



**2019-2020
Parent Handbook**

Early Learning Center

Broadway United Methodist Church
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WELCOME

Dear Parents:

Welcome to the Early Learning Center Educational Program of Broadway United Methodist Church. A faith-based preschool education can be the cornerstone for a child's spiritual development. The Early Learning Center introduces students to the fundamental biblical stories through prayer, monthly bible verses, pastor-led chapel and in-class activities. For more than 20 years, ELC has strived to develop students who are academically sound with strong moral foundations.

Preschool is not only a magnificent preparation for elementary school, it offers an outlet where even the youngest children can interact, feel safe away from parents and simply have fun learning academics and about God's love and grace! These students are engaged in a plethora of activities to expand each student's knowledge including Spanish enrichment, science enrichment, in-house library, center-based learning structure, academically proven curriculum, music & movement enrichment, indoor/outdoor playground and much, much more.

Our program exists for you and your child. By partnering together, your child will have a fulfilling year of spiritually, socially, emotionally and developmentally appropriate opportunities. As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, it's mission, and the guidelines under which we operate. Our church values children and believes in families. We sponsor this weekday early learning educational program as a ministry of the church to provide a learning environment that will help children grow as Jesus grew. "Train up a child in the way that he should go; and when he is old he will not depart from it." (Proverbs 22:6).

Blessings,
Tonya Simpson, ELC Director

OUR MISSION

Early Learning Center Mission Statement

The Early Learning Center is guided by the belief that children are tender creations of God, needing the special attention and training available in a Christian environment. Our mission is to provide an environment which will help each child develop spiritually, mentally, emotionally, socially and physically. The Early Learning Center is a ministry of Broadway United Methodist Church.

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ENROLLMENT POLICY

Enrollment Policy

- We enroll students all year long. You can complete your registration on our web page. The link is midway down the page on the left hand side. Registration is online only.
- Next you are required to pay the enrollment fee to secure your child's spot. You can pay online, via mail or in person at the church. We only accept check or cash. Make the check payable to ELC. The online link is midway down our web page on the right hand side. There is an instruction link as well if you need assistance.
- Feel free to stop by anytime for a tour. No appointment is necessary; however, it is best to arrive between 9:30 and 1:00.
- Registration for the new school year typically begins mid-February for students presently enrolled.. A Registration reminder email will be sent to each child the last week of February.
- Open registration for the public typically begins the first week of March. Please check the website.
- First priority will be given to members of Broadway, who are current students since this program is operated as a ministry of the church.
- Second priority will be given to current students.
- Third priority will be given to siblings of enrolled students.
- Fourth priority is given to new students.
- Registration forms will not be considered unless accompanied by the enrollment fee.
The enrollment fee is non-refundable.
- Parents registering their children will be allowed to enroll during their specific registration period. No preference will be given to registration forms completed prior to your enrollment period.
- A current Kentucky certificate of immunization is required before your child can enter the program. These can be obtained from your child's physician or the Health Department. Note the expiration date on the form and return new forms to the office as necessary.

Termination of Enrollment

Enrollment may be terminated if any of the following items occur:

- a. The school year has come to an end.
- b. Failure to reconcile delinquent tuition after 1 month.
- c. Serious illness of the child preventing attendance.
- d. The center determines that it is unable to meet the needs of the child.

ADMISSIONS POLICY

- To enter the Pre-Kindergarten class, a child must be at least four years old by **August 1** of the current school year. This follows the Kentucky State Law which requires a child to be 5 years old by August 1 to enter kindergarten beginning with the 2017-2018 school year.
- To enter the Three Year Old Preschool class, a child must be at least three years old by **August 1** of the current school year and be **potty trained**, wearing regular undergarments (no pull ups).
- To enter the Two Year Old Preschool class, a child must be at least two years old by **August 1** of the current school year.
- Nursery and Toddler classes are determined based on developmental stages.
- For the safety of our children and to help maintain a positive learning environment, we reserve the right to refuse admission or request the withdrawal of any child whose conduct, influence, and /or attendance does not conform to our rules and regulations.

SCHOOL CALENDAR

- August 11th — Open House for all Classes 2:00pm- 4:00pm
- August 14th — M/W session begins 9:00am -2:00pm for all classes
- August 15th — T/TH session begins 9:00am - 2:00pm for all classes

A full school calendar will be provided during ELC's Open House and is available under the parent resources section on our website.

- The Early Learning Center follows the Warren County Public School calendar with the exception of start and end dates.
- When the Warren County schools are closed due to inclement weather, illness, holiday or any other reason, ELC is also closed.
- If the county schools dismiss prior to 2 o'clock, we dismiss early as well. You may check ELC's Facebook page, tune into our local television station WBKO or log onto their web site for the Polar Report when you are in question. You should also receive a remind text from your child's teacher.
- We reserve the right to make modifications to this schedule when needed to accommodate our church activities, relating to days missed due to inclement weather, or to enhance the weekday programming.
- ELC's last day of classes may or may not coincide with the Warren County School Calendar. It will be determined by April 1st.

FEE AMOUNTS & SCHEDULE

- **Tuition is due on the 1st of each month.** The first payment is due **August 1st** before classes begin, no later than the 1st day that classes begin.
- A \$15 late fee will be added if not paid after the 15th of each month.
- Tuition is \$1800 per year (\$2100 per year for Nursery). It is divided into 10 equal payments of \$180 each month (Nursery \$210) August through May for your convenience.
- We only accept check, cash or online payments. No credit or debit cards.
- There is a \$10 per month discount if your payment is scheduled for auto deduction online by Open House on **August 11th**. The link is <http://broadwayunited.org/#/kids-and-students/early-learning-center> or you can find the link in our parent resource section of our website. After this date tuition will increase to regular price online.
- There is a \$100 discount if paid yearly and a \$50 discount if paid bi-annually via check or cash.
- Church members get an additional \$15 per month discount.
- There is an annual enrollment fee of \$175 due with enrollment forms. This is non-refundable. There is an early rate of \$155 if paid prior to May 1st.
- Make payment checks payable to ELC.
- Tuition is non-refundable and is due whether your child is in attendance or not. There are no provisions for "make-up" days due to illness.
- No post-dated checks will be accepted.
- Any returned check/bank draft will incur bank charges. You are responsible for any charges ELC incurs for a returned payment.
- Students enrolling mid-year will pay a prorated enrollment fee.
- Payments are accepted at the ELC Information Desk in the front hallway.

Online Payment Instructions

- Go to our web page at <https://broadwayunited.org/kids/early-learning-center/>. Please look for the Online Payment Link under Parent Resources. It is midway down the page.
- You will need to login in. If you haven't used our online payment link in the past year you will need to create a profile once. If it has been awhile since you have logged in you may need to also re-create an id. This must be done on the **full website** not the mobile site. If you have created an id already you can still use the same id and password as last year. **Click Add Transaction.**
- You will choose the correct tuition payment or enrollment payment (Enrollment, Online tuition, church member or nursery) and **quantity** of children you are paying registration or tuition for each month.
- Frequency is your next step. Options are monthly or one time. Registration will be a one-time payment. Tuition can be a one time or monthly payment. The start date for monthly tuition payments must be on the **5th or 15th**. The first payment of the school year, August, is due **no later** than the first day of classes. **An end date must be entered** for all recurring payments. The end date will then be May 5th or 15th of 2020. **Tuition must stop in May each school year.** This does not carry over from the previous year.
- Online discounts for the new school year will be available only for tuition payments which are scheduled between **July 1st and Open House, August 11th**. Tuition amount will be increased to full price on August 12th.
- Payment Information is next. You will choose checking or savings account. *No credit cards* are accepted. If you do not have an account set up choose *New Account*. Then you will add your routing and account number. You will also include your child(ren)'s name. **Click Process.**
- You will receive a confirmation of your payment with a confirmation number and summary of your payment. **If you do not get a confirmation the payment did not process.** Please check for any errors of payment amounts and dates. You can print this receipt if you need it.
- Scheduled payments can be deleted or edited at any time from this link.
- Late payments will incur a \$15 late fee if not paid by the 15th of each month.
- Tuition is \$1800 per year (\$2100 per year for Nursery). It is divided into 10 equal payments of \$180 each month (Nursery \$210) **August through May**. Discounts are \$100 per year or \$10/month if schedule by Open House.

STUDENT ARRIVAL & DEPARTURE

Arrival and Departure

- Teachers are busy preparing for your child's day and cannot accept children prior to 9:00am.
- Hallway doors are opened promptly at 9:00am. For the safety of the children, we lock the doors at 9:15am and our doors remain locked until 2:00pm.
- We ask you to please make every effort to arrive promptly at both arrival and dismissal. Our staff is ready for your child at 9:00am and ready for you at 2:00pm. If your child is not picked up by 2:10, a fee will be imposed.
- If your child does not arrive at 9:00 he/she may miss fun educational activities, crafts, practices, etc. that may not be made up.
- If you wish to pick up early, please let your child's teacher know ahead of time.
- Only those approved on the enrollment form are allowed to pick up children. You must present photo identification to the teachers if they do not know you.

Car Rider Morning Drop Off

- We do offer car rider drop off **in the mornings only**.
- We typically begin this service the Tuesday after Labor Day. This allows time to get acquainted with the teachers, classroom and school at the beginning of the year.
- Drop off happens at the main office door each day from 9 to 9:10. There is a link for the map in our FAQ section online.
- If you **do not use** the drop off service, please park in the lot off of Karen Avenue to enter the preschool via the back door entrance. This is to prevent any accidents from occurring at the crosswalk.
- Pick up is to be done each day at the classroom door.

Sign In Sheet

- Upon arrival, please sign your child in on the "sign in" sheet posted outside your child's classroom door. Put a check mark by your child's name and jot down the number where we can reach you. We must have current phone numbers where we can reach you or a designated person, at all times.
- **Signing in your child is an important safety feature. Our teachers use this sign in sheet as their reference sheet when we have our fire drills and any unexpected weather related issues that require us moving the entire student body to safety.**

Arrival time tips to consider:

Whenever a child begins school, it can be an exciting, but difficult, period for the young child. The child may appear eager in the beginning but may suddenly realize you will not be there and balk at your desire to leave. This is entirely normal! Most children will have little difficulty adjusting to school if these suggestions are followed:

- When possible, acclimate your child to his/her classroom ahead of time. You may arrange a visit to the classroom with our staff.
- If grandparents/sitters are dropping off your child, be sure you have gone over the arrival procedures with them.
- Be mindful of your child's class dynamics - strive for a "drop and go" style of departure. Try to keep the departure time short and sweet.
- If you want to stay a little while after you have dropped off your child, we recommend you slip out of your child's view to do so.
- Generally, young children adapt to a new program within 10 school days.
- Children must be walked into the building and accompanied to their class room. Please do not allow your children to walk to their classroom alone. Also abide by this policy at dismissal. A set of eyes must be on them at all times!

CLASSROOM INFORMATION

Backpacks

- Each child should bring a standard-size backpack (**no mini backpacks**) with them to class. Each backpack should have:
- **The child's name printed on the outside top or front.** (Either directly on the backpack or on tape).
- Full change of **labeled** seasonal appropriate clothes at all times, including socks and underwear. Please place these items in a clear plastic zip lock bag.
- Lunchbox that fits in the backpack and is **labeled** with your child's name on the outside.
- Diapers and wipes if needed.

Student Folders

- Each child receives a plastic folder upon enrollment. Please check this folder daily to view and remove your child's class activities and return any needed paperwork to school.
- An ELC Parent Communication sheet is in the back cover of the folder. This two-way communication tool allows teachers to update you on your child's progress and parents to leave notes for teachers as needed.

Lunch Time Tips

- Each child will need to bring his/her own lunch and drink each day.
- Lunch is served at the time posted in your child's classroom.
- Lunchboxes should be able to fit into your child's standard size backpack
- Your child's name should be **written** clearly on the outside of the lunchbox.
- Include only finger foods that your child can eat without assistance (except for infants).
- Be aware that we are unable to heat lunches.
- Any items that need to be cut up should be cut up at home.
- No glass bottles or glass containers of any type are allowed.
- **Label** everything that you want to come back home.
- Do not send carbonated beverages in your child's lunch.
- Send required utensils or plastic disposable when necessary.
- Children should not bring gum to school.
- If your child has a **food allergy**, please inform his/her teacher and the ELC office staff. You will be required to complete an allergy alert form to be posted in the class.

Dress Code

- Dress your child in clothes suitable for play.
- Dress them in clothes that will be easy enough for the child to manage alone when toileting-such as pull up pants, easy snaps, no belts, etc.
- Dress them in clothes that can get dirty here as well. We play with paint, playdoh, dirt, etc. on a daily basis.
- **No flip flops, clogs or slides** - these can be hazardous for children while running and climbing. Tennis shoes are ideal.
- Squeakers in shoes are also not recommended for our school setting. The noise tends to disrupt others.
- Write your child's name on all of his/her belongings especially coats, hats, jackets, gloves.

Rest Time

- A rest time will be incorporated into the Nursery, Toddlers and 2's classrooms.
- Nursery tends to nap late morning. Please send a blanket and pacifier (if needed) each day.
- You may send a special lovey or doll from home also to use at nap time.
- Toddlers and 2's typically nap at the end of the day. Please send a nap pad preferably or at least a blanket each day.
- You are welcome to pick up your toddler or 2 year old before nap if they rest better at home. However this needs to be done consistently. Please notify the teacher that this will happen each day. Tuition will not be adjusted for leaving early.
- For a smoother transition, it helps if your child mimics the ELC nap schedule at home as well.

Potty Training

- If your child is in the 2's or younger class, **NO** they do not have to be potty trained. **However, if you're trying to decide if your age 2 or younger child is ready to potty train at school, make sure he/she will verbalize his/her need to use the bathroom, sit on a regular potty without a potty seat, and stay dry for at least 2 hours at a time.**
- If your child is in the 3's or PreK class, **YES** they **must** be potty trained without pull-ups.
- Many of you are or will be in the process of potty training your child. We will help you with this training in every way we can.
- All pull-ups, diapers and wipes are to be provided by parents. Cloth diapers are not permitted due to sanitary reasons unless we have a physician's order for them .
- No potty chairs or seat inserts from home are allowed at our school.
- During training if your child has an accident more than twice in one day, a pull-up will be placed on him/her after the second accident. This is due to time requirements and sanitary issues.
- If your child is beginning the 3 year old class and you are unsure if he/she are totally potty trained these are what we recommend:
 - 1) Talk to your child about pottying at school and that he/she are not allowed to go to school in their diapers/pull-ups.
 - 2) Try him/her at school for a couple of weeks. Often being around their peers that are trained is enough to master this skill.
 - 3) However, if he/she has several accidents in the first few days, then you will be called to pick up your child after the next accident. We will try that a few more days.
 - 4) If he/she is still having accidents, then your child will need to sit out of school until he/she is fully trained. If there is a waiting list for this class, tuition will be required to hold their spot in the room.

Discipline

- The Early Learning Center's approach to discipline is positive. The staff will try to reason with a child or redirect unacceptable behavior. Our goal is to direct students toward positive and acceptable behavior, which helps develop self-control, and to maintain the order necessary to accomplish learning and social growth.
- Loving firmness will be used to help students learn age-appropriate behaviors and boundaries. Common preschool discipline issues include learning to share, use kind words and hands, and obey the teacher.
- The safety and welfare of the group will have priority over any individual situation.
- Most situations will be handled by the teacher through a verbal reminder. If this is not effective, the time - out method will be used. This is simply removing the child from an activity for a designated amount of time. The staff does not administer corporal punishment.
- If the child continues to misbehave after reasoning, redirecting and time-out have been used, the parent will be called to come pick up the child. Any discipline problems that persist or are disruptive to the class will be shared with parents so teachers and parents can work together to correct the inappropriate behavior.

Biting

- Biting is a very common, age-appropriate behavior for children in our toddler and two-year-old classes. At this age, children often express frustrations with peers and adults through biting since their communication skills are still developing. Since biting has the potential to cause bodily harm to another child, we work with each affected family individually to develop a plan that offers the "biter" opportunities to learn how to express frustration and needs appropriately, while protecting other children from repeatedly being bitten. These plans may include:
 - ⇒ Documenting each incident in student information folders
 - ⇒ Using a teething/biting toy to satisfy the child's oral needs
 - ⇒ Referral for speech/developmental evaluation.
 - ⇒ Removal from the program for a short period of time.

HEALTH & SAFETY

- A current **Kentucky certificate of immunization is required** before your child enters the program. These can be obtained from your child's physician or the Health Department. Note the expiration date on the form and return new forms to the office as necessary.
- **Medication**—No medicines (i.e. Epipen, Benadryl) shall be dispensed by the staff to the children except with a signed and dated request from the parents. The medicine must be in the original container and clearly labeled with the child's name, name of drug, and directions for administering. Over the counter drugs must have the amount of the dosage for the age of the child on the container, otherwise we cannot give it to the child regardless of parent permission.
- **Sunscreen** —If you want your child to have on sunscreen, please apply before they come to school. We highly recommend applying sunscreen on warm, sunny days.
- **Accidental Injuries**—You will be notified immediately if there is an injury. In case of an emergency, 911 will be called. If we are unable to reach the parents/guardian, we will notify the person/s listed on your registration form. **Please inform us of any changes that need to be made on this form throughout the year.**

Illness

If your child is ill, keep him/her home from school. We have found that the best way to prevent illness is to prevent exposure to illness. In order to keep our classes "healthy", we ask you to please keep your child home if he/she has had any of the following:

- ⇒ Fever in the last **24 hours**
 - ⇒ Vomiting and/or diarrhea (must be free of vomiting and/or diarrhea for 24 hours)
 - ⇒ Any symptoms of childhood diseases such as Scarlet Fever, Measles, Chicken Pox, Strep throat, Flu, or any other infectious disease
 - ⇒ Chicken Pox—all sores must be scabbed over and dry at the edges
 - ⇒ Common cold—from the onset through one week
 - ⇒ Sore throat, Croup, Fifth Disease, Unexplained rash
 - ⇒ Head Lice—must be nit/lice free to return to ELC
 - ⇒ Any skin infection—Boils, Ringworm, Impetigo, Thrush, Hand-Foot-Mouth disease--- All open sores must be covered with a water proof bandage
 - ⇒ Pinkeye and/or any other contagious eye infection
 - ⇒ Green runny nose
 - ⇒ Persistent cough
 - ⇒ Mononucleosis
 - ⇒ Severe allergies
- **If sibling is home sick with a contagious illness, please keep all children home as well.**
 - Check with your physician for diagnosis, treatment, and the proper time for returning to school.
 - If a child becomes sick at school, he will be cared for in an isolated area. Parents will be notified and required to take your child home. Please inform the teacher or office staff of your plans for the day if you cannot be reached at the phone number on the enrollment form. Write the number on the sign in sheet as well. **It is very important that you keep your cell phone on when your child is in our care.**

Medications and Health Safety

- The ELC staff will administer first aid consisting of cleaning small wounds and applying ice when necessary unless otherwise advised by the parent. An Accident/Illness report will be completed and signed by the parent informing them of actions taken by the ELC. It will be placed in the child's file. We will be glad to make a copy for you as well if requested.
- No medicines (i.e. Epipen, Benadryl) shall be dispensed by the staff to the children except with a signed and dated request from the parents.
- The medicine must be in the original container and clearly labeled with the child's name, name of drug, and directions for administering.
- Over the counter drugs must have the amount of the dosage for the age of the child on the container, otherwise we cannot give it to the child regardless of parent permission.
- Sunscreen —if you want your child to have on sunscreen, please apply before they come to school. We highly recommend applying sunscreen on warm, sunny days.

Safety Procedures—

- Accidental Injuries—you will be notified immediately if there is an injury. In case of an emergency, 911 will be called. If we are not able to reach the parents/guardian, we will notify the person/s listed on your registration form. Please inform us of any changes that need to be made on this form throughout the year.
- We perform a fire drill each year typically in October.
- In case of a tornado warning, all classes will go to the basement until our area is clear of all warnings.
- Our school is locked down at all times except from 9 to 9:15 each morning for arrival. Doors re-open at 2:00. You can enter at any time by using the doorbells located by the double glass doors off the Melrose entrance and in the rear double glass doors off Karen Avenue.
- This program exercises reasonable care and judgment in all matters related to safety. In all emergencies, this program has permission to take such reasonable measures, in the judgment of the teacher or coordinator, necessary for the welfare and safety of the child until a parent can be reached.

ELC/PARENT COMMUNICATION

- Our main source of communication is via **EMAIL**. We always need a current email address and parents need to read all emails from ELC to stay updated.
- We will be glad to add grandparents, sitters, etc. to our email list to keep them current as well.
- Each month a newsletter and calendar are emailed out. It is very important that parents read these each month! They have our school activities, dates and what your child is learning listed each month.
- Like us on Facebook at Early Learning Center at BUMC.
- Sign up for Remind texts from your child's classroom each year.
- White boards located by your child's classroom door often have reminders written on them. They are located by the sign in sheet.
- Each student is given a folder on their first day of school. Check it daily for work, notes and other information.
- ELC has a Flickr site as well. It has numerous photos that are added to each week and often daily.
 - ⇒ Click on the link under the Parent Resource Section on our website.
 - ⇒ Click "Follow" on ELC's page
 - ⇒ You will be prompted to sign in.
 - ⇒ ELC then must "follow" you before you can view pictures on our account. We will update followers each school day. You should be able to view pictures the next time you log in to your Flickr account on your computer or through the Flickr app.
 - ⇒ Each classroom has an album identifiable by your child's session and teachers' names. Click on the album to view the class's pictures. If you would like to download a picture from an album, click on the desired picture. Then click on the down arrow at the bottom right corner and select the size you want to download.

GENERAL ELC INFORMATION

Hours of Operation

All classes begin at 9:00am and end at 2:00pm, Monday through Thursday. ELC is NOT in session on Fridays.

Open Door Policy

You are welcome in our facility at any time during the day. Because of our need to keep the facility secure, please use one of our two door bells located outside of our exterior main entrance and interior glass doors near the information desk.

Class Size

Class size is limited to 16 students in the Pre-Kindergarten class, 12 in the three year old class, 12 in the two year old class, 9 in the toddler class and 7 in the infant class. Each class has two full time teachers.

Days Attended

Please note that BOTH sessions have similar number of days in attendance scheduled for the school year.

Pets and Other Animals

Being mindful of allergies and potential dangers associated with pets, the ELC has adopted the policy to NOT allow pets of any kind anywhere in the school.

Birthday Invitation Policy

- ELC is only able to distribute birthday invitations if every student in the class is invited. This is in an effort to protect the feelings of ALL of our students.
- However, you can request contact information for children in your child's class from any office staff employee. When requested, each student's name, mailing address and email will be given. Permission for this was granted on the parent signature page.
- We love to celebrate birthdays at school. Parents are welcome to send treats for the class. Donuts, cookies, bite size cupcakes or even a fresh fruit tray are great options.

Visiting Therapists

- Yes we welcome therapists at the ELC. We must be notified in advance who is coming to work with your child. They will need to sign in and out at the office each visit.
- Their visits must be scheduled with your child's teacher. They can visit us when it works best for the classroom and the child.
- Therapists and parents must sign a release for ELC to be able to discuss your child's needs/progress.
- We recommend a communication notebook to be kept in the child's backpack or cubby area. That is for the teachers to read after the session, as well as for the parents to read. This also is a place for parents, therapists and teachers to write down questions or make comments so that everyone is on the same page.
- Therapists need to work with the child **within** the child's classroom.
- A therapist should **not** work with a child in their own child's classroom.

Photo Release

- A photo waiver is signed prior to admission.
- This authorizes Broadway United Methodist Church and/or the Early Learning Center its agents and/or employees, to photograph and/or film you and/or your child, and gives consent to the use of you and/or your child's likeness in any and all publications and/or materials, including, but not limited to, advertising, news media, video and website materials.
- It also releases BUMC and/or the ELC from and waive any rights that you and/or your child might have to any revenue payment or fee for said photography and/or film.
- If you wish not to sign the release then your child will not be in any photographs and/or videos. This includes but not limited to class pictures or classroom performance videos.

CURRICULUM INFORMATION

- Children in all of our classes experience activities that embrace age-appropriate developmental and academic standards intertwined with the Fruit of the Spirit yearly theme, monthly bible verses, and weekly bible stories.
- We also offer a wide variety of enrichment opportunities to our students, including but not limited to chapel, music, Spanish, fire safety and dental hygiene.
- Our routines and lessons are guided by Kentucky's School Readiness Definition and Early Childhood Standards. (<http://kidsnow.ky.gov>)
- Please refer to our Newsletter/ Calendar to see what each age group is learning each month.

AGE-SPECIFIC CURRICULUM GOALS

- **Nursery and Toddler** classes offer a safe, nurturing environment where a baby or toddler will feel comfortable while learning about God's creations, shapes and colors through song, circle-time instruction and art experiences. In addition, they will learn to separate from caregivers, adapt to new routines and interact with peers in age appropriate ways.
- **2-year-old** classes are introduced to the letters of the alphabet and numbers 1-10 while continuing to learn colors and shapes. Development of fine motor skills and positive social behaviors are also important parts of our curriculum at this age. In addition, classroom routines begin to model those of our older students on an age-appropriate level and time frame.
- **3-year-old** classes continue literacy development through exposure to letter names, sounds and prewriting activities. In addition, fine motor skills, colors and shapes are reinforced and numbers 1-15 are taught through manipulatives, games and art activities. Weekly activities often connect learning through themes and/bible stories. Whole class circle-times and instructional centers help our 3-year-olds develop skills they will need to be successful in our pre-kindergarten program.
- **Pre-kindergarten** classes begin to connect how letters of the alphabet make sounds and sounds blend together to form words. They also continue to develop number concepts and other school readiness skills through manipulatives, games and art activities. Learning themes continue to enable children to connect the concepts they are learning throughout the day. The daily schedule for this class closely replicates that of the typical public school kindergarten day. For example art, literacy, math and science activities are taught through a combination of teacher-directed and student-

CHILD DEVELOPMENT RESOURCES

<http://kidsnow.ky.gov/>
<http://www.babycenter.com/>
<https://www.cdc.gov/ncbddd/childdevelopment/>
<http://www.pbs.org/parents/child-development/>
<https://www.aap.org/>