask families of students at Marietta FUMC Weekday Ministry not to post or tag photographs, images or video recordings on Facebook or any social networking media of any students who are not their own children without express permission from parents of those children. The non-response of a parent to a request for such permission should not be treated as consent.

Weekday Ministry assumes no responsibility for any damages incurred through personal postings on Facebook, Twitter



or any other similar social media sites, or through email, and websites.

We encourage families and individuals who have concerns to express them privately to the Director, rather than posting comments or statements in a public forum which may reflect negatively on Weekday employees, families or students. Our door is always open and we are happy to discuss concerns personally instead of over a social media platform.

Car Seats & Safety Restraints

Effective July 1, 2011, Georgia state law requires all children ages 8 & under who are 4'9" or less in height to be restrained in a child passenger restraint system in a rear seat. **The Weekday staff will not place a child in a car without the proper car seat or safety restraint in place. Staff members do not buckle seat belts at carpool time.** Additionally, please place your car into "Park" when dropping off or picking up in the carpool line.

Plants

Classrooms shall be free of plants that are poisonous or hazardous.

VI. BEHAVIOR MANAGEMENT GUIDELINES

The goal of Weekday Ministry is for each teacher to provide individual guidance to each child tempered with love and consideration, keeping aware of each child's needs and self-image. Good manners are taught and reinforced daily. Appropriate behavior is recognized with encouragement, while inappropriate behavior is handled in a positive, constructive manner. It is our policy never to use corporal punishment or deny the essentials of rest, food and toileting. Our standard behavior management plan includes:

Instruct ~ Remind the child of classroom rules and re-direct to another activity

Verbal Warning ~ Remind the child of the class rules, and move the child to teacher's direct proximity

Reflection Time ~ Remove child from situation and re-direct to a chair or other place away from the group until the child has calmed down.

Time with the Director ~ If the above procedures are not effective, the teacher or assistant may bring the child to the office.

Parent/Teacher Conference ~ Repeated behaviors will be discussed with the Director and parents. It is our policy to work with the parents to correct the situation. All such discussions will be confidential in nature.

We believe that learning how to function with classroom rules and expectations is a large part of the preschool experience. If you do not receive notification of behavior concerns from your child's teacher, please trust they are functioning as you would hope and are practicing what it means to be a good friend and student. Should a child exhibit or engage in challenging behaviors that cannot be resolved easily, as above, the teacher and director will engage parents to develop a mutually agreeable plan to help the child resolve the challenging behaviors. We make every effort to avoid dismissing a child from our care. However, should continued issues lead to jeopardized physical safety of the child and/or his/her classmates as assessed by the school AND all possible interventions and supports aimed at providing a physically safe environment have been exhausted; or if the family is unwilling to participate in referrals and consultations that have been recommended by the school; or continued placement in this class and/or school clearly fails to meet the mental health and/or social-emotional needs of the child as agreed by both the staff and the family, dismissal may be considered.

Biting Policy

A child biting another child is one of the most common behaviors in preschool. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the teachers involved. If a biting child has three consecutive incidents of biting in the same day or week, that child's parents will be called to pick up the child and the child will be asked to remain at home for the next class day as a means of interrupting the cycle of behavior. Upon returning to the classroom, the process begins again, and the child has a fresh start.

VII. FINANCIAL POLICIES



Weekday Ministry relies on tuition to meet its operating expenses. As a non-profit organization, a major portion of the school's expenses is related to teachers' salaries. Since this expense is based on the income projected by enrollment, it is essential that the income from tuition be received. It is for this reason that the following policies are in effect.

Tuition Payment Schedule

Tuition is due on the first of each month and is payable one month in advance. If you would like to pay for the entire year, please call the office for information. Your payment will be considered late if it is not received in our office by the first business day on or following the 5th of the month and a late fee of \$15.00 will be charged to your account at the close of school that day. If you need to make special payment arrangements, please contact the Chairperson of the Weekday Ministry Board or the Weekday Ministry Administrative Staff. A processing fee of \$25.00 will be charged for checks returned because of insufficient funds.

PLEASE PUT YOUR CHILD'S FULL NAME ON ALL CHECKS

No monthly invoice will be sent for tuition. All tuition payments should be mailed to the Weekday Office, placed in an envelope in the Classroom Communication Folder in your child's tote bag, or delivered personally.

PLEASE DO NOT ASK A STAFF MEMBER TO RECEIVE A PAYMENT AT ANY TIME IN THE CARPOOL LINE OR CLASSROOM.

Methods of Payment

CASH ~ Please hand cash in an envelope marked with your child's name to Jenny, Terri or Meri Kate and request a receipt. Please DO NOT put cash in an envelope in your child's Classroom Communication Folder, or in the basket in the Weekday Office.

CHECK ~ You may mail a check, put the check in the basket in the Weekday Office in Building C, or **place a check in an envelope** addressed to the Weekday Office in your child's Classroom Communication Folder. Please write your child's name on the memo line of the check.

AUTOMATIC BILL PAY ~ Please set up automatic bill pay through your bank. Use your child's name as the Account Number. Please allow extra time for the bank to mail Weekday the check. We must receive the check by the 5th of the month to avoid a late fee.

DEBIT/CHARGE CARD ~ You may make an online debit/credit card payment by visiting this link,

<https://secure2.cpteller.com/terminal/wizard2/?op=o9nIPTBxalvE>.

You will also find this link on the Weekday Ministry page at www.mariettafumc.org. **There is a 3% fee charged for each transaction.** You may also bring your card to the Weekday Office or make a payment by phone (3% charge is applied in the office as well). Detailed information on the debit/credit payment system is highlighted in your parent folder.

Past Due Accounts

The following procedures will be followed in the case of past due accounts:

1. Statements are sent home if your payment is not received on the first business day following the 5th of the month notifying you of the assessment of a \$15.00 late fee.
2. If an account remains past due for 30 days, the Business Manager, the Director and/or the Chairman of the Weekday Board will contact you.
3. Families will have the following options after receiving the letter:
 - A. Pay account in full (including all late fees)
 - B. Meet with the Director and Business Manager to define a payment plan. When an agreement has been reached, the family will be asked to sign a financial covenant agreement.
5. Penalties for failure to live up to the covenant will be decided by the executive committee. Any account that remains seriously past due may result in dismissal.

Should personal circumstances make financial assistance necessary, please speak directly with the Director or Business



Manager. We do have scholarship funds available based on need. Families are eligible to receive scholarship assistance as long as they have a current zero balance and demonstrated need.

Tuitions Deductions/Refunds

We do not make deductions or refunds for absences due to illness or travel, holidays or inclement weather days of any kind. **Tuition, registration and Lunch Bunch fees are non-refundable.**

Withdrawal

Before a child is removed from the program, the parents must confer with the Director and **must give a one-month notice** of their intention to withdraw. Parents are obligated to pay all tuition up to and through one month from the date of notification of withdrawal. Once the registration fee is paid for the current or subsequent school year, it is **not refundable** in the event the child withdraws or elects not to return to the program the following school year.

Pre-Registration and Past Due Accounts

All current tuition and fees must be paid by the registration date in February for a family to register for the upcoming school year.

VIII. SPECIAL PROGRAM OPTIONS



Lunch Bunch

Lunch Bunch is offered to Weekday students as an extended day activity on Monday — Friday in two sessions. Lunch Bunch is offered to all age groups except Kindergarten which dismisses at 1:00 p.m. Each child will need to bring a lunch and drink from home. All lunches need to be ready to eat. **Weekday is a Nut-Free Preferred environment. Please DO NOT SEND lunches with peanut or tree nut-ingredients. Please also label all lunch boxes, cups, water bottles, Tupperware, etc.**

Registration for Lunch Bunch will be conducted prior to each session and is separate from general registration.

We must have at least eight children to make a class, so please register promptly. We cannot guarantee a place after deadlines have passed. You may enroll your child from one to five days for each session, depending on the number of days they are enrolled in regular Nursery or Preschool.

Lunch Bunch consists of lunchtime and a combination of activities: playground time, music, free play and story-time and is designed primarily for children enrolled in Toddlers and Twos.

Lunch Bunch Plus (available to 3s and 4s) includes lunch PLUS choices of arts & crafts, science, sports, games and others during the school year. These classes consist of lunchtime and 30 minutes of activities in the area they have chosen for the session.

Additional offerings of dance, tennis, martial arts and other sports are available through Marietta First United Methodist FUSE program. Registration for these classes is separate and will be made available to Weekday students at the beginning of each session.

Lunch Bunch Sessions for 2019-2020 are as follows:

Session 1: Aug. 19 – Dec. 13; No Lunch Bunch on September 2, 12, 23-27; October 14; November 5, 25-29

Session 2: Jan. 8 – May 8; No Lunch Bunch on January 20; February 10, 17-21; March 6, 19; April 6-10

Lunch Bunch Carpool functions exactly like typical carpool, just an hour later.

Special Days

Our teachers make a sincere effort to observe special times in a child's life, such as a new baby in the family, a trip, losing a tooth, etc., in an appropriate and memorable way. Please let us know about any significant family events, so the discussion at home and at school will give your child a rich, well-rounded experience.

Party Guidelines



The purpose of these parties is to enrich the child's awareness of seasonal events and holidays. Please be aware of food allergies in the classroom and plan accordingly. The following guidelines are intended to help identify the needs for each party.

Theme Parties

We have five theme parties during the year: **Fall Harvest, Thanksgiving, Christmas, Valentine's, and Easter.**

Sometimes we culminate our units with special events and foods. **No goodie bags or balloons, please.**

A suggested menu for children might include a mini muffin or other healthy choice and a drink. Cakes, cookie cakes, and cupcakes are discouraged. Please see your child's teacher before planning your menu to accommodate children with allergies or special dietary needs.

We celebrate **Fall Harvest**. We do not observe Halloween. Children **will not** wear costumes to school. We do not use black cats, witches, jack-o-lanterns (scary faces), or ghosts in our decorations. Happy pumpkins are welcome.

Birthday Parties

Parents are welcome to provide a special snack for their child's birthday. ***No goodie bags or balloons, please.***

For children with summer birthdays, please coordinate with your child's teacher so they may also be celebrated.

Please check with your child's teacher for the date, time, and refreshments needed.

Please do not ask the teacher to hand out party invitations for your child's birthday outside of school.

End of the Year Parties

Each class will plan celebrations or parties near the end of school. The parents and teachers will work together closely in the planning process. There are many areas outside as well as in classrooms for these parties. Four Year and Kindergarten classes will not have graduation ceremonies but will celebrate the end of school together.

Little Lambs Consignment Sale

MFUMC Weekday Ministry is one of the sponsors of the Little Lambs Consignment Sale, and a portion of sale proceeds support our programs. The sale is held on September 4-8, 2019 and March 1-7, 2020. Visit the website for more information: www.lil-lambs.org.



IX. Curriculum

Zoo Phonics

Young children learn when they are active and having fun. The Zoo-Phonics program uses 26 friendly "animal letters" which lead to step-by-step development of reading, spelling, and handwriting fundamentals. All our classes will experience Zoo-Phonics activities in music, circle time, center times, games and art activities.

Handwriting Without Tears

Children in Threes, Fours and Kindergarten classes utilize various components of the Handwriting Without Tears curriculum. HWT teaches fine-motor and handwriting.

All Things Bright and Beautiful

Weekday Ministry has developed its own curriculum for Toddlers through Kindergarten which incorporates the school-wide theme of All Things Bright and Beautiful, the poem by Cecil Frances Alexander. Our curriculum is aligned with the Georgia Early Learning Developmental Standards (GELDS) and Common Core (Kindergarten).

Music

Children from Toddlers through Kindergarten experience learning through Music on a weekly basis. Two-year-olds end the year with a parent sing-along while the Threes present a Spring Sing, Fours and Kindergarten present Songs and Sundaes. Music is an important aspect of daily learning in the classroom as well.

Art

Creative art activities begin at an early age with many of the activities being experiences that will not be brought home on paper. **The process of participating in activities is much more valuable to the child than the product.** Fours and Kindergarten attend Art classes on a rotating basis every week.

Science/Exploration



Children learn best about the world around them through hands-on experiences. All ages explore scientific principles in their classrooms and have space outside their classrooms to conduct more in-depth experimentation. Fours and Kindergarten students participate in a special science class on a rotating basis once a month to learn scientific principles, the language of science and how to conduct experiments.

Movement

The development of the whole child requires a lot of attention to physical development as a precursor to academic skill acquisition. Threes, Fours and Kindergarten participate weekly in Movement class which provides fun experiences while helping to develop specific skills such as hand-eye coordination, balance, core strength. Toddlers and Twos experience Movement through Music, Exploration, and the Indoor Playroom.

Spanish

Four year old and Kindergarten students receive Spanish instruction 3 weeks a month. Two year old and three year old students begin exploring Spanish through learning colors and numbers to ten in both English and Spanish.

Chapel & Spiritual Development

The Three Year, Four Year, and Kindergarten Classes will gather together once a week for Chapel. This is a special time to explore Bible stories in a child friendly way. Toddlers and 2s incorporate biblical narratives into their classrooms and music/movement time. Our basic principles as a faith-based school are:

- God made me
- God loves me
- Jesus wants to be my friend forever.

We also introduce the concepts of the Fruits of the Spirit as Christian character development. Children pray daily in their classrooms and each day ends with a communal prayer at carpool dismissal time.

Fruits of the Spirit

Love – Strawberry



Joy – Pineapple

Peace – Watermelon



Goodness – Banana

Patience – Lemon



Kindness – Grapes

Gentleness – Tomato



Faithfulness – Cherries

Self-Control – Apple



Our Playground

We are proud to have a MIRACLE playground from Hasley Recreation for our children. The playground has three distinct areas designed specifically for nursery school, preschool and elementary aged children. Each area meets or surpasses all safety standards established for playgrounds.

Indoor Playroom

When weather conditions prevent the classes from visiting the playground, the teachers take the Toddlers and Twos to the Indoor Playroom on the Nursery Hall. Our Threes, Fours and Kindergarteners can use the Movement Room on inclement weather days.



Toddlers and Twos Nursery School Program

Our Nursery School includes the Toddlers and Twos. The Nursery School staff love and nurture each young child, paying close attention to individual characteristics and needs. As the child develops into a more sociable toddler, opportunities and guidance are given when he or she reaches the milestones of learning to play with other children of a similar age. The two-year old child is ready for slightly more structured routine while being exposed to themes, letters, shapes and colors. Music, movement, art, circle, center and indoor/outdoor playtime are part of every child's day.

Diapering Guidelines for Toddlers and Twos

The Weekday Ministry Staff follows a strict diaper changing procedure that consists of the following:

Using a new pair of non-latex gloves when changing each child.

Cleaning the changing surface and covering it with a new piece of wax paper for each child.

Disposal of diaper, wipes and wax paper.

Hand washing with liquid soap.

Toilet Learning/Training for Toddlers & Twos

Weekday Ministry seeks to partner with parents/guardians in the toilet-training process. Toilet learning/training, when initiated, should follow a plan that is developed and coordinated with the parent's/guardian's plan for implementation in the home environment. Successful toilet learning/training is based on the child's developmental level rather than chronological age, although **it is the school's expectation that children be toilet trained by the time they start a Three-Year class in August.**

The toddler and twos classrooms share child-friendly restrooms. At the parent's request, we will take a toilet training child to the restroom on a regular schedule. Note: our schedule in the classroom may not match the schedule at home.

Teachers help toddlers with clothing removal and redressing during the toilet training process and give instructions to the child while standing in the doorway. Teachers encourage self-hygiene (wiping) but will assist with non-latex gloves if needed and will ensure that the child and teacher follow hand washing guidelines once the child leaves the restroom. For a toddler or two-year-old who is out of diapers and wearing underwear to school, we ask that parents send two (2) complete changes of clothing (including socks) and one (1) pair of shoes to school each class day PLUS a Pull-Up or diaper. If an accident occurs, the child will be changed into a clean outfit and soiled clothing will be put into a plastic bag for transport home. Teachers do not clean or rinse the clothes. Should a child have a second accident the same day, the child will be changed into a clean Pull-Up/diaper and clean clothes. The child will continue to be taken to the restroom on schedule. If a pull-up/diaper has not been provided, the parent will be called and asked to pick up the child.

Three-Year-Old Preschool Program

The three-year old child quickly learns daily schedules and routines. The teachers have planned the environment, so the children are surrounded by opportunities for discovery-style learning to reinforce the topic of the week. Intertwined with the topics are opportunities to learn colors, shapes, letters, and numbers through daily experiences. **The work of the children is play** and they learn through their play. Crafts, music, and center activities foster social skills, communication skills, phonics, and basic academic readiness skills. The children work individually with the teacher as well as in small and large groups. Good manners are stressed all year long. The three-year-olds have music with a music teacher once a week and movement led by a movement teacher once a week.

Toilet Training Required for Three-Year-Old Class

Students must be toilet-trained by the beginning of the school year. It is the policy of MFUMC Weekday Ministry that all students attending the three-year-old program must be fully toilet trained at the beginning of the school year. Each child should be wearing underwear, not pull-ups or diapers at school. Each class takes restroom breaks during the day and has easy access to the bathroom located in each room as needed. If you would like more information about toilet training strategies, please ask your child's teacher.

Weekday Ministry defines fully toilet trained as follows:



Capable of performing all toilet related functions independent of assistance from an adult including:

Recognizing the need to go to the restroom.

Entering the restroom on his or her own.

Managing hygiene independently (wiping).

Manipulating his or her clothing off and on with little or no assistance.

Washing hands and rejoining the class.

We ask all children in three-year classes to bring a full change of seasonally appropriate clothes including underwear, socks, tops and bottoms to leave at school in the event of a toilet accident or other spill.

We understand that accidents may happen and will work with the child to handle them respectfully. Should accidents become a regular occurrence, we may ask parents to keep their child home until they are more reliably potty trained.

Four-Year-Old Preschool Program

The Fours program continues to build on the skills learned and introduced in the Threes program with an eye toward Kindergarten readiness. Our program is structured around thematic units, and in each unit, there are five areas which are consistently reinforced. We do presentations at Christmas and at the year's end which all parents, grandparents, and friends are invited to attend.

Kindergarten

The Kindergarten program content covers the same Common Core Standards and Georgia Performance Standards as local public schools with an emphasis on English Language Arts and Mathematics.

The Kindergarten program will begin dismissal at 12:55 each day. Please follow the carpool directions for the 4-year program.

Assessments

Weekday utilizes validated screening tools to monitor children's development, as well as various measures that may inform their work facilitating children's development, such as authentic-based assessment, work sampling methods, observational assessments, and assessments intended to support curricular implementation.

Conferences

Teachers will contact parents by phone after the first six weeks of school to let you know how your child is adjusting to school. Toddlers, Twos, Threes and Four-year-old teachers will have conferences in January. Additional conferences may be initiated by parents or by the school and should in no way be regarded as anything other than a mutual effort to meet the needs of the child. Progress reports will be given twice during the year, but teachers will be happy to discuss a child's progress with any parent who so desires prior to that time.

Special Needs Considerations

When a teacher and/or the director observes that a child is having difficulty performing at an appropriate developmental age level, is having difficulty adjusting to school, or is disrupting the learning environment for other children, efforts will be made to address these issues with the parents. Weekday Ministry will make every effort to work with the family, to provide resource information regarding referrals in Cobb County or the City of Marietta, and to help determine the optimal arrangement for the special needs of the child. This may include the parents providing additional support or facilitation from a private or public resource. We will make every reasonable effort to accommodate our students' needs, however, should any child's struggles pose a possible threat to the health, welfare or safety of himself, herself, other students, faculty or staff, dismissal may be necessary.



Curriculum "At a Glance" By Age Group

TODDLERS AT A GLANCE

SEPTEMBER:

School Friends

Colors: Yellow, Green, Red

Books: Ten Apples Up on Top—Dr.
Seuss

OCTOBER:

Fall

Colors: Orange, Yellow, Red

Books: It's Pumpkin Time—Zoe Hall
Plumply, Dumply Pumpkin—Mary
Serfazo

NOVEMBER:

Thanksgiving Sharing

Colors: Brown, Orange

Books: Brown Bear, Brown Bear—
Eric Carle
My First Thanksgiving—
Tomie dePaola

DECEMBER:

Christmas

Colors: Green, Red

Books: Where's My Christmas Stocking? -
Noelle Carter
Baby's First Christmas—Tomie
dePaola

JANUARY:

Winter Wonderland, Snowmen

Color: White

Books: Frosty the Snowman—Little
Golden Books

FEBRUARY:

Love, Feelings

Colors: Pink, Red, Purple

Favorite Valentine Books

MARCH:

Spring, Dr. Seuss, (Easter)

Color: Green

Favorite Dr. Seuss books

APRIL:

Easter, Spring

Color: Purple

Bible Story: The Easter Story

Book: The Very Hungry Caterpillar -
Eric Carle

MAY: Summer

Fun Color:

Blue

Books: Does a Kangaroo have a
Mother, Too? - Eric Carle
Is Your Mama a Llama? -
Deborah Guarino

AUGUST/SEPTEMBER:

All About ME!

Our Families, Pets, 5 Senses

Color: Red / Shape: Circle

Bible Story: The Creation

Songs: Oh, What a Miracle

OCTOBER: Fire Safety Changes in
Autumn Transportation

Color: Orange / Shape: Square



2's at a Glance

The Two's focus on the preparing the children for future success. We work on skills that may be difficult to learn at home like sitting in a group, walking in lines, following a schedule. Often this gives the child a first taste of listening to a grown-up other than a parent or relative. Preliminary social skills are encouraged with taking turns and expressing feelings. Health and Safety skills are practiced when washing hands and picking up toys.

A summary is of our curriculum is highlighted below:

August/September:

God Made ME!

All About Me

Our Families

Pets

5 Senses

Friends

Nursery Rhyme: There was an Old Woman (faith based version)

Zoophonics: A, B, C, D

Bible Story: Jesus Loves the Children – Matt 19:14

October/November:

God's People

Harvest

Community Helpers

Transportation

Thanksgiving

Love One Another

Nursery Rhymes: Peter, Peter

Pumpkin Eater & Little Miss

Muffett

Zoophonics: E, F, G, H, I, J

Bible Story: The Good Samaritan – Luke 10:25-37

December:

God's Son

The Nativity Story

Christmas Sights & Symbols

Nursery Rhyme: Little Boy Blue

Zoophonics: K, L, M

Bible Story: The Nativity – Luke 2:1-20

January/February:

God's Animals

Cold Weather Animals

Farm & Zoo

Animals

Feelings

Nursery Rhymes: Baa, Baa, Black Sheep & Jack and Jill

Zoophonics: N, O, P, Q, R, S, T

Bible Story: Noah's Ark – Genesis 6-9

March/April/May:

God's World

Dr. Seuss

We love to Read!

Our Earth

Easter

Spring Planting

Nursery Rhymes: Hey, Diddle Diddle & Mary, Mary Quite

Contrary (faith based version)

Zoophonics: U, V, W, X, Y, Z

Bible Story: The Easter Story

Bible Stories/Concepts Throughout the Year:

Fruits of the Spirit –

Galatians 5:22-26

The Creation – Genesis 1-2



Threes Curriculum At-A-Glance

The three-year old child quickly learns daily schedules and routines. Teachers have planned the environment so the children are surrounded by opportunities for discovery-style learning to reinforce the topic of the week. Intertwined with the topics are opportunities to learn colors, shapes, letters, and numbers through daily experiences. The work of the children is play and they learn through their play. There is recent research to support that children are less stressed as preschoolers and experience less educational burnout in later school years when their preschool environment is based on learning through play activities. The crafts, music, and center activities foster social skills, communication skills, phonics, and basic academic readiness skills. The children work individually with the teacher as well as in small and large groups. Good manners, feelings/emotions and learning parts of the body are stressed all year long. The three-year olds have music with a music teacher once a week and movement led by a movement teacher in our activity room once a week.

3 YEAR OLDS AT A GLANCE

August: Get Acquainted

Introduce Centers
School Rules

September: Friendship/Making New Friends

All About Me

Five Senses

Good Manners

Police & Safety

Zoo Phonics Letter Sounds: A-B-C

Nursery Rhyme: Little Boy Blue

Bible Verse: —God Made Me! Psalm 100:3

October: Community Helpers

What Parents Do

Fire Safety

Transportation

Zoo Phonics Letter Sounds: D-E-F

Nursery Rhyme: Peter, Peter, Pumpkin Eater

Bible Verse: —Work Hard and Cheerfully at all you do. Col. 3:23

November: Preparing for Winter (animals & people)

Where we live (types of houses)

Thanksgiving/Pilgrims/Native Americans

Zoo Phonics Letter Sounds: G-H-I

Nursery Rhyme: Little Miss Muffett

Bible Verse: —We give thanks! Psalm 75

December: The Birth of Jesus

Feelings & Emotions

Sharing & Caring

Zoo Phonics Letter Sounds: J-K-L

Nursery Rhyme: Twinkle, Twinkle Little Star

Bible Verse: —God loved us and sent His Son! John 3:16



January: Signs of Winter

Children's Evaluations/Conferences

Zoo Phonics Letter Sounds: M-N-O

Nursery Rhyme: Three Little Kittens

Bible Verse: —God made the winter. Psalm 74:17

February: Nutrition-Food Groups

Dental Health

Valentines

Pastries with Parents

Zoo Phonics Letter Sounds: P-Q-R

Nursery Rhyme: Jack and Jill

Bible Verse: —Love one another! John 15:17

March: Wind

Farm Animals

Pets

Zoo Phonics Letter Sounds: S-T-U

Nursery Rhyme: Mary Had A Little Lamb

Bible Verse: —God made the animals. Gen. 1:24

April: Easter

Birds (and other hatched animals)

Butterflies and Insects

Zoo Phonics Letter Sounds: V-W-X

Nursery Rhyme: Humpty Dumpty

Bible Verse: —The Lord has risen! Luke 24:3

May: Seeds and Plants

Parents are Special

All Saying Goodbye

Fun Fair

Zoo Phonics Letter Sounds: Y-Z

Nursery Rhyme: Mary, Mary Quite Contrary

Bible Verse: —God made the flowers! Gen. 1:11



FOUR YEAR OLD PROGRAM

The four-year-old program continues to build on the skills learned and introduced in the three year program with an eye toward Kindergarten readiness. Our program is structured around units (see below) and in each unit, there are five areas which are consistently reinforced.

Fine Motor Skills: Includes cutting with scissors, playing with manipulatives such as blocks, lacing and puzzles, writing, and drawing.

Gross Motor Skills: Includes time spent daily on our playground, movement, dancing and rhythm activities.

Socialization: Includes listening skills, large group activities, small group activities, music, and of course—playground free play.

Pre-Reading: Includes letter recognition, story dictation, listening to stories, phonics and phonemic awareness, matching and tracking eye movement left to right.

Pre-Arithmetic: Includes recognizing shapes, recognizing numbers, counting by one, calendar, patterning, sorting, introduction to measurements and sequencing.

We do presentations at Christmas and at the year's end which all parents, grandparents, and friends are invited to attend.

4 YEAR OLDS AT A GLANCE

Month	Theme	Cognitive	Motor Skills
August	All About Me	Letters/Math/Shapes Color Assessments	Scissor Skills Introduction Communication Skills
September	All About Me Apples Fall Fall Harvest	Phonics A-E Review 0-5 Name Recognition AB Patterns Sorting Shapes & Colors Simple Graphs	Cutting on a Straight Line
October	Pumpkins Scarecrows Animals Fire Safety	Phonics F-H Sorting Size/Kind AABB Patterns Mix Colors Positional Words	Cut on a curved line
November	Pilgrims and Wampanogs Thanksgiving	Phonics I, J & Review Connect the Dots Tracing/Painting Patterning/Sequencing Follow Oral Directions Numbers 6-10	Work with Clay Beading



December	Nativity Story	Phonics K- M Construct a Picture Dictate a Story Counting/Matching Patterning/Chains Ordering 0-5	Cut Shapes Lacing
January	Tundra Winter Animals	Phonics N- P Review 0-12 Scrap Art Ordering 0-12 ABC Pattern & Graph	Balance Crossing Midline
February	Rhyming & Poems Valentine's Day Intro to Presidents (Washington, Lincoln, current president) Dr. Seuss	Phonics Q, R, S Sorting Kinds/Shapes Sink/Float Pattern by Color	Listening to/Following Directions Cut on Fold
March	Spring Things Growing Things Insects Water	Phonics T-W Rhyming Words Ordering Alphabet 0-15 Count Pattern Review	
April	Pond Life Easter Under the Sea	Phonics X, Z Ordering 0-20 Put Together a Story from Pictures Sequencing First to Last & Small to Large Reinforce Pattern/Graph	Follow 3 Step Directions
May	Summer Fun	Phonics Review Sequencing: Small to Large Ordering/Matching Upper/Lower Case	

Throughout The Year:

Making up a story
Telling a story
Repeating songs, poems, rhymes, and Bible verses
Working to complete a group project
Following directions

Cooking activities
Cut with a knife—make small snack
Listening Skills
Visiting Winnwood Retirement Home
Multiple In-House Field Trips
Chapel Focus: Fruits of the Spirit



KINDERGARTEN

First Quarter

Reading:

- Follows print left to right, top to bottom, page by page.
- Identifies 52 letters.
- Distinguishes rhyming and non-rhyming words (10 out of 10).
- Produces 23 consonant sounds.
- Reads 25 or more high-frequency words.
- Reads emergent-reader text with a purpose and understanding.
- Beginning to blend and segment word parts (ex. c-at, h-at, s-at).

Writing/ Language:

- Narrative- Uses a combination of drawing, dictating, and writing to narrate a single event or several loosely link events, tell about the events in the order in which they occurred, and provide a reaction to what happened.
- Accurately prints most upper and lower case letters.
- Accurately prints numbers 0-9.

Speaking and Listening:

- Speaks in grammatically correct sentences.
- Acquires vocabulary words and uses them in conversation.
- Asks questions or asks for help if needed.
- Participates in conversations with peers and adults.
- Uses plural nouns when speaking (cats, dogs, flowers).
- Understands and uses questions words (who, what, where, when, why).
- Controls talking.
- Exhibits good listening skills.

Science: Earth Science

- Explain changes from day to night.
- Communicate observations about changes in the sky (sun, moon, stars).
- Describe the physical attributes of earth's materials (soil, air, water and rocks).

Math:

- Counts to 100 by tens and ones.
- Count forward beginning at any given number.
- Count with one to one correspondence to know the numbers of objects.
- Decomposes numbers 11-19 into tens and ones.
- Classify objects into given categories.
- Compare numbers or groups of objects to determine which is greater than or less than.

Social Studies:

- Independently identifies and describes Labor Day, Columbus Day & Veterans Day.
- Independently identifies and explains the Pledge of Allegiance, U.S. Flag, and Georgia Flag.
- Explains how rules are made and why.
- Describes the work people do (police officer, doctor, mail carrier, soldier, fire fighter, farmer & teacher).
- Explains how money is used to buy goods and services.
- Explains that you must earn income by working.
- Explains that people must make choices because they can't have everything they want.

**Health:**

-Compares and contrasts the various emotions and how to appropriately express them.

Art:

-Consistently identifies and explores select art elements in media.

-Acquires and uses appropriate art vocabulary.

Music:

-Sings and echoes simple singing and speech patterns.

-Imitates steady beat with accuracy.

Physical Education:

-Hops with feet together.

-Hops on one foot.

-Slides.

-Gallops.

-Skips.

-Runs.

-Jumps and lands.

-Executes a single jump with a jump rope.

-Pedals tricycle.

-Throws overhanded.

-Throws underhanded with opposite foot forward.

-Catches.

-Bounces.

-Kicks.

-Dribbles.

-Balances on different bases of support (wide, narrow, etc.).

-Crosses midline.

-Recognizes that physical activity is important for good health.

Personal and Social Development:

-Uses a variety of problem-solving strategies.

-Pays attention to the teacher or other students when they are speaking.

-Demonstrates increasing task persistence to complete the task in a timely manner.

-Stays on task.

-Uses self-control.

-Works independently.

-Demonstrates self-confidence with a positive attitude.

-Transitions well and adjusts well to changes in routines and schedules.

-Treats others with respect in both words and actions.

-Shows caring and concern for others.

-Expresses emotions and needs through appropriate words and actions.

-Follows directions and school rule independently.

-Works and plays cooperatively with others.

-Shares and takes turns.

-Organizes self and materials.

-Cleans up after self.

-Uses classroom materials purposefully and respectfully.



Second Quarter

Reading:

- Follows and tracks print with one-to-one correspondence.
- Identifies 52 letters.
- Produces rhyming words (10 out of 10).
- Produces all 23 consonant sounds (including hard/soft c and g).
- Consistently produces all 5 short vowel sounds.
- Count, pronounce, blend and segment syllables.
- Pronounce initial, middle and final sound of CVC words (ex. d-o-g).
- Reads 50 or more high-frequency words.
- Identifies characters, setting, and major events in a story.
- Identifies the main topic and retells key details of informational text.

Writing/ Language:

- Informative/Explanatory- Uses a combination of drawing, dictating, and writing to compose informative/explanatory text in which they name what they are writing about and supply some information.
- Consistently recognizes and names ending punctuation (periods, question & exclamation marks).
- Responds to question and suggestions from peers to add detail to writing.
- Begins to spell simple words phonetically in writing.
- Recognizes multiple meaning words (duck, duck).

Speaking and Listening:

- Speaks in grammatically correct sentences.
- Produces and expands complete sentences.
- Acquires vocabulary words and uses them in conversation.
- Asks questions or asks for help if needed.
- Participates in conversations with peers and adults.
- Controls talking.
- Exhibits good listening skills.

Science: Physical Science

- Sorts materials into categories based on compositions (clay, cloth, paper, plastic, etc) and physical attributes (color, size, shape, weight, texture, buoyancy, flexibility).
- Plan and carry out an experiment to determine if an object will sink or float.
- Explains why a book will not fall if it is placed on a table AND why it will fall if it is dropped (gravity).
- Compare and contrast different types of motion.

Math:

- Counts to 100 by ones and tens.
- Counts as many as 20 objects in different arrangements.
- Represents addition AND subtraction with objects, drawings, explanations or equations.
- Solves addition AND subtraction word problems within 10 by using objects or drawings.
- Correctly names 2-D and 3-D shapes AND describes objects in the environment using names of shapes (square, oval, circle, triangle, rectangle, pentagon, hexagon, octagon, cube, cone, cylinder, sphere & rectangular prism).
- Models 2-D and 3-D shapes (cube, cone, cylinder, sphere and rectangular prism) in the world by building shapes from components.
- Analyzes AND compares 2-D and 3-D shapes in different sizes and orientations, using informal language to describe their similarities, differences, parts, and other attributes.
- Composes simple shapes to form larger shapes (ex: join two triangles with full sides touching to make a rectangle).
- Describes the relative positions of objects in the environment using terms (above, below, besides, in front of, behind, next to, etc).
- Describe and compare measurable attributes (length, weight, height, etc.).

**Social Studies:**

- Independently identifies and describes Thanksgiving, Christmas, New Year's Day & Martin Luther King, Jr. Day.
- Describe the diversity of American culture by explaining the customs and celebrations of various families and communities.
- Independently identifies and explains the bald eagle, the Statue of Liberty, the White House, and the Star Spangled Banner.
- States 4 or more of the following: street address, city, state, country and continent.
- Correctly uses words and phrases related to chronology and time (before/after, today, tomorrow & yesterday, day/week/month/year, past/present future & now/long ago).

Health:

- Compares and contrasts the five senses and how to keep them healthy.
- Compares and contrasts various ways to prevent the spread of germs.

Art:

- Uses art vocabulary to describe own art and reproductions.

Music:

- Describes and sings high/low and loud/quiet sounds and fast/slow temps.
- Performs steady beat with accuracy.

Physical Education:

- Hops with feet together.
- Hops on one foot.
- Slides.
- Gallops.
- Skips.
- Runs.
- Jumps and lands.
- Executes a single jump with a jump rope.
- Pedals tricycle.
- Throws overhanded.
- Throws underhanded with opposite foot forward.
- Catches.
- Bounces.
- Kicks.
- Dribbles.
- Balances on different bases of support (wide, narrow, etc.).
- Crosses midline.
- Recognizes that physical activity is important for good health.

Personal and Social Development:

- Uses a variety of problem-solving strategies.
- Pays attention to the teacher or other students when they are speaking.
- Demonstrates increasing task persistence to complete the task in a timely manner.
- Stays on task.
- Uses self-control.
- Works independently.
- Demonstrates self-confidence with a positive attitude.
- Transitions well and adjusts well to changes in routines and schedules.
- Treats others with respect in both words and actions.
- Shows caring and concern for others.
- Expresses emotions and needs through appropriate words and actions.
- Follows directions and school rule independently.



- Works and plays cooperatively with others.
- Shares and takes turns.
- Organizes self and materials.
- Cleans up after self.
- Uses classroom materials purposefully and respectfully.

Third Quarter

Reading:

- Consistently produces all short and long vowel sounds.
- Consistently isolates and pronounces all sounds in consonant-vowel-consonant (CVC) words.
- Reads 75 or more high-frequency words.
- Retells familiar stories including key details.
- Compares and contrasts similar texts.

Writing/ Language:

- Opinion- Uses a combination of drawing, dictating, and writing to compose an opinion piece in which they tell a reader the topic or the name of the book they are writing about and state an opinion or preference about the topic.
- With guidance and support, participate in shared research and writing projects.
- Consistently capitalizes the first word in a sentence and the pronoun I.
- Consistently uses end punctuation in own writing.
- Consistently spells simple words (consonant-vowel-consonant words) phonetically in writing; each sound is represented by a letter(s).
- Begins to distinguish shades of meaning among verbs describing the same action (walk, strut, prance).

Speaking and Listening:

- Speaks in grammatically correct sentences.
- Produces and expands complete sentences.
- Acquires vocabulary words and uses them in conversation.
- Asks questions or asks for help if needed.
- Participates in conversations with peers and adults.
- Speaks audibly.
- Controls talking.
- Exhibits good listening skills.

Science: Life Science

- Explains (verbalizes, draws or writes) two or more similarities AND differences in plants using observable features.
- Describes and groups rocks according to their physical attributes (large/small, heavy/light, smooth/rough, etc).
- Recognizes the difference between living organisms and non-living materials.

Math:

- Represents addition AND subtraction with objects, drawings, explanations or equations.
- Solves addition AND subtraction word problems within 10 by using objects or drawings.
- Records addition AND subtraction with drawings and/or word equations.
- Composes and decomposes numbers 0 to 20 into ones and tens.
- Fluently adds and subtracts to five.

Social Studies:

- Independently identifies and describes Presidents Day, Memorial Day, Flag Day, Independence Day, and Easter.
- Independently identifies and explains the national monuments.
- Differentiate land and water on maps and globes AND explains that maps and globes are view from above.
- States all of the following: street address, city, state, country and continent.

Health:

- Compares and contrasts accident prevention strategies in the home, at school, and at an aquatic environment.

**Art:**

-Produces art with various subjects and themes using the elements.

Music:

-Consistently echo-sings Sol-Mi interval in head voice.

-Consistently demonstrates pitch concepts through performance at grade level.

-Echoes simple rhythmic patterns using body percussion and instruments.

-Consistently demonstrates rhythmic concepts through performance at grade level.

Physical Education:

-Hops with feet together.

-Hops on one foot.

-Slides.

-Gallops.

-Skips.

-Runs.

-Jumps and lands.

-Executes a single jump with a jump rope.

-Pedals tricycle.

-Throws overhanded.

-Throws underhanded with opposite foot forward.

-Catches.

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Personal and Social Development:

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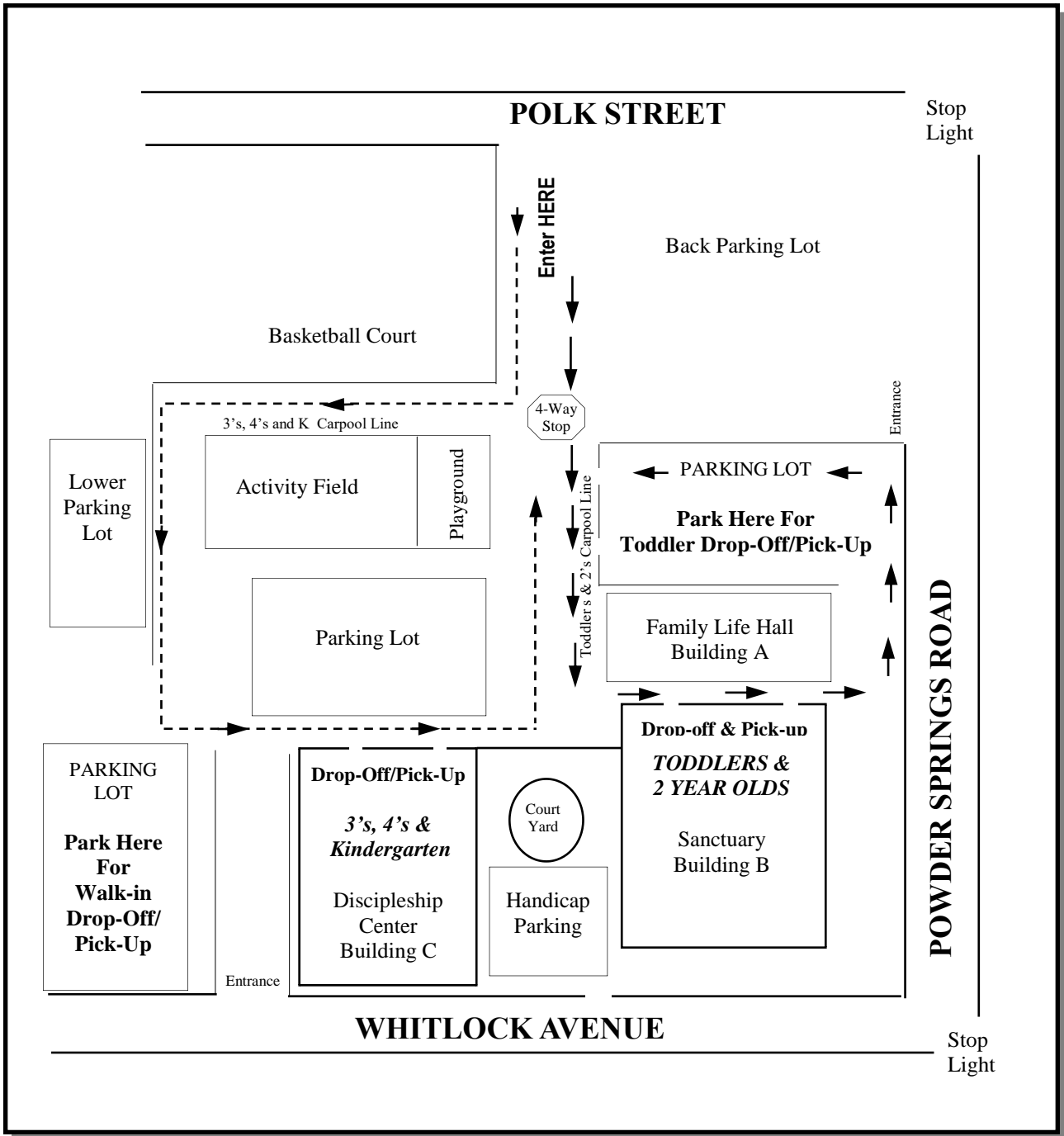
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X. CARPOOL DIAGRAM



KEY
 Toddler & 2's Carpool: Solid Arrows
 3/4's & K Carpool: Broken Arrows

NOTE:
 When dropping off both Toddlers/ 2 's & 3/4 year olds/Kindergarten —begin carpooling at the Toddler/2 year old line— then move on to the 3/4's/ Kindergarten line.

** The driver is responsible for properly buckling in all children. Staff members are not allowed to buckle children in.