

**St. John's
Preschool Parent
Handbook**

2017-2018

Table of Contents

Philosophy	2
General Information	2
Programs and Requirements	3
Location and Hours, Program Description	
Two-Year-Old Preschool, Three-Year-Old Preschool,	
Four-Year-Old Preschool, Chapel, Lunch Bunch,	
Music Enrichment, Second Step and Field Trips	
Enrollment Policies	5
Enrollment, Registration, Fees, Payment, Withdrawal,	
Termination, Special Needs of Children	
Practices and Policies	8
Adjustment, Arrival & Departure, Behavior Management,	
Birthdays, Clothing, Toys, Late Pick-Up Fees, Playground	
Rules and Snacks	
Health and Safety Policies	11
Forms, Allergy Policy, Sick Child, Medications and/or Diapering	
Items, Minor and Major Injuries, Fire Drills, Weather Policies	
Parent Involvement	14
Volunteers, Communication, Conferences, Newsletters	
St. John's Preschool Curriculum Framework	15
Two Year Olds	17
Three Year Olds	18
Four Year Olds	20
Selected References	23

St. John's Preschool is a ministry of St. John's Episcopal Church for families in the Wake Forest area. It is a place where children are loved and nurtured in a safe, secure environment. The children learn to cooperate, respect others, respect differences, grow spiritually, and develop confidence in their abilities. We strive to provide opportunities for children to explore, to be creative, and to be good stewards of all that God has given us. We welcome children of all races and faiths and recognize and respect differences in religious preferences.

GENERAL INFORMATION

St. John's Preschool is governed by a Board of Directors on behalf of the Vestry of St. John's Episcopal Church. The director of the preschool who reports to the Board of Directors is responsible for the yearly operations of the program. Lead teachers and assistants report to the director.

Location: The Preschool program is held at
St. John's Episcopal Church Education Building
834 Durham Road, Wake Forest, NC.

Mailing Address 834 Durham Road
Wake Forest, NC 27587

Phone Numbers: Preschool Office - 919-562-8619
Church Office - 919-556-3656

Email: preschool@stjohnswf.com

Website: www.stjohnswf.com

If you have questions that may arise after our regular office hours of 8:30a.m. - 1:30 p.m., you may leave a message on the Preschool office **voice mail**.

Hours of Operation: All **Preschool Classes** except Playgroup are held from 9:15 a.m. until 12:15 p.m. on their designated days. Students should **not** be dropped before 9:15 a.m. and should be picked up promptly at 12:15. For the safety of our children, the school doors are locked during our hours of operation. Should you need to pick up your child or deliver something to school, please ring the doorbell to the left of the door. For added security, the preschool monitors access to the building by video camera.

PROGRAMS AND REQUIREMENTS

Program Description: St. John's Preschool is a morning program for children ages 12 months to five years. Children are enrolled in classes based on a birthday on or before August 31st of the present year. This conforms to the Wake County Public School Policy. The program offers developmentally appropriate activities in each of our classes. In the best interest of your child and our program, consideration will be given to maintaining boy/girl ratios in each class.

Parent-Tot Playgroup: The playgroup is for children ages 12 months-24 months and their parent or a caregiver. Children need to be 12 months by Aug. 31st. It is one day a week on Wednesday's. From 9:15-10:45. Maximum of 8 children and 8 caregivers.

Two-Year-Old Preschool: The **Two-Year-Old Preschool class** is for children who will be **two** on or before August 31st. There are two classes: a Tuesday, Thursday class, and a Monday, Wednesday, Friday class. Each class has one Lead Teacher and one Teacher's Assistant. The maximum class size is ten children.

Three-Year-Old Preschool: The **Three-Year-Old Preschool Class** is for children who will be **three** on or before August 31st. Each class has one Lead Teacher and a Teacher's Assistant. The maximum class size is eleven children. There are two classes: a Monday, Wednesday, Thursday class and a Monday through Thursday class.

Four-Year-Old Preschool: The **Four-Year-Old Preschool Class** is for children who will be **four** on or before August 31st. Each class has one Lead Teacher and a Teacher's Assistant. The maximum class size is twelve. There

are two classes: a Monday through Thursday class and a Monday through Friday class.

Chapel: A short chapel service for all the 2's, 3's and 4's classes is held every other week. These services are led by the rector. The format may consist of Bible stories, traditional children's worship songs and simple prayers.

Lunch Bunch: We offer an after-school "Lunch Bunch" for children in the three and four-year-old classes who are potty trained. This program will begin the week of September 18th and will operate from 12:15-1:15 p.m. Days will be determined each year according to interest. The children will eat lunch together and have free play either inside or out depending upon the weather. We need a minimum of 6 children and will limit spaces to 12. An extra charge of \$7 will apply. Please contact the director if you would like more information. Lunch Bunch sign up are in the hallway near the Multi-purpose room and will go up 2 wks prior to the month on Monday's.

Music Enrichment: Because we believe that creative expression is an important part of the Preschool Curriculum, all children participate in music enrichment classes such as Music and also Creative Music and Movement.

Second Step: All 3 and 4 year old classes will participate in a Second Step class weekly. Second Step is a program designed to increase the child's school readiness and social success by building their social and emotional competence. It focuses on empathy, compassion, emotion management, friendship skills, and problem solving.

Field Trips: The two three and four-year-old classes may be taking field trips throughout the year. You will be asked to sign a field trip consent form prior to the scheduled trip.

N.C. regulations require all children under five and/or less than 40 pounds must be restrained in car seats. Therefore, if your child falls within these guidelines, we ask that you drop a car seat off at the preschool for your child to use if you are not going on the field trip. All other children must be seated in rear seats and be seat belt restrained.

ENROLLMENT POLICIES

Enrollment: Priority is given to:

1. Current students;
2. Members of St. John's Episcopal Church;
3. Siblings of current students.

Registration is handled by the director, who furnishes all information and forms. Priority registration begins in late January, followed by registration for the general public. The remaining enrollment spaces for the general public are selected by a lottery process. All financial obligations for the previous school year must be paid in full in order to assure fall enrollment. All enrolled applicants are charged a **nonrefundable registration fee** (See "Fees"). Children are enrolled in their age-group based on a birthday on or before August 31st, which conforms to the Wake County Public School Policy. After registration is complete for the coming year, a waiting list is made for each age-group. When an opening becomes available, the opening is filled from this list. The waiting lists are good for the current preschool year.

In order to complete the enrollment process, the following must be complete:

- ✓ Registration fee
- ✓ Application form
- ✓ Up to date Medical form and copy of immunization record which must conform to the NC public school immunization regulations and the North Carolina General Statutes (G.S. 130-A-152(a)). This information must be on file at the Preschool before the child can enter the school. **No exemptions are allowed.**
- ✓ An *Allergy Action Plan*, if appropriate.
- ✓ A copy of the child's birth certificate.
- ✓ Parent Release forms.

Fees:

- A. **Registration:** A **nonrefundable registration fee** of one month's tuition is required upon enrollment. This fee includes supply fee costs

and an accident insurance coverage fee. Returning students must satisfy all financial obligations before the close of that school year. If at the conclusion of the school year there is an outstanding balance from that year, the registration fee for the coming year will be applied to that balance and the child's place in the fall class will be forfeited. The fee is nonrefundable unless you are moving out of town prior to the opening of school. Please notify the school 30 days in advance in writing and a refund check will be mailed to your new address.

Monthly Rates:

2017-2018: Playgroup \$50, 2 day 2's \$200, 3 day 2's \$235, 3 day 3's \$255, 4 day 3's \$280, 4 day 4's \$285, 5 day 4's \$305

- B. Method of Payment: Tuition fees are paid on a monthly basis and are due by the 1st of each month. No statements will be mailed. A \$15.00 late fee is assessed for checks received after the 10th of the month. There is also a \$35.00 charge for all checks returned for insufficient funds. After one returned check, future tuition payments must be made in cash or by cashier's check. In the event payment is delinquent 30 days from the due date, and no prior arrangements have been made, your child will be withdrawn from the Preschool, and the space will be filled from the waiting list. Therefore, if you foresee financial difficulties, please contact the director.

Please make checks payable to **St. John's Episcopal Church Preschool**. You can pay on line via your bank's bill pay system. The entire month's tuition is to be paid, even if you know your child will be absent some days during the month. Incomplete payments will be considered a withdrawal and will allow the admission of a child on the waiting list. Payments may be mailed to:

**St. John's Episcopal Church Preschool
834 Durham Road
Wake Forest, NC 27587**

or placed in the tuition box outside the director's office. Please do not hand the check to your child's teacher.

- C. Withdrawal: If it becomes necessary for you to remove your child from the Preschool program, you must notify the director one month in advance. Tuition is due for the month prior to the withdrawal and there is a \$50.00 cancellation fee. If the withdrawal is less than three weeks prior to the first day of preschool, tuition must be paid for the first two weeks of school.
- D. Termination: After appropriate consultation with the parents or guardians, St. John's Preschool, (as represented by designated staff, board members, and the director), reserves the right to terminate a child's enrollment:
- if the school cannot adequately meet the behavioral, emotional, or physical needs of a child.
 - if the school cannot maintain a safe and appropriate environment for a child.
 - if a child's behavior becomes a threat to the other children or to the staff.
 - if the registration fee and tuition fees have not been paid on time, unless prior arrangements have been made with the director.
 - if the parents do not follow the policies of the St. John's Preschool Parent Handbook.

Tuition will be prorated and refunded if a child is asked to leave the program. The registration fee is nonrefundable.

- E. Special Needs Of Children: Occasionally, through ongoing assessment, a teacher may become aware of a child she feels might need further professional evaluation. After consulting with the director, the teacher will document the child's performance and/or behavior over a period of two weeks. At this time, the school will arrange to meet with the child's parents/guardians. If the parents/guardians, teacher, and director determine that an evaluation would be helpful in assessing the child, the resources of Project Enlightenment will be offered. This group offers parents free screenings/consultations in behavioral, physical, emotional, and social development. The preschool staff will be glad to work with parents on implementing the recommendations made for the child; however, we will follow the guidelines for termination should it become necessary.

PRACTICES AND POLICIES

Adjustment Period: A new school and/or new classroom and teacher will require an adjustment period for a young child. Parents are asked to use a POSITIVE approach! A regular bedtime and morning routine is extremely important. **Be sure that your child arrives on time and comes to school each day that s/he is scheduled for class.** Some children separate from their parents easier than others. Most children are fine within a few minutes after becoming involved in a classroom activity. If a separation problem persists, your child's teacher will work with you to map out a plan. If progress cannot be made within a reasonable amount of time, the Preschool may suggest withdrawing your child from the program.

Arrival and Departure: School begins at 9:15 a.m. *Children should not arrive before 9:15 a.m. as teachers are busy preparing the classroom for the day's activities.* All children must be supervised when entering and exiting the building. Please sign your child in and leave an emergency number where you can be reached during the morning hours. Any special instructions or pick-up information needs to be left on the sign-in sheet. The adult signing the child in needs to indicate who will pick up that day; if another person picks up, staff may verify a change with the drop off adult. If anyone other than the child's parent(s) will be picking him or her up, the parent must submit a written note authorizing the child to be released to another person. **A photo ID will need to be shown to a staff member before the child will be released.** Staff reserve the right to ask anyone, even parents for identification at pick up at any time. If staff feel it may be unsafe to release a child to an adult who may be under the influence or otherwise impaired to drive due to drugs, alcohol, or mental emotional distress, they will call police to have them determine if it is safe for the child to leave with the adult in question. When returning to pick-up your child, please sign your child out. Children should be picked up. no later than 12:25 p.m. After this time a late fee may be charged.

Behavior Management: Children do display and will occasionally be exposed to aggressive behavior. The staff uses various behavior management techniques to limit and correct such behavior and to help children learn

acceptable behavior and self-control. The following is a list of some alternative forms of discipline that will be used:

- Model appropriate behavior.
- Tell the child what s/he can do.
- Establish eye contact with the child when talking to him/her.
- Give the child choices when possible.
- Encourage children to problem solve and work out conflicts between themselves.
- Redirect the child to another activity.
- Hold the child on the lap until s/he is calm.
- Remove a child from the situation.
- Call a parent to come for the child if the child cannot remain in control of him/herself.

Specific praise and positive reinforcement are tools used in behavioral management at St. John's Preschool. Teachers set limits that will help children understand the rules and give clear definitions of acceptable and unacceptable behavior. The staff strives to maintain a calm demeanor and a firm but kind attitude so that the children perceive a caring and respectful teacher.

Birthday Celebrations: The Preschool is happy to allow each child to bring a special snack for the class to celebrate their special day, if desired. Simply discuss your plans with your child's teacher for approval.

Change of Clothes - Preschool: The Preschool staff will give parents a large zip-lock bag at Open House. We ask that you return this bag on the first day of school for your child with a change of clothing in it. We will send the bag home at the change of seasons for you to replace the clothing. If you are in the process of toilet training your two or three year-old, please communicate with the teachers and let them know how you are handling this situation so that we can better serve the needs of your child. If your child is not completely toilet trained, pull ups can be the best option while at preschool. The child can then try the potty easily yet accidents are easy to handle and are less likely to embarrass the child. Potty training can be a stressful time and we want to help not hinder the process.

Clothing, Toys, Etc.: Please dress your child for comfort at play and appropriately for the weather. All classes go outside everyday unless it is

raining or snowing. Send hats, coats, gloves or mittens. On warmer days, send a light jacket, sweater or sweatshirt that can be layered depending on the temperature. We ask that you **label all items of school clothing with your child's name.** Encourage your child to leave toys and other personal possessions at home. We will have opportunities during the year to share their "special treasures."

Late Pick-Up Fees: The fee is \$5.00 for the first 10 minutes (until 12:25 p.m.) and an additional \$1.00 per minute thereafter. A separate bill for late fees will be mailed. The late fee serves as a means of covering the time and expense associated with late child pick-up. A teacher will remain with the child until the parent arrives. If you know that you will be late, please make every effort to call the Preschool office at 562-8619. This will help the staff and alleviate any fears or concerns of the child.

Playground Rules: To ensure the safety of the children, we ask for your help with the following:

- Children must wear rubber soled shoes or rubber soled sandals with top and back straps (preferably with socks and closed toes). No clogs, **crocs**, shoes with "slippery" soles or backless shoes are allowed.
- Children must slide down the slide "feet first" (either sitting or on their stomachs). No sliding head first or walking up or down the slides is permitted.
- No climbing on the fence or sides or tops of the equipment is allowed.
- Children should not wear clothing with drawstrings or necklaces.

Snacks: Please do not send too much - a drink, some fruit, or a snack bar is plenty. **DO NOT SEND CANDY FOR A SNACK!** Snack for the Preschool children will be arranged at the discretion of individual teachers. This information will be shared at *Open House*. **If your child has a food allergy, you will be asked to supply your child's snack daily.**

HEALTH AND SAFETY POLICIES

HEALTH POLICIES

Medical Form/Updated Immunization Record: This information must be up to date and on file at the Preschool before the child can enter school. Immunization records must conform to the North Carolina public school immunization regulations and the North Carolina Statutes {G.S. 130-A-152(a)}, which "require immunizations for every child present in this state." No exemptions are allowed.

Allergy Policy: We have an *Allergy Policy* and an *Action Plan* for children who have allergies. These include children who are allergic to medication, food, and bee stings. If your child has an allergy, please contact the director prior to enrollment for copies of this policy and to complete an *Action Plan*.

Sick Child Policy: Notify the preschool if your child is sick. In order to help us control the spread of germs and disease, please keep children at home if they are sick AND until they are completely recovered. Use the following guidelines concerning illness and recuperation:

- If your child has a **temperature over 100 degrees**, please keep him/her home until free of fever for 24 hrs.
- If your child has a **sore throat with a fever**, such as strep throat, please keep him/her home until he/she has been on antibiotics for 24 hrs.
- If your child has **impetigo**, please keep him/her home until it is completely cleared up.
- If your child has **conjunctivitis**, please keep him/her home until the discharge and redness have disappeared.
- If your child has a **runny nose** with a thick discolored discharge, please keep him/her at home.
- If your child has been diagnosed with **chicken pox**, please keep him/her home until all pox have scabbed over and no new ones are appearing.
- If your child is **vomiting**, please keep him/her home.
- If your child has **diarrhea, an unexplained rash, an earache, a headache or a persistent cough**, please keep him/her home.
- If your child is unusually **irritable or tired**, please keep him/her home.

For your child's welfare as well as that of the other class members and staff, please notify the director as soon as possible if your child develops

a communicable disease so that other parents and staff may be informed of possible exposure. The usual childhood diseases, as well as meningitis, scarlet fever, infectious hepatitis, head lice and roseola must be reported so that necessary precautions may be taken immediately.

Medications and/or Diapering Items: Our staff will **NOT** be responsible for dispensing medicines of any kind, unless the child has an *Allergy Action Plan or Asthma Action Plan on file in the office*. Medications typically should be given before or after school.

Diapering items for toddlers (such as, diapers, wipes, and ointments) must be provided from home. Each item must be labeled with your child's name and kept each day in their school bag. For sanitation reasons, diapering items will **NOT** be shared among children in each class.

SAFETY POLICIES

All precautions will be taken to insure the safety of each child while in the building and on the playground. There will always be a staff person trained in first aid and CPR available in the event of an emergency. Should an accident occur the following steps will be taken:

Minor Injuries: In the event a child becomes hurt or ill at school, the teacher and/or director will decide if the injury or illness requires medical attention. Slight scrapes, bumps, or bruises will be given first aid by the school staff members. If the teacher and/or director decides that the injury or illness needs medical attention, a parent will be called. If a parent cannot be reached, the emergency contact person will be called. If necessary, the child's pediatrician will be contacted. The child will be removed from the classroom and comforted until a parent or emergency contact comes for the child. An incident/injury report will be completed by the child's teacher to be signed by the parent and filed at the Preschool.

Major Emergencies: In the event of an emergency at school, the teacher and/or the director will first call 911 for medical assistance and transportation to the emergency room of the hospital indicated on your child's

medical form. The parent will be immediately called after the 911 call. If a parent and/or emergency contact cannot be located and the child needs to be transported to the emergency room, the child will be transported by ambulance to the emergency room. **Any incurred expenses are the responsibility of the parent.** As with any injury or sickness, the child will be comforted and monitored continuously until the parent and/or medical assistance arrives. The director and/or teacher of the child will accompany the child to the hospital, taking with them a copy of your child's medical information. Another staff member remaining at school will continue to try and contact a parent or emergency contact person until one of these is reached. As with minor injuries, an incident/injury report will be completed by the child's teacher and a copy will be filed at the Preschool office.

Fire Drills: Fire Drills are practiced monthly at school. The first two (September and October) are scheduled so the teachers can prepare the children in advance. The fire drills for the remainder of the school year are unscheduled for teachers and children. During these drills, your children are taught how to evacuate the building quickly and safely, where to go to their designated area, and appropriate behavior during the drill.

Severe Weather Procedures: In the event of a tornado or severe storm, teachers have been instructed on a specific location in the building for their class to go for safety. The children are taken into the basement or interior halls/rooms of the school where they are safe from flying glass or debris. The children are placed in a crouched position with knees on the floor, head to the wall, and hands covering their heads.

Inclement Weather: St. John's Preschool follows announcements made on television and radio for the Wake County Public Schools. If:

- A. Wake County **CLOSES** due to inclement weather, St. John's Preschool **may be CLOSED**.
- B. Wake County delays 1 hour due to inclement weather, St. John's Preschool will delay school by 30 minutes. (We will open at 9:45 a.m.)
- C. Wake County delays 2 hours, St. John's Preschool will delay school by 1 hour. (We will open at 10:15 a.m.)
- D. If the Wake County Schools close early during the school day due to inclement weather, then St. John's Preschool will close early. Please pay close attention when inclement weather is possible and call the office if there is any question of an early

closing. If schools are closing early, please be prompt in picking-up your child. Our staff has children they need to pick-up as well.

If St. John's Preschool is closed for more than five days during the school year due to inclement weather, or other unforeseen circumstances, St. John's Preschool Board of Directors will adjust the calendar to add make-up days at their discretion.

PARENT INVOLVEMENT

Volunteers: The doors of St. John's Preschool/Parent's Morning Out are always open to parents and approved visitors. Parents are welcome to volunteer in the classroom - extra assistance is always appreciated with special activities. Please notify the director if you can help as a substitute. If you have a special talent or occupation that you would like to share with the class, please let your child's teacher know. We would love for you to share your talents with us!

Parent/Teacher Communication: If you need to talk to your child's teacher, please ask the teacher for a convenient time. She will set up a time to talk with you and let you know before the end of the day. This will insure a private conversation with your child's teacher. If several parents wait to talk to the teacher at the end of the day, the teacher cannot properly supervise the children waiting for their parents.

Communicating Parent Concerns: If you have a concern with your child's teacher, it is recommended that you discuss your concern with the teacher first. If you are still concerned and feel that the issue has not been resolved, please contact the director, and let the teacher know that you will be seeking the director's help. If the conflict remains unresolved, you may ask the director to arrange a meeting with the Preschool's Board of Directors' Grievance Representative. The director will notify the teacher involved. If the matter still remains unresolved, the parties may request to meet with the entire Preschool Board of Directors for a final decision.

Conferences: Teachers will communicate either orally or in writing with you about your child's adjustment at the end of October. Conferences are offered

to the parents of three and four-year-olds towards the end of January. As a parent you are always welcome to request time to talk to your child's teacher or to the director at any time during the year.

Class Newsletters: All preschool classes send home or periodically email Class Newsletters. These communications include information about class activities, projects, instructional focus, as well as tips for parent reinforcement. Also included is news about fund raisers and future class activities such as field trips. A school wide newsletter is emailed home periodically to all students with reminders about upcoming events.

ST. JOHN'S PRESCHOOL CURRICULUM FRAMEWORK

A good preschool and good early childhood education do not "just" happen. They are the direct result of a combination of critical factors - a faculty and staff educated in the knowledge of child development and appropriate teaching practices, a child-centered curriculum, and a learning environment based upon the acknowledgement of the dignity of and a love for each child entrusted into our care. Effective early childhood curriculum is focused on the age and developmental needs of the child and his/her abilities and interests, influenced by multiple social and cultural contexts.

We know that each **child is unique** with his or her own strengths, needs, and interests. In addition, each child possesses an individual pattern and timing of growth, an individual personality, temperament, learning style, and experiential and family background. This knowledge is reflected in the individualized nature of early childhood education and in the wide-range of learning opportunities available in the preschool classroom. These are sometimes presented in the format of learning centers. Small class size also contributes to an environment where teachers have the opportunity to get to know each child on a one-to-one basis and plan activities to meet each child's interests and needs.

Research also informs us that the child's **domains of learning** - physical, social, emotional, and cognitive - are closely related and influence each other. As a result, thematic approaches to learning activities that cut across disciplines

help the child make meaningful connections in learning. Considerable less emphasis is placed on learning individual skills in isolation.

Even at this early age, the child is an **active learner**, drawing on direct physical and social experiences. S/he constructs his/her own understanding of the world from his/her experiences in a social context. Therefore, the child is exposed to a broad variety of "firsthand" experiences - physically, socially, and cognitively. Play is an excellent context for the child to participate in these active learning activities.

Another important factor in planning effective early childhood curriculum is the knowledge that the child learns best when s/he experiences a challenge just beyond the level of his/her present mastery - sometimes called the "**growing edge**." Teachers, therefore, must understand the learning continuum or developmental sequence, observe the child closely to match curriculum and teaching to the child's emerging competencies, needs, and interests, and then help the child move forward by targeting educational experiences to the edge of the child's changing capabilities.

Furthermore, a child can exhibit **preferred ways of learning**. We have known for a long time that some persons are auditory, spatial, kinesthetic, visual, musical, interpersonal, and interpersonal learners, among others. This growing body of knowledge guides the teacher in selecting a wide-choice of activities, including the arts and sensory experiences, as well as recognizing the "hidden but emerging" varied talents of her students.

Finally, it is no surprise that a child learns best in an **environment where s/he feels safe and valued, where his/her physical needs are met, and where s/he feels psychologically secure**. These important primary relationships begin in the family but extend into the early childhood classroom as the important job of building positive, consistent primary relationships continues.

PRESCHOOL CLASSES

Two, Three, and Four-Year-Olds

The focus on the individual child continues in the Preschool classes. Each teacher fashions her class curriculum based upon the abilities and interests of the children. In addition, she is aware of the uniqueness of each child,

developmental patterns, and that hands-on learning experiences best foster early learning. In these early years, children learn best by doing, and they need time to practice what they are learning, to ask questions, to investigate, and to use what they are learning in their everyday activities. Because of these varied factors, two classes may approach these topics in very different contexts (while providing similar learning opportunities, for example, in language and math concepts). Each class continues and builds upon the previous year's learning.

TWO-YEAR-OLD CLASSES

"I can do it!" could very well be the theme of the Two-Year-Old Preschool classes. Experiences are structured so that the child can move toward success in language development, social and emotional development, and physical development. Listed below are examples of themes and typical topics that emerge in the Two-Year-Old Classes. Throughout the year, as the children's interests emerge, they are added to the curriculum.

Language Development:

Increasing vocabulary
Listening to stories

Following simple directions
Responding to questions

Cognitive Development:

One-to-one correspondence
Discriminating more than one
Animals

Counting small groups
Shapes and colors
Musical sounds and patterns

Small Muscle Development:

Art projects
Playdoh

Dressing
Tearing, cutting, gluing

Blocks
Simple puzzles

Large Muscle Development:

Running and climbing outside
Playing on equipment

Games
Music activities

Social Skills:

Practicing manners at snack time
Working and playing cooperatively
Participating in the class routine

Sharing and taking turns
Accepting re-direction

Parent Communication: Parents receive weekly newsletters from the Two-Year-Old Classes. In addition, in October, teachers will contact parents via the telephone to discuss their child's transition and answer questions from parents regarding routines, etc. However, should a parent have a concern at anytime, please ask for a conference with your child's teacher. In addition, if at any time a home issue affects the child, please share that information with your child's teacher. This will enable her to provide encouragement and/or comfort.

THREE YEAR-OLD-CLASSES

The **Three-Year-Old Preschool Class** provides an early childhood curriculum that helps the preschool child develop a broad range of characteristics associated with learning readiness. As the child's abilities develop, the teacher structures a learning environment to help the child develop intellectual curiosity, imagination, persistence, attentiveness, creativity, and responsibility among others. In addition, opportunities for social and emotional development, (including developing a sense of self), physical and health development, language development and communication, (including the foundations for reading), as well as cognitive development, (including mathematical and scientific thinking), and creative expression are provided.

Language Development:

- Increasing vocabulary
- Follows simple directions
- Enjoys listening to stories and rhymes
- Can easily make adults understand what s/he says

Cognitive Development:

- One-to-one correspondence
- Recognizing numerals 1 to 10
- Recognizing pictures and objects that are the same and different.
- Understanding and following the rules of a simple game
- Asking questions and tries new things
- Sorting by color, shape, size, and other attribute
- Patterning by color, shape, and size
- Recognizes letters in name

Small Muscle Development:

Art projects
Playdoh
Draws a simple picture

Scissors and glue
Holds and uses a drawing implement
Completes puzzles

Blocks

Large Muscle Development:

Running and climbing outside
Playing on equipment
Hops, walks on toes
Catches, throws and kicks a large ball

Games
Music activities
Jumps with both feet off the ground

Social Skills:

Practicing manners at snack time
Working and playing cooperatively
Accepting re-direction
Participating in the class routine
Puts away toys and helps with clean-up activities
Asks for help when needed

Parent Communication: Parents receive a weekly newsletter from the Three-Year-Old Classes. In addition, towards the end of October teachers will contact parents about how their child is adjusting. Conferences will be offered in January, however, should a parent have a concern at anytime, please ask for a conference with your child's teacher. If at any time a home issue affects the child, please share that information with your child's teacher. This will enable her to provide encouragement and/or comfort.

FOUR-YEAR-OLD-CLASSES

The **Four-Year-Old Preschool Class** continues facilitating a developmentally appropriate curriculum as it focuses on bringing together all of the widely held expectations for pre-kindergarten children. The groundwork that has been laid in the earlier classes begins to come together for most children during the four-year-old school year. Again, the ability and interests of the child provide the context for new levels of learning. In addition, the 4's participate in **Second Step**, a social skills program. The child also reaches outside the classroom with field trips. "I am me and I am capable and ready" could be called the motto of the **Four-Year-Olds Preschool Class**.

Language Development:

- Participates and stays on discussion topics
- Telling a story or retelling experiences in proper sequence
- Recognizing letters and some sounds
- Making visual and auditory discriminations
- Phonemic awareness
- Observing left to right progression in print
- Holds book upright
- Describing and comparing
- Recognizing ones first and last name in print
- Knows positional words
- Follows two-step directions
- Speaks in complete sentences
- Names common objects

Cognitive Development:

- One-to-one correspondence
- Recognizing numerals 1 to 10
- Identifies simple shapes - circle, square, triangle
- Sequences first, next, and last
- Recognizes letters and some sounds

Small Muscle Development:

- Uses pencils and crayons
- Uses scissors
- Draws simple, recognizable picture
- Can assemble a puzzle
- Draws recognizable symbols

Large Muscle Development:

- Participates in art/ music/ and movement activities
- Can walk backwards
- Can hop on one foot
- Catches ball with increasing accuracy
- Throws and kicks ball at target
- Jumps with both feet off the ground
- Gallops

Social Skills:

- Using words to express needs and wants
- Using words to express feelings and ideas
- Working and playing cooperatively
- Independently uses the bathroom
- Uses a tissue to wipe a runny nose
- Adjusts to new situations
- Uses words to resolve conflict
- Completes tasks
- Takes pride in his/her achievements
- Uses control when frustrated
- Attends to task or activity for about 15 minutes
- Demonstrates curiosity, persistence and exploratory behavior

Communication: Parent conferences are held in January. At that time, parents will receive a Skills and Concepts Continuum for their child. This is meant to be a snapshot - a picture of the strengths and abilities of their child in respect to pre-kindergarten expectations. An up-dated continuum is available in May. As in the other classes, should a parent have a concern at anytime, please ask for a conference with your child's teacher. In addition, if at any time a home issue affects the child, please share that information with your child's teacher. This will enable her to provide encouragement and/or comfort.

SELECTED REFERENCES

There are many excellent resources for teachers and parents on Early Childhood Education. The National Association for the Education of Young Children (www.naeyc.org) has long been a leader in the field. The following were used in the preparation of this Handbook.

Dombro, A. M., L. J. Colker, and L. T. Dodge. (1999). *The Creative Curriculum for Infants and Toddlers*. Revised Edition. Washington, DC: Teaching Strategies.

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Wesley, P., B. Dennis, S. Tyndall. (1997). *Quicknotes: Inclusion Resources for Early Childhood Professionals*. Chapel Hill: University of North Carolina, Frank Porter Graham Child Development Center.

Work, B. (Ed.) *Foundations: Early Learning Standards for North Carolina Preschoolers and Strategies for Guiding Their Success*. Raleigh, NC: North Carolina Department of Public Instruction.