



Learning Through Play. Teaching Christ's Love. Ministering to Families.

**HUNTERS GLEN BAPTIST CHURCH  
CHILDHOOD LEARNING CENTER**

**PARENT HANDBOOK**

Dear CLC Family,

Welcome to the Childhood Learning Center of Hunters Glen Baptist Church! Together we strive to develop the whole child and to make sure each and every child who attends our school know they are precious in “His Sight”. Our school has well-qualified teachers who love preschoolers and love the Lord. Every child who leaves our school should have positive feelings about themselves and the world. All children are encouraged to explore his/her environment, develop skills and inspire creativity. All this is accomplished by providing developmentally appropriate activities and guidance.

Hunters Glen Baptist Church is a church family who seeks what is real! As **real people** in a **real world** we are passionate about sharing how others can experience a life-changing relationship with a **real God** through the **real gospel** of Jesus Christ. We strive to think biblically, embrace diversity and pursue spiritual maturity. At the Childhood Learning Center we practice this daily as we teach Christ’s Word through Bible stories, songs and scripture and by the examples of spiritually mature teachers. All the children are learning through play and activities in the classroom. This program is a ministry of Hunters Glen Baptist Church to provide a learning environment that will help preschoolers grow as Jesus grew. *“And Jesus increased in wisdom and stature, and in favor with God and man.” Luke 2:52.*

We want our school to be a happy place for children to come each day. Please do not hesitate to call me at 972/519-0365 or email at [amanda.christiano@huntersglen.org](mailto:amanda.christiano@huntersglen.org) with any questions or concerns.

In His Service,

Amanda Christiano  
Center Director

HUNTERS GLEN BAPTIST CHURCH  
CHILDHOOD LEARNING CENTER  
PARENT HANDBOOK  
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## PROGRAM OVERVIEW

### PURPOSE

The purpose of the Childhood Learning Center is to extend the ministry of Hunters Glen Baptist Church with a Christ centered program that points little learners to Jesus by sharing His love through actions and words. Providing well-trained teachers who care about the education and development of each child, we strive to assist each child in developing positive feelings and attitudes about themselves and the world. We offer opportunities for children to explore their environment and develop skills while inspiring creativity. All of this is accomplished by providing developmentally appropriate activities, guidance for each child and experiences that assist the child in his awareness of God's love.

### CURRICULUM

All classes, infants through pre-kindergarten use the WEE Learn Curriculum as a foundation for teaching. Teachers enhance the curriculum with literacy and other academic resources that are age-appropriate and hands-on. We utilize every opportunity to foster a love of learning that ultimately results in future academic success. Our weekly schedule also includes:

**Chapel**- Age-appropriate worship with singing and learning from God's Word,

**Music** class -Songs and use of instruments to learn rhythm, memorization and the value of practice,

**Team Body Builders**- Movement program to develop strong muscles, healthy bodies and teamwork through physical activity and exercise

The Childhood Learning Center has been faithfully providing a Christian preschool environment since 1981. Our teachers have long been our greatest resource as they ensure each child is loved and individually challenged. Our classes and ratios are small and intimate allowing us the opportunity to know your family and partner together to develop well-rounded, self-confident and kind little people ready for kindergarten and beyond.

### CLASS RATIOS

Infants 3 – 11 Months	1 teacher to 3 children (group size not to exceed 9 children)
Toddlers 12 – 23 Months	1 teacher to 5 children (group size not to exceed 10 children)
Twos	1 teacher to 6 children (group size not to exceed 12 children)
Threes	1 teacher to 7 children (group size not to exceed 14 children)
Fours	1 teacher to 8 children (group size not to exceed 16 children)

## FEES & PROGRAM INFORMATION

### REGISTRATION FEE

A NON-REFUNDABLE REGISTRATION FEE is required for each child enrolling in the Childhood Learning Center. A child's place is secured upon receipt of the enrollment packet, registration fee and supply fee. We begin the process of registration for the next fall in the month of February and continue until the classes are full. Classes fill quickly. We open registration to currently enrolled children and siblings first, then HGBC members, then the community.

## **SUPPLY FEE**

An annual supply fee is charged based on the number of days per week a child attends. The supply fee is due at enrollment. A portion of this fee is refundable based on the withdrawal date. The supply fee helps off set several supplies used in our program including but not limited to diaper and potty changing supplies, classroom cleaning materials, snacks, art supplies, outdoor/playground materials and toys.

## **TUITION**

Tuition is due on the first day of the month and late after the 10<sup>TH</sup>. We accept checks, money orders or cash. Checks should be made payable to HGBC-CLC. A late fee of \$10.00 will be assessed to any outstanding balance after the 10<sup>th</sup> of the month. Annual tuition has been divided into 9 equal payments. September tuition is due on or before the first day of school. You also have the option to pay all your tuition for the year at once. Check in the office and let us know how you wish to pay. A child being absent is not an excuse for late payment, nor do we prorate tuition for illness or holidays.

If payment will be late, arrangements must be made BEFORE the 10<sup>th</sup> of the month with the CLC Director. If tuition is two weeks late and prior arrangements have not been made with the CLC Director, your child may be dropped from the class roll.

Payments may be dropped in the CLC lock box in the check in area. Please make sure your child's name is on the check. Do not give your tuition checks to your child's teacher. Do not leave checks in the child's folder.

For NSF checks, a \$25.00 fee will be assessed. After two occurrences, payment will only be accepted by cash, money order or cashier's check.

## **EXTENDED HOURS – BEFORE AND AFTER CARE**

We offer before and after care for children enrolled in the Childhood Learning Center program from 9:00 to 2:00. This is an additional fee above and beyond the 9:00 to 2:00 monthly tuition. **Hours must be contracted in advance. This is NOT a drop off service.** Once you have contracted for a certain am or pm time, a \$25.00 fee will be assessed for more than 2 changes in a month. We will not receive children any earlier than 7:00 am. Early care children will stay in their assigned rooms until the teachers pick them up at 9:00 am. At 6:01 pm a late pick up fee will be charged at \$2.00 per minute.

## **POLICIES & PROCEDURES**

### **DISCIPLINE AND GUIDANCE PRACTICES**

CLC follows the discipline and guidance policies of the State of Texas. The policies are as follows:

- Discipline must be:
  1. Individualized and consistent for each child.
  2. Appropriate to the child's level of understanding; and
  3. Directed toward teaching the child acceptable behavior and self-control.

- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  2. Reminding the child of behavior expectations daily by using clear, positive statements;
  3. Redirecting behavior using positive statements; and
  4. Using brief supervised separation or time out from the age group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  1. Corporal punishment or threats of corporal punishment;
  2. Punishment associated with food, naps, or toilet training;
  3. Pinching, shaking, or biting a child;
  4. Hitting a child with a hand or instrument;
  5. Putting anything in or on a child's mouth;
  6. Humiliating, ridiculing, rejecting, or yelling at a child;
  7. Subjecting a child to harsh, abusive, or profane language;
  8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

(TXDFPS Minimum Standard 746.2801-2805)

#### **ARRIVAL AND DISMISSAL – 9:00 to 2:00 PARENTS**

CLC classes begin at 9:00a.m. Please do not bring your child into the classroom until 9:00a.m. The staff uses this time for final room preparation and devotion. The doors will be opened when the teachers are ready to receive the children. Please encourage your child to enter the classroom without you. The lead teacher will greet your child and get him engaged in an activity. If you have questions or information for the teacher, hand her a note with that information or ask her to call you. The children need her attention and this is not the time for a conference. The day ends at 2:00 pm. Please pick up your child promptly. Children become anxious when their parents are late. A late parent delays both the Teacher and the Assistant Teacher. We will begin charging \$2.00 per minute beginning at 2:01 pm. You will be asked to sign a late slip noting the time you arrived and the late fee will be assessed to your account. **Quiet pick-up-** If your child is in an infant, toddler or two-year-old class, we will have a quiet pick up time for those going home at 2:00 pm. This will enable the children who are staying past 2:00 pm to finish their nap. The teacher will bring your child to you at the door.

#### **ARRIVAL AND DISMISSAL – AM CARE AND PM CARE PARENTS**

Parents utilizing the AM or PM care will be asked to use the NORTH door for access to the classrooms. There will be someone to buzz you in once you have checked your child in. Your

children will then be dropped at the classroom designated for that age group. The exception to this rule is infants. Infants will be taken to the infant classroom.

### **RELEASE OF CHILDREN**

If parents wish for their children to be released to someone other than themselves, they must provide the following information prior to that person picking-up: **person's name, phone number and driver's license number**. This information should be provided on the Enrollment Agreement. CLC will not release a child to a person other than the parent without prior consent. Authorized persons should bring their driver's license with them when they pick-up. Additions may be made to the list during the year face to face with a CLC office staff. This information may not be added by telephone.

### **WITHDRAWALS**

Two weeks written notice must be given, in writing, to the Childhood Learning Center Director prior to a child's withdrawal. If it is not possible to give two weeks' notice, a fee equal to one-half of the month's tuition is charged.

### **BAD WEATHER CLOSINGS**

In case of inclement weather, we follow the decision of the PISD. If PISD closes, we will be closed. If PISD delays opening, our classes will begin 30 minutes after the public schools. The CLC will not make up bad weather days, nor do we discount tuition for these occurrences.

### **HEALTH & SAFETY**

#### **MEDICAL REQUIREMENTS**

All children must have a notarized **Emergency Authorization Form** (part of Enrollment Packet), a current immunization record and a health statement signed and dated by the physician on file in the CLC office. This must be updated yearly. If immunizations are delayed a signed statement from your child's physician is required. For more information on required immunizations and delayed schedules please visit [www.immunizetexas.com](http://www.immunizetexas.com).

#### **HEALTH GUIDELINES**

The Childhood Learning Center requests that parents not send a child to school if he/she shows any signs of illness. This is not only for the protection of your child, but also for the protection and consideration of the other children and teachers in our program.

#### **HEALTH CHECK**

Teachers will perform daily visual assessments of each child as they enter the classroom.

A child who does not feel well enough to participate in normal preschool activities needs to be home. Children cannot be kept inside while their class is outside for recess. If the child is too sick to go outside, he/she is too sick to be at school. Please be aware that all preschool health policies are strictly enforced.



**Children will be excluded from school when any of the following exist:**

- Fever (MUST be free of fever 101 degrees or more for 24 hours without the aid of fever reducing medicine.
- Vomiting and/or diarrhea (must be free of vomiting and/or diarrhea for 24 hours)
- Any symptoms of contagious, communicable or reportable childhood diseases or infection
- Chicken pox (all sores must be completely scabbed over and dry)
- Persistent cough or croup
- Skin rash or skin infection – boils, ringworm, impetigo, hand-foot-and-mouth disease
- Difficult or rapid breathing
- Draining wound
- Conjunctivitis or other eye discharge (All eye infections are considered contagious in a childcare setting.) The child must be on medication for 24 hours before returning to school.
- Head lice (must be nit free)

**CLC may find it necessary to modify the illness policies during the year due to flu or other similar related outbreaks.**

If there are any questionable symptoms of a contagious illness observed, the parent will be asked to take the child home. Please be aware that it is the discretion of the CLC director to make the determination to send the child home due to illness. It is also at the discretion of the director to request that the parent provide a medical release form to be completed by the physician before the child can return to school.

**ILLNESS AT SCHOOL**

If your child exhibits any symptoms of fever, vomiting, diarrhea or a contagious illness while in our care, you will be contacted and asked to come and pick up your child. Your child will be kept as comfortable as possible away from the other children until you arrive. You will be asked to sign an illness report. Your child will be unable to return to preschool, until he/she has been symptom free, without Tylenol/Motrin, for at least 24 hours. Please understand that we have your child's and the other children in our program's best interest in mind. Parents will be notified within 48 hours of CLC becoming aware that a child in our care or an employee has contracted a communicable disease that the law requires us to report to the Texas Department of Health as specified in 25TAC97, Subchapter A (relating to Control of Communicable Disease). Families will also be notified within 48 hours of an outbreak of lice or other infestation in the group. (TDFPS Minimum Standard 746.307)

**HANDWASHING**

Handwashing is required by all staff, volunteers, parents, and children to reduce the risk of transmission of infectious diseases to themselves and/or others. Staff must assist children in handwashing as needed to successfully complete the task. Children wash either independently or with staff assistance.

## **MEDICATION ADMINISTRATION**

School policy is that **no medicine** is administered at the CLC. Please make every effort to give your child his medication before and after school. Teachers are **not** to administer medication to children. Breathing treatments and prescription medication that cannot be given at home will be administered by the director or office staff. Do not leave medication in the child's backpack. Medication must be checked in at the front desk or in the office and the medication log and authorization form must be signed for medication to be given.

EPI Pens are the exception to this medication policy. EPI Pens will travel with the child and should be left at the center or brought to school every day. Children who have severe food allergies must have on file a written **Food Allergy Plan** completed and signed by a physician. Children will not be allowed to enroll/attend without this documentation on file in the office.

## **FIRST AID**

Classroom first aid involves cleansing wounds and applying Band-Aids. An "Ouch Report" will be completed and you will be asked to sign the incident report when you pick up at the end of the day. The white copy is to be filed in the office and the yellow copy is sent home with the child/parent. In case of a more serious accident/injury, an immediate attempt is made to reach the parent. If a parent cannot be reached, the person listed on the child's registration form will be contacted. If necessary 911 will be called and emergency treatment will be rendered and the CLC staff will defer to emergency medical professionals for advice and treatment. CLC Director or staff member will accompany the child to the hospital if a parent is not onsite.

## **HEARING AND VISION SCREENINGS**

Hearing and vision screenings are a state requirement for all children turning four years old. CLC must have record of this screening on file to be in compliance with state regulations. **It is the parent's responsibility to obtain a copy of this screening and submit it to the CLC office.** Children are screened at their 4-year well-check. **Children can be excluded from care if this documentation is not received.**

## **GENERAL SCHOOL INFORMATION**

### **WHAT TO WEAR AND BRING TO SCHOOL**

Children should always dress in comfortable clothing and tennis shoes. Please avoid belts, suspenders, hard to snap pants, etc. Seldom do children allow enough time when rushing to the potty, and dressing and undressing successfully fosters positive self-esteem. **All children** need a change of clothes in their backpack, as children sometimes have accidents. For the younger children, include plenty of diapers or pull-ups for the day. Make sure you label everything. Toddlers, Twos and those Threes & Fours attending after care need to bring a nap mat. If your child does not sleep, they will still need to rest quietly on their mat while the other children sleep. Please do not ask your child's teacher to keep them awake.

## **RESTROOM POLICY**

We have adjoining bathrooms in the classrooms for easy access anytime they are in the classroom. When coming in from the playgrounds, the older children use the hallway bathrooms. **Children enrolled in the 3 year old classes must be potty trained.** Your child needs to be independent and be able to take care of their personal hygiene needs in the 3 and 4 year old classes. This includes wiping themselves and pulling up their pants. Please work on these self-help skills at home so that they do not encounter problems while at school.

## **OUTSIDE PLAY**

Classes have regularly scheduled playground times and spend some time outdoors each day, weather permitting. Be sure that your child has warm clothing for cold days and that each item is LABELED with the child's name. Do not send them in shoes or clothing that cannot be worn on the playground. Please do not dress your children in clothes that you don't want soiled. Children play and get dirty. That means they are having fun!

## **SNACKS**

Children are served a light snack during the morning. You are welcome to bring a Birthday snack when your child celebrates their birthday. Please be conscious of food allergies when planning birthday treats. ***We are not a peanut free facility; however, we may ask that certain classes not send peanut items to school for lunch. Our goal is to keep all children safe while at CLC.***

## **CRYING**

Younger children sometimes have a difficult time with separation. We want their time at CLC to be happy. We have learned that if your child has a tendency to cry when you leave him, he will cry less if you talk about what he will be doing during the day that you are leaving, but you will be back soon. Please say "Good Bye" at the door and leave the classroom. Lingering at the door, after you have said good bye, will send your child a mixed message. This is hard but learning to trust is a life skill, and preparing children for life is a parent's job. Each teacher is experienced and will help your child adjust. Usually the child is engaged and playing before you get to your car!

## **BITING POLICY**

Periodically, biting happens in a group setting. When it happens, it is frustrating, and can be stressful for children, parents and teachers. Biting is a developmentally appropriate behavior but not a desirable behavior nor one we want to encourage. Biting like any other undesirable behavior will be addressed on an individual basis.

When biting occurs: The child who bites will be told no, that biting hurts and that our teeth are used for eating. When a child is bitten. The teachers will love the child, hug them, hold them and comfort them. First aid will be administered to the injured area. Ice will be applied.

Incident reports will be sent home documenting the occurrence. Teachers will look at the environment and will investigate possible reasons for this behavior. In the event of continued biting behavior, the teachers, parents and director will conference together and develop a behavior plan.

Biting usually occurs because children have not yet developed the language skills to communicate effectively their needs and desires. Biting most often happens between children that are good friends and play together regularly. Teachers will shadow both children in hopes to intervene and mediate, giving both children the words to successfully communicate and solve problems that arise. Hopefully this can prevent an incident from escalating. Teachers are not always successful, but please know they are trying their best to keep all children from being injured. A child can be dismissed from the program for undesirable behavior.

## **LUNCH**

Lunch at CLC is provided by parents. Please include items that your child will eat that are nutritious and are not required to be refrigerated or heated. CLC is required to serve water at snack and lunch time, please provide a water bottle that children can drink from throughout the day.

## **SECURITY AND REPORTING ABUSE**

### **SECURITY**

Parents and children must enter and exit CLC through the North entrance of the building. CLC doors are locked and monitored at all times by our security system and CLC staff. All those other than CLC staff must be buzzed into the building. A CLC staff member will be present at the front desk for early care drop off, CLC school day drop off & pick up and after care pick up. All other times the doors are monitored by video and audio surveillance. The front desk and doors will be unlocked but monitored from 8:45 to 9:15 and 1:45 to 2:15. If you need to drop-off or pick up your child during the hours of 9:15-1:45 you will need to buzz in and identify yourself and someone will let you in the building. Do not leave children or purses unattended in cars while you bring a child into the building for drop off.

All CLC teachers are required to wear a name badge during work hours. All other staff should have a name badge for easy identification. If you encounter an individual that is not easily identifiable, please notify CLC staff.

### **EMERGENCY PREPAREDNESS PLAN**

In the event of a disaster or emergency evacuation from the school, our first responsibility is to move your children to a designated safe area, or an alternate shelter. In all cases of emergencies, the teacher for each class will have with them the class backpack with a class roll with all contact numbers of authorized persons allowed to pick up the child and medical emergency authorization for each child in the class. Infants, ages 3 – 12 months will be evacuated in a cribs. All of our cribs have evacuation wheels on them and are easy to roll.

When children evacuate the building in the event of fire drill or true emergency, each class will follow the evacuation routes that are posted in the classroom. The designated evacuation routes detail fire routes, severe weather room assignments and lockdown procedures.

The designated CLC evacuation location is the Student Center Building located on the far southwest corner of the property.

In the event of an emergency, parents will be contacted just as soon as the children are in the designated safe place. The director, Amanda Christiano, will contact emergency authorities in these situations and her cell phone will be the contact number 469/644-8129. In the event that Amanda Christiano is not present, Teri Pittman, will be the designated contact person.

**EMERGENCY PRACTICE DRILLS WILL BE AS FOLLOWS:**

Fire Drills are practiced each month. Evacuation routes are posted in each room by the door. There are primary and secondary routes posted.

Severe Weather drill will be practiced 4 times a year. Instructions and map are posted on the evacuation map in each room.

Lockdown drills will be practiced 4 time a year. In the event of a lockdown, such as an intruder in the building, teachers will lock classroom doors and move all children to a location away from the door. Children and teachers will remain there until told by emergency personnel it is safe to come out. Teachers will always have contact numbers with them and their cell phones.

**REACHING THE LOCAL LICENSING OFFICE, DFPS HOTLINE AND DFPS WEBSITE**

If parents have questions or concerns about the weekday program or child care policies in the state of Texas they may contact the child abuse hotline at 1.800.252.5400, or go to the DFPS website at [www.txabusehotline.org](http://www.txabusehotline.org). A copy of Minimum Standards is available in the office for parents to review. We always have a copy of our latest inspection report in the office.

**GANG FREE ZONE**

The Texas Penal Code indicates that any area within 1000 feet of a child care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to higher penalty.

**CHILD ABUSE**

CLC teachers and staff are required by law to report suspected child abuse, neglect or sexual abuse to the Texas Department of Family and Protective Services and the local police.

**PROCEDURES FOR PARENTAL CONCERNS**

In the event of a problem or difficult situation occurs, parents are requested to talk to the classroom teacher. If the problem still exists after conferring with the classroom teacher, please bring your concern to the center director. We will determine the problem, generate possible solutions and decide on a means of action.

If parents are concerned about the policies and/or procedures of the Childhood Learning Center, they are encouraged to speak to the weekday director or the Children’s Minister at HGBC.

**PARENT NOTIFICATION & POLICY CHANGES**

When there are changes to policies, parents will be notified in writing. If a child is ill or needs to be sent home for another reason, the parent will be called. In the event, we cannot reach a parent, an approved person on the enrollment form will be called. In the event a parent wishes to change an approved pick up person, they must come to the CLC office and make the change in person.

## **OPEN DOOR POLICY**

Parents are welcome to visit the center anytime to observe their child or observe an activity going on that day. Some young children have separation issues and we ask that parents be conscious of that when dropping in. Our building is secure, so you will need to be buzzed into the building. We encourage parent volunteers at school events, which is a great time to observe your children.

## **ACCIDENT PREVENTION**

The best policy for accident prevention is supervision. Adults watching children carefully can prevent many potential accidents/injuries. We will do our best to prevent accidents/injuries but sometimes accidents happen and children get hurt. It is our policy to provide opportunities for children to experience the world and challenge themselves both physically and socially. This means allowing them to take reasonable risks.

## **CLC CURRICULUM**

It is very important to teach young children about their world and how to live and act in that world. Equally important is to teach young children self-confidence and self-pride. All activities should be centered around and help reinforce the concepts in WEE Learn curriculum. Our curriculum, while play-based, ensures that children have a chance to achieve success while working toward the goals of kindergarten readiness and most importantly developing a life-long love of learning.

## **LEARNING OBJECTIVES**

*What you can expect:*

***Infants and Toddlers...***In our infant classes, children are loved, hugged, cared for and talked to all day. Our goal with infants and toddlers is to make them feel secure and help them to realize that while a parent may leave them, they always return. During the day as we care for them we are talking to them about the love of Jesus and how he loves them.

Infant teachers will begin using sign language with them which research has proven improves brain development and develops language earlier. Teachers prepare lesson plans for infant/toddler classes monthly. Toys are rotated on a weekly basis. Music is a part of their day and the music teacher comes to the infant class twice per week. Babies are also exposed to art activities.

Toddler teachers prepare lesson plans monthly and will send home daily communication. Toddlers may have trouble separating initially. We make every effort to help them feel secure and comfortable. Toddlers are learning about their world through moving around in it and experiencing the world around them. Their brains are developing at a very fast rate and their speech skills are growing daily as they learn new words.

At this age, we will encourage independence and the excitement of trying new things. Art will be very sensory with toddlers. They will finger paint with a variety of “messy” mediums such as shaving cream, pudding, and paint. Toys and books will be rotated weekly according to their unit for the week. They will hear a Bible story every day. Initially, the music teacher will come to their

classroom until they feel secure in their surroundings; then they will transition to the music classroom. They will have outdoor recess every day, weather permitting. It's an exciting year in the growth of infants and toddlers!

**Twos...** Twos need love and acceptance, yet they need to know boundaries in their world. They are very self-centered and love to assert their independence. They are developing large muscle groups at this age. They may not be the best runners yet, but we encourage walking on their own. Learning to walk in a line and follow teacher directions are a totally new concept for a two year old.

Their small muscle groups are developing as they go through the day experiencing centers in the classroom. Art, such as painting at the easel, is getting them ready to hold a pencil. Playing with play dough, handling puzzle pieces and stacking blocks are all activities that develop fine motor skills. Assisting with cleaning the room, feeding themselves and learning to dress themselves help to foster that wonderful sense of independence twos exhibit. Our two year old teachers help to foster that sense of accomplishment. Twos learn through doing and saying. They mimic language and can usually understand more than we think they can. Twos teachers prepare lesson plans monthly and will send home daily communication.

While twos have trouble sharing, they will hear stories and see behavior modeled for them that teaches sharing and caring for their friends. They will hear Bible stories everyday and learn songs about God's love for them.

**Three and Four Year Olds...** While not every child progresses at the same rate we meet each child where they are in their development. Some children, regardless of their age level, will be at the beginning of the learning continuum, while others will be further along.

Children **MUST** be completely potty trained to be in the 3 and 4 year old classes. They need to be self-sufficient in the bathroom, able to undress and dress themselves.

Listed below are just a few examples of skills and knowledge children should develop while in our program. (Some will be learned in the three-year-old class and some will be learned and reinforced in the four-year-old classes.)

#### Language and Early Literacy

- Listens with increasing attention
- Understands and follows simple directions
- Engages with others in conversations
- Experiments with new sounds
- Shows an increase in listening and speaking vocabulary
- Tells a simple narrative
- Begins to retell the sequence of a story
- Begins to associate names of letters with their shape
- Identifies 10 or more letters

- Begins to make letter/sound matches
- Understands that print carries a message by recognizing labels, signs, names
- Enjoys being read to
- Begins to make predictions in stories
- Uses letters or figures to represent written language

#### Mathematics – introduced in puzzles, blocks, and various manipulatives

- Arranges sets of objects in one-to-one sequencing
- Counts by ones to 10
- Counts concrete objects to 5
- Uses more than, less than, same, first, last
- Imitates patterns
- Recognizes shapes
- Works puzzles
- Understands concepts like under, beside, above, inside
- Begins to order by size, color, sequencing
- Matches objects that are alike

#### Science

- Asks questions
- Uses one or more senses to learn about objects and events
- Compares and contrasts objects
- Predicts outcomes
- Observes changes in objects and environment

#### Art

- Uses a variety of materials to create original work
- Uses art as a form of self-expression
- Shares ideas about personal artwork
- Uses different muscle groups in creating art
- Experiences an outlet for creativity
- Experiments with different textures

#### Dramatic Play

- Learns to take turns
- Plays out adult roles
- Practices problem solving and cooperation in play
- Interacts socially interaction through imagination
- Communicates with peers
- Learns to develop wholesome attitudes about family

#### Outdoor Play

- Explores moving in space
- Use large motor groups
- Coordinates arms and leg movements
- Begins to participate in group games
- Begins to move in rhythm
- Begins to throw, kick, catch
- Uses imagination in pretending while outdoors

#### Music

- Develops listening skills



- Experiences movement and coordination
- Listens to tones and pitches
- Expresses feelings
- Learns through imitation and listening
- Begins to play simple instruments
- Sings a variety of simple songs

## **CLC ACTIVITIES TO LOOK FORWARD TO THROUGHOUT THE YEAR**

### **MEET THE TEACHER**

To establish good rapport with the child, the teacher will set up a time for a visit at school. Please be open to this time. It will help your child feel comfortable with the teacher prior to beginning school. These appointments are generally scheduled for the last week of August.

### **OPEN HOUSE**

After school starts, we will send invitations home for our "Open House". This is an opportunity for each child to bring his family to visit the classroom. A brief daily schedule is reviewed and learning centers are set up for the children to show their parents. The teacher uses this evening to meet the total family and to give your child the opportunity to "show off" his classroom. An invitation for Open House will be sent home at the beginning of school. At Open House, parents will be given the opportunity to sign up for various parties held during the school year. A time of refreshments and fellowship will follow in fellowship hall.

### **PARENT CONFERENCES**

Any time during the year that a parent has a question or concern the teacher should be contacted. Please do not try to talk with the teachers before or after school. Conversations with parents take the teachers attention away from the children. A time will be arranged for a conference when the child is not present. The teacher schedules conferences as needed.

### **CHRISTMAS**

On an evening to be announced, we will host a "Christmas Singing" time for our parents. This will only be children in the three-year-old and four-year-old classes. We will have a time of refreshments afterwards.

Classes will have "Happy Birthday Jesus" parties. The teachers may ask for donations for this event.

### **VALENTINE'S DAY**

The children will exchange valentines with each other in their class. Refreshments will be served. Your child's teacher will give suggestions about the snacks.

### **BIBLE DAYS**

The three-year-old and four-year-old classes will participate in a Bible storytelling time and then play a game. Each child may dress like a Bible character or animal. This takes place in the spring each year.

### **MOTHER'S DAY MUFFINS FOR MOM**

**Pre-K** children honor their mothers in songs, poems, etc. and then refreshments following their program. This is also when the children will present their mothers with the gifts they have made.

### **TEXAS DAYS**

In the fall, we will host a carnival type activity for the children. We dress western and the children get to go from booth to booth playing different games and everyone gets a prize. We rely heavily on parent volunteers to run the booths so teachers can be with the children. This activity is for the twos through pre-kindergarten classes.

### **END OF YEAR ACTIVITIES**

Classes will plan end of year activities and will send home information. If the school plans an end of year activity, we will send notes home.