

All Saints Preschool Parent Handbook

Hours of operation: Monday through Friday, September to May. Morning session: 9:00-11:30; extended morning session: 9:00-1:00; afternoon session: 12:30-3:00. A detailed calendar of events and days the center will not be in operation is located in the back of the parent handbook.

We are pleased you have chosen All Saints Preschool as your partner in the care and education of your child. The staff is interested in your child's total development. We will provide a caring and nurturing environment in which your child can grow and learn. The following information will help acquaint you with our procedures and policies.

Philosophy

All Saints Preschool will provide quality educational services presented in a Christian environment of love and mutual respect. Using a developmentally based curriculum, we will provide opportunities for each child to grow at his or her own rate socially, emotionally, physically and cognitively in an atmosphere where he or she will feel comfortable, happy and successful.

Program

The overall program at All Saints Preschool is based on several fundamental beliefs about children:

1. Each child is unique and special.
2. Each child will develop social, physical and cognitive skills at his or her own rate.
3. Children learn best by doing, when given many opportunities for “hands on” learning.
4. Children who have a positive self-concept are better able to take advantage of the educational environment that is provided for them.
5. A quality Preschool program has long-term positive affects.

The All Saints Preschool goal is to provide your child with the best and most current educational program in a caring, nurturing environment. Our program provides your child with experiences in social development, music, art, science, math, language arts, small and large muscle development and practical life skills. Each class will have a posted schedule and list of activities for the month. The classroom information provides parents with a guide for discussing the day with their child. Parents are welcome at any time in our classrooms.

Enrollment

All Saints Preschool is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, color, sex or national origin.

All Saints Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to

students at All Saints Preschool. All Saints Preschool does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship program and other school administered programs. We reserve the right to deny a child admittance when his physical, social, emotional or intellectual needs cannot be adequately served by our program.

Registration

Registration for the upcoming school year begins in January/February of that year. During January registration is open to all currently enrolled children of the program, church members and Moms' Day Out participants. Beginning in February, registration opens to all members of the community. Registrations will be accepted in the order in which they are received.

Admission Age and Policy for Class Placement

To enroll in our program children must be three years old on September 30 of the current school year and must be toilet trained. Children will be placed in the 3's and 4's classes based on their age on September 30 of the current school year. To enter the five-year-old program, the child must turn 5 by December 31 of the current school year. Maximum class size for 3's classes is sixteen children. Maximum class size for the 4's and 5's classes is twenty children. All Saints Preschool will not exceed the state required ratios of 1:12 for 3 year olds and 1:14 for 4-5 year olds. Two teachers will be with each class at all times.

A child is considered enrolled at All Saints Preschool after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes the basic enrollment and health information. Any changes in this information during the school year need to be communicated to the office immediately, so that all files are current. A medical statement signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical statement must be updated every 13 months.

Registration

A nonrefundable registration fee of \$45.00 is due upon enrollment. The tuition payment for May of the school year for which your child is registering is due upon acceptance notice or by June 1. This tuition serves as your child's deposit. If your child withdraws, that tuition deposit will be refunded if and when the vacancy created is filled.

Tuition

1. Fees for the school year are:
 - \$135 per month for three-year-old classes
 - \$160 per month for the four-year-old classes
 - \$210 per month for the extended four-year-old class
 - \$190 per month for the five-year-old classes

2. As stated in the registration information, a deposit of May tuition is due upon enrollment or by June 1 prior to the start of school, whichever is later. Beginning with September, **monthly tuition is due by the 1st calendar day of the month.** Parents will be able to have their monthly tuition payments debited directly from their banking account. Forms to do so will be available in August, prior to the beginning of school for the current year. If tuition is not paid by the **5th day** of the month, a late fee of \$20 will be assessed and due immediately along with the outstanding tuition. If tuition remains unpaid as of the 15th of the month, your child will not be admitted to All Saints Preschool until full payment is made.

3. If a child enrolls after the 1st of the month, no refunds on tuition will be provided unless the vacancy created by that withdrawal is filled within that month. If this occurs, tuition will be refunded on a pro-rata basis (based upon the enrollment date of the incoming student). Upon a withdrawal, the May tuition paid in advance will only be refunded when there is a student to fill your child's vacancy.

4. Checks are to be made payable to All Saints Preschool. Checks can either be mailed (postmark will determine when it was received), dropped off in the director's office, or attached to the outside of your child's book bag. If you mail your payment, please address the envelope "Attention Mary Lou Kolloff".

5. There will be a \$25.00 charge for all returned checks in addition to any additional charges made by our bank. Your account may be put on a cash only basis after two returned checks.

6. No reduction in tuition is permitted for any days missed by a child because of vacation or illness.

7. All Saints Preschool reserves the right to revise any policies regarding payment of tuition upon written notification to the parents. Our Tax ID number is available upon request.

Health Policy

If a child becomes ill or is injured at school, we will make every effort to contact you. If we cannot reach you, the child will be isolated and cared for until you arrive at the regular dismissal time. If there is an emergency situation, we will make every effort to contact the parents or the emergency contacts provided on your child's enrollment form, and if necessary, we will utilize the emergency medical release you have provided on your enrollment form. If your child is cut or scratched (not requiring a doctor's assistance) the abrasion will be washed with soap and water and covered with sterile bandages. The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

Communicable Disease /Illness Policy

There will be at least one person on site trained in the prevention, recognition and management of communicable disease who will observe the children daily. The Ohio Department of Health's "Child Care Communicable Disease Chart" is posted in the director's office. All staff members are trained in proper hand washing procedures. Universal precautions are used to prevent the spread of communicable disease. If a parent has a concern regarding communicable disease, he/she should discuss this with the director. Please do not send your child to school if he/she displays any of the following symptoms:

1. Temperature of one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. If a child's temperature is taken at school, the temperature shall be taken by the maxillary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use. A child should be free of a fever for at least 24 hours before returning to school.
2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
3. Severe coughing, causing a child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye, or eyelid, thick purulent (pus) discharge, matted eyelashes, burning, itching or eye pain. Conjunctivitis.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck with an elevated temperature.
10. Evidence of untreated lice, scabies, or other parasitic infestations.
11. Sore throat or difficulty in swallowing.
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child who displays any of the above symptoms while at All Saints Preschool will be immediately isolated, and his/her parents will be contacted and asked to take them from the school. A teacher will bring the child to the director's office. The child will be provided with a cot and blanket. The cot shall be sanitized and the blanket laundered before being used by another child. If the parents or designated persons cannot be reached, and the child's temperature rises to 103 degrees or vomiting or diarrhea becomes frequent, the life squad will be summoned. The child will be isolated and constantly monitored by a staff person. No child will be left unattended.

Informing parents about any communicable disease present in the classroom: Parents will notify All Saints Preschool promptly of any communicable disease their child has. We will then contact parents by e-mail as soon as we are notified of a confirmed communicable disease in their child's classroom. On the day of the next class session, parents will also be given written notification of any occurrence of a communicable disease in their child's classroom. We respect each child's and family's privacy; therefore,

all information we receive will be confidential and no names will be divulged. Please contact the Preschool office when your child is ill. A child may return to the program after 24 hours if no signs of communicable disease are present when checked by a staff member or sooner than 24 hours with a note signed by a licensed physician.

A mildly ill child, one who has a low grade temperature, stuffy or runny nose, or a child who has returned following an illness will be expected to follow the regular routine. Staff members will need a medication form, signed and dated by a physician, before they can administer any emergency medication. If the center needs to administer medication to a child, the parent must complete the administration of medication form (ODJFS form # 1217). All proper sections of the medication request form must be completed and on file at the center. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubbie or bookbag. Prescription medications must be in their original container and administered in accordance to instructions on the label. Parents will be required to administer all non-emergency medication to their child.

Children who are chronologically of school age, enrolled in our program, will not be allowed to have in their possession or use an inhaler or medication when needed for an emergency. Trained Preschool staff members will administer all medication and inhalers. A teacher who displays any of the above symptoms of communicable disease will not be permitted in the program. A teacher may return after 12 hours if no signs of communicable disease are present. If a teacher is absent, a substitute will be called.

Safety Policy/General Emergency

All reasonable procedures to insure the safety and well being of the children in the care of All Saints Preschool staff members will be taken at all times. A Preschool staff member in charge of a child or group of children shall be responsible for their safety. No child will be left unsupervised and no child will be released to anyone other than his/her parent or other designated persons. Fire and weather alert procedures as well as evacuation procedures are posted in each classroom. In the case of threat of violence, teachers would lock themselves and the children in their classrooms and call 911 for assistance.

Should we need to evacuate due to fire or weather conditions, threat of violence, natural disasters, or the loss of power, heat, or water to the center, the emergency plan posted in each classroom will be followed. Our emergency destination, in case of evacuation, is the Anthem building located adjacent to the Preschool, 6740 N. High Street. A sign will be posted on the front door of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to pick up their child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment form.

Fire drills are practiced monthly and tornado drills are practiced in the spring. A telephone is available for emergencies. The field trip policy (located on page 7 of the handbook) shall also be followed. There will be no field trips to or water play in bodies of water two or more feet in depth. No aerosol sprays will be used during school sessions.

All teachers are trained in American Red Cross Multi-Media Standard First Aid at the beginning of the school year if they are not yet certified. In the event of a minor injury, a staff member will treat the child. If the injury is serious, the child will be treated and the parents notified immediately. If the child is seriously injured and cannot be treated by a staff member, the life squad will be called and the parents notified as soon as possible. A staff member will accompany the child to the hospital with all available health records. An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury that requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation the report shall be available within 24 hours after the incident occurs. There will be on site at least one person trained in child abuse prevention and recognition. The administrator, employees and staff are mandated (required) by law to report any suspected cases of child abuse or child neglect to the Franklin County Children's Services, 229-7000. Each staff member has a Child Day Care Convictions Statement on file indicating that they have not been involved in crimes of child abuse or other crimes of violence. Prior to employment employees are required by State Law to complete a BCI (criminal records) check. Employees are required to obtain a BCI check every 4 years after initial hiring.

Calendar/Weather

Our school operates generally in accordance with the Worthington City Schools calendar (September-May) five days per week with two sessions (9:00-11:30 and 12:30-3:00). Extended AM 4's class meets 9-1 on Mondays and Wednesdays and 9:00-11:30 on Fridays.

Depending on your child's age and the parent's preference, the child may attend either the morning or afternoon session. In the event of inclement weather, the director will determine if it is necessary to close the center. Announcements will be made on the radio and local TV stations. School cancellations will be posted on the school's answering machine beginning at 7:30 AM, on the given day of the cancellation.

Occasionally, due to poor weather conditions, All Saints may end an AM session early or cancel a PM session. In that case, each child's family will be notified by telephone when these cancellations have been made.

Guidance/Management Policy

At All Saints Preschool discipline consists of positive reinforcement and redirection. If a child's behavior is inappropriate or interferes with the classroom routine the teacher will talk to the child about the behavior, redirect them and help them transition back into the classroom routine. The use of physical punishment is never permitted. When using child guidance techniques, the staff will give alternatives to inappropriate and undesirable behavior. Teachers will establish fair, simple rules and enforce them calmly and consistently. A full child guidance and management policy, in accordance with state licensing regulations, is kept on file in the Preschool office and is available upon request.

All staff of All Saints Preschool shall be responsible for the guidance and management of the children at the center as outlined in Rule 2-12-22 of the state rules and regulations.

As your partner in caring for your child, All Saints Preschool believes that it is important for good communication to exist between home and school. Changes at home do affect a child's behavior at school. Please share with us information, which will make us more sensitive to your child's needs.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. The director would be in communication with the parents prior to this occurring. If a child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with parents and staff and would be consistent with the licensing regulations of Rule 5101:12-22 OAC.

Field Trips

The mode of transportation for all field trips is walking. There are two types of walking field trips:

- For walking field trips outside the Preschool grounds to a specific location (i.e. Worthington Fire Station), a specific field trip form must be signed by a parent and returned to the child's classroom teachers prior to departure.

On these walking field trips, the Preschool welcomes the assistance of those parents who volunteer to walk with the Preschool class. It is necessary that each parent volunteer devote his/her full attention to those preschool students who are assigned to them. In order to ensure the safety and well being of the preschool students while on any field trip, parent volunteers need to make other arrangements for siblings for whom they are responsible.

- For routine walking field trips in the neighborhood behind the school, a "Routine Trip Permission for Child Care Centers/Type A Homes" from the Ohio Department of Jobs and Family Services must be signed by a parent and returned before the beginning of the school year.

On these walking field trips, children will walk to the 53-160 block of Heischman Ave. and/or to 6780-6800 Abbot Ave. Teacher/child ratios (1 teacher for every eight 3 year olds and 1 teacher for every ten 4-5 year olds) will be maintained at all times. Children will be assigned to specific staff members.

The following procedures are in effect for all walking field trips:

- Children will not attend any walking field trip without parental or guardian permission
- Before departing from the center, a count will be taken of all the children and recorded on a separate attendance sheet created for field trips. Upon arrival at the destination, another count will be taken to assure that all of the children have

- safely arrived. This process will be repeated upon leaving the destination, and returning to the center.
- During the course of any field trip, each staff member and parent volunteer will have specific children for whom they are responsible.
 - On all field trips the following will be taken: a first-aid box, Child Enrollment and Health form for each child, field trip permission slip for each child, “Child Medical/Physical Care Plan” for any child who has health conditions which could require special procedures or precautions; children’s medications that are normally kept in the classrooms; a record listing each child on the trip; a working cellular phone.
 - On all field trips at least one person trained in first aid, communicable diseases and CPR will be available.
 - Each child will wear an identification nametag with the child's name and the center's name, address and phone number.

Snack Procedure

A snack bucket will be sent home with each child on a rotating basis, to be returned the following session with healthy snacks and napkins. The snack lid will indicate the number of children in each class and any food allergies. Because All Saints Preschool follows healthy, nutritional guidelines, **please fill the snack bucket with a manufactured sealed, healthy, nutritional snack from the “Safe Snack List” below and follow the guidelines listed.** For the health and safety of our children, peanuts, tree nuts or any other nut products are prohibited at our center. To prevent the spread of contamination, if you choose fruit as a snack please send it in unpeeled and uncut.

Safe snack list:

Fresh fruit and vegetables (no dips or toppings)

Individual boxes of raisins

Ocean Spray raisins

Applesauce

Kellogg’s and Sunkist fruit snacks

Rold Gold pretzels

Ritz crackers (whole wheat or original)

Teddy Graham crackers (honey, cinnamon or chocolate chip)

Keebler Graham crackers (original, honey or cinnamon)

Safe cereals: Kix, Cheerios (original), Quaker Life, Kellogg’s frosted mini wheats.

Please make sure that all snacks are sealed and in their original packaging. All fruits and vegetables will be rinsed, peeled and cut at school before being distributed.

Children identified with food allergies will be required to bring their own snack for each class session. The staff will not administer food supplements or modified diets.

All Saints Preschool is a peanut free environment. Please check ingredients listed on prepared food packages, as peanuts are a common food ingredient.

Birthdays

We celebrate each child's birthday, whether it occurs during the school year or summer. Each child will receive either a birthday crown or some kind of badge to wear during the school day. The class will sing "Happy Birthday" and the birthday child will blow out candles on a "fake cake".

Snack-time is not associated with birthdays. Therefore, please refrain from sending individual favors or snacks to celebrate your child's birthday. The staff will not be responsible for handing out birthday invitations during Preschool hours.

If you wish, you may present a book, game, etc. to your child's class in honor of his/her birthday.

Sharing

Each classroom implements its own sharing time and procedure. The classroom teachers will notify parents of any sharing times. Please refrain from sending toys with your child at other times, as they can become lost, broken, or a distraction. We will provide many stimulating activities and items for your child to play with and explore. The school is not responsible for lost articles.

In order for All Saints to provide a safe environment for all children, pets are not allowed to visit or be "shared" with the child's classroom.

Parents will be informed if teachers or guest speakers use animals for instructional purposes in the classrooms. Your child's safety is our utmost concern.

Preschool Attire

Your child's school clothes should be play/work clothes. It helps children develop independence if the child can readily manage the clothing selected. All articles of outdoor clothing should be labeled. Tie or velcro rubber soled shoes are a must. Slip-ons or slippery-soled shoes are unsafe for running and climbing.

Outdoor Play Policy

Research supports that children benefit from daily outdoor play. Weather permitting, the playground will be used all year. Please make sure your child is equipped with appropriate outer jackets, hats/ hoods, and mittens for outdoor play. If your child wears shoe boots to school, please send shoes also as the boots become hot and are difficult to play in.

We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 22 degrees or rise above 90 degrees. If the situation requires, we will also adjust outdoor playtime due to rain, threatening weather, ozone warnings, etc. When outdoor play is not available we will use our large muscle room for indoor gross motor activities.

Arrival

Parents shall follow the arrival and dismissal procedure outlined in the parent handbook. Doors to the classrooms will open at 8:55 A.M. and 12:25 P.M. Morning session will begin at 9:00 A.M. and afternoon sessions will begin at 12:30 P.M. A Preschool staff member and parent volunteer will take the children directly from the car and escort them to the sidewalk entrance to the Preschool. Children should not be permitted to exit from the car until the Preschool staff member and parent volunteer are ready to escort them from the vehicle. Parents are also welcome to walk their child into the building. Parents need to ensure that their child enters their classroom, beginning at 8:55/12:25. The staff will be aware of the each child's arrival.

Guidelines for drop off procedure

Please pull around to the designated spot in the rear of the parking lot near the double doors leading into the Preschool.

All children should remain buckled in a back seat while in the drop off line until greeted by a Preschool staff member or drop off helper.

The Preschool staff member or helper will then escort them to the sidewalk leading to the school.

The children will be greeted at their classroom by one of their teachers.

Guidelines for parents and children walking into school together

Please park in the front church parking lot and walk into the church using the ramp by the doors near the church office.

Because there is traffic in the parking lot, please hold each child's hand at least until you are safely inside the building.

Walk your child to his/her teacher who will be standing in the hallway by the classroom.

Please do not park on Heischman Avenue during arrival or dismissal. Each child's safety is our utmost concern.

Dismissal

Morning sessions will be dismissed at 11:30 A.M. and afternoon sessions will be dismissed at 3:00 P.M. Extended Am 4's class will be dismissed on Mondays and Wednesdays at 1:00 PM. The child will only be released to the parent or a designated person on the child's transportation card. The staff will be aware of each child's departure from their classroom. If someone not listed on the transportation card is to pick up your child, please send written verification or contact the Preschool office with the request. Staff will check ID's of anyone they do not recognize. Please let those on your carpool list know this so they will be prepared to present a photo ID at pick up time.

Your child's safety is our priority. Parents need to be prompt when picking up their child, as it can be very traumatic to the child when they are late. Should the parent find that they would be late, a quick call to the Preschool is appreciated so that we may reassure the child. If after repeated or without reasonable justification a parent and/or caregiver fails to pick a child up on time (11:30, 1:00 for extended 4's class or 3:00) a fee of \$10.00 will be charged and assessed against the next month's tuition. The Preschool Director will determine whether a late fee shall be assessed and parents will be notified in writing of

the late fee charge. Assessments may be appealed to the Preschool Board at the next monthly Preschool board meeting.

Custody Agreements

If there are custody issues involved with your child, parents must provide the center with court papers indicating who has permission to pick up the child. The center will not deny a parent access to their child without proper documentation.

Telephone

Calls will be accepted before and after school. During school hours, please leave a message on the answering machine, 846-6080, and we will return the call as soon as possible. In case of emergency, call the church office, 885-0112 and they will contact the director. Parents are requested to notify the school when the child will be absent on a scheduled day of attendance. Parents may e-mail absences at marylouk@saintsonhigh.org.

Communication

Each child will need to bring an open tote school bag that he/she can open and close easily and is large enough for notes and prized creations. Please check the bag daily for important communications from school. **Please attach a large safety pin to the child's book bag. The Preschool staff will attach notes and important papers to this pin during the year.**

Grievance Procedure

Parents who have concerns or questions about the program, classroom procedures, or about an individual child should discuss their concerns with the classroom teachers and/or the director. A scheduled meeting time, with all concerned parties, should be set up at the earliest convenience of all those involved. If the remediation of the issue is not satisfactory to all parties, a written statement regarding the situation should be submitted to the Preschool Board. The board meets on a monthly basis. The Preschool Board members are listed in the beginning of the parent handbook.

Employees of All Saints Preschool will follow grievance procedures as outlined in the Employee Handbook, which states that an employee should discuss first with the director any concern they have. If discussion with the Director fails to adequately address or resolve the situation, a written statement of the problem/concern should be submitted to the Preschool Board for review.

Conferences

Scheduled conferences with the teachers to discuss the child's progress will be held in the fall and the spring. The children will not attend school on conference days. Parents are encouraged to make other arrangements for siblings during conference time so that the parent can discuss the child's progress freely and openly without distractions. Should questions or concerns arise at any time, parents should contact the teachers or director for a conference. Due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations.

Teachers want to focus and devote ample amount of time when discussing a child's progress with a parent.

Parent Participation

Parent involvement is welcome and encouraged. Parents may volunteer in the classroom, for field trips, special projects, fund-raising etc. Parents should contact the teachers or director for further information about helping in the classroom. Parents are welcome in the classroom at any time.

Roster

A roster of the Preschool's enrollment is required by law and is available only to staff and upon request, to parents of children in the Preschool program. The roster shall not include the name or telephone number of any parent who requests not to be on that list. The roster will be available in late September of each school year.

Class Schedule for Three-Year-Old Classes for the 2010-11 School Year

AM 3's Schedules

Mrs. Coleman and Mrs. Warren

9:00-9:10	Wash hands; Books
9:10-9:30	Meeting/Circle/Music
9:30-10:30	Discovery and Exploration/Snack
10:30-10:40	Clean up
10:40-11:05	Outside/Large Muscle Room
11:05-11:25	Story/Super Star
11:25-11:30	Ready for home

Mrs. King and Mrs. Raber

9:00-9:30	Welcome/Wash hands/Meeting/Story
9:30-10:30	Discovery and Exploration/Small Group
10:30-10:50	Bathroom/Snack
10:50-11:10	Circle/Movement
11:10-11:25	Large Muscle Room/Outside
11:25-11:30	Closing

Mrs. Kaiser and Mrs. Russi

9:00-9:20	Wash hands/Sign-in/Circle/Meeting
9:20-10:15	Discovery and Exploration/Clean up
10:15-10:35	Outside/Large Muscle Room
10:35-10:45	Wash hands/Story
10:45-11:00	Snack
11:00-11:25	Group Activities
11:25-11:30	Closing

PM 3's Schedule

Mrs. Kaiser and Mrs. Russi

12:30-12:50	Wash hands/Sign-in/Circle/Meeting
12:50-1:45	Discovery and Exploration/Clean Up
1:45-2:05	Outside/Large Muscle Room
2:05-2:15	Wash hands/Story
2:15-2:30	Snack
2:30-2:55	Group Activities
2:55-3:00	Closing

Class Schedule for Four and Five-Year-Olds for the 2010-2011 School Year

AM 4's Schedules

Mrs. Straley and Mrs. Sullivan

9:00-10:00	Discovery and Exploration/Open Snack
10:00-10:20	Clean up/Circle Time
10:20-10:40	Outside/Large Muscle Room
10:40-11:00	Small Learning Groups
11:00-11:10	Guided Activity or Spanish
11:10-11:25	Music/Story
11:25-11:30	Ready for Home

Mrs. Baldwin and Mrs. Eakin

9:00-10:00	Discovery and Exploration/Open Snack
10:00-10:10	Clean up
10:10-10:20	Circle
10:20-10:40	Small groups
10:40-11:00	Outside
11:00-11:15	Guided Activity
11:15-11:25	Story
11:25-11:30	Ready for Home

AM 4's Extended Class Schedule

Mrs. Clark and Mrs. Seigneur

9:00-9:15	Arrival
9:15-9:40	Class Meeting/ Circle Time
9:40-10:25	Discovery and Exploration
10:25-10:30	Clean up
10:30-10:55	Small Group Activities
10:55-11:30	Large Muscle Time
11:30-12:00	Lunch
12:00-12:40	Centers; Journaling and daily literature experience
12:40-1:00	Wrap up: star of week, literacy bag, math bag, mystery bag

PM4's Schedule

Mrs. Baldwin and Mrs. Eakin

12:30-1:30	Discovery and Exploration/Open Snack
1:30-1:40	Clean Up
1:40-1:50	Circle
1:50-2:10	Small Groups
2:10-2:30	Outside/Large Muscle
2:30-2:45	Guided Activity
2:45-2:55	Story
2:55-3:00	Getting ready to go home

PM 5's Schedule

Mrs. King and Mrs. Raber

12:30-1:00	Welcome/Wash hands/Meeting/Introduction to the day
1:00-2:00	Discovery and Exploration/Snack
2:00-2:10	Circle time
2:10-2:25	Small Learning Groups
2:25-2:35	Large Group (Movement/Story/Music)
2:35-2:40	Book bags
2:40-2:55	Large Muscle Room/Outside
2:55-3:00	Closing

Please feel free to ask the administrator questions about the policies in the parent handbook.