New London Christian Preschool Handbook

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History

New London Christian Preschool was established in the fall of 1995 as an outreach ministry to our community. We opened originally at New London Presbyterian Church of Route 896 occupying one classroom, with enrollment totaling 25 students split into two classes.

Twelve years later, in November of 2007 we transitioned into the Christian Life Center on Saginaw Road. Nestled on 60 acres of open and wooded space the new facility allowed us the opportunity to expand our outreach and we did so by adding more classes.

The year 2015 brought an interesting turn of events as we saw a shift in the population and their changing needs. We took the time to survey our families and heard variety was key, thus establishing what we refer to as our "A-La-Carte" menu for preschool. We embarked on developing our first 2 year old class, an original afternoon program titled "Imagination Station," and the "Early Birds" for extra morning time. Our families love that we stay a preschool first and foremost but with a selection of options to suit a wider range of needs. Our foundation is based on the Christ-centered atmosphere which has remained consistent throughout the years.

Mission

Love the Lord, your God, with all your heart and all your soul and all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. (Matthew 22:37-39)

Philosophy

Welcome to the New London Christian Preschool! Children are the greatest gift that God has given us. We are honored to have the opportunity to grow and learn here with us. We strive to be a safe and nurturing environment. For many of your children this is their first school experience, and we strive to make it a fun and memorable one where the children learn about the world around them, most importantly about the God who created them and loves them.

Our Vision

New London Christian Preschool is a ministry of the Christian Life Center. We strive to be a place where kids are active participants in learning about the God who loves them and where they interact and explore the world He created.

Our Core Values

Value #1 New London Christian Preschool is Christ-centered

We foster experiences that allow children to discover the order and beauty of God's world and to learn about God's plan for us in His inspired word, the Bible.

Value #2 New London Christian Preschool is Engaging

We strive to capture the minds and hearts of kids through all five senses (and fun!). Our focus, through using the Creative Curriculum, is purposeful play. We believe that through focused playful experiences, young children master skills, solve problems, discover new concepts, and learn how to get along with others. Play is a child's work, and we believe that the learning experience through play is essential.

Value #3 New London Christian Preschool is Accepting

We do not discriminate based on race, color, national or ethnic origin in admission policies or tuition assistance. Children from any religious, national or racial backgrounds are welcome at our preschool.

Value #4 New London Christian Preschool is Creative

We teach creatively, with learning as the goal. Learning is facilitated to allow children to explore their environment and interact with their peers. Creativity creates a unique balance between all areas of development, while promoting socialization and self-esteem.

Value #5 New London Christian Preschool Prioritizes Safety

We provide an environment that is physically and emotionally safe for children. Although we are exempt from state licensing status, we do voluntarily strive to comply with all state licensing requirements and commit to on-going monitoring for compliance.

Goals

- To discover and nurture the needs of each child together with their parents, and to instill love and faith in God and his Son, Jesus.

- To encourage the social and emotional skills of each child to realize that everyone is special, with the rights and feelings while respecting their individuality.

- To provide each child the opportunity to gain self-confidence by making independent choices in purposeful play and learning activities that engage the child's curiosity.

- To stimulate large motor skills through physical activities and group games, involving both inside and outside play, and to develop fine motor skills and hand/eye coordination through art projects, and the use of table top toys such as pegs, beads, puzzles, etc…

- To instill a love of learning through early literacy, and develop listening skills by reading books, poetry, rhyming activities and music.

- To encourage thinking skills in early Math and Science by providing sorting, matching, measuring and counting activities, classifying and problem solving; as well as fostering an appreciation of God's creation through observation and experience.

Registration Procedures:

- Registration is on a first come, first served basis
- You may register online at www.newlondonchristianpreschool.com
- A one-time registration fee of $75 will hold your spot
- If a particular class is full, you may choose another option or be added to a wait list.
- Registration is as follows:
    - Current family registration is held one day in January

- All current families of 2 or 3 year olds must register again for the next year or a sibling may register that day as well
- Alumni registration is held one day in January after our current family registration
- The remainder of openings will be available at our Alumni and "General Public" registration days.

Calendar Year

A current calendar can be found online at newlondonchristianpreschool.com

Age Requirements

Any child registering for a class must be 2, 3, or 4 by September 8th for the school year they are enrolling. We will also accept any child 5 years of age whose parent has decided to hold them back from kindergarten.

Potty Training

We believe that being fully potty trained is a developmental milestone. Each child arrives at this point individually as with all other areas of learning. However, our expectation is that you are working towards this goal when you see the signs that your child is ready for this undertaking. Please refer to this link for more information on the signs that your child is ready to potty train: http://kidshealth.org/parent/emotions/behavior/toilet_teaching.html. * If your child is not fully trained yet, please make sure you send in **two** changes of clothing (including pull-ups/underwear, socks, shirt/pants or dress).

Staff/Child Ratio

New London Christian Preschool meets state and ACSI (Association of Christian Schools International) recommendations for staff/child ratios in all our classes. The 2 year olds is a 1:5 ratio with 10 students partnered with a teacher and assistant. The 3 year olds is a 1:6 ratio with 12 students partnered with a teacher and assistant. The 4 year olds is a 1:8 ratio with 16 students partnered with a teacher and assistant. Regardless of class size we will always have two staff members with a class.

Tuition

Our school has financial obligations to its staff and the operation of the program (materials, maintenance, etc.). Therefore, we ask prompt payment of fees. If there should be any reason that you cannot pay your tuition on time, please contact the school at 610-869-7989.

Payments may be made electronically using the Brightwheel app or by cash or check. Please make checks payable to New London Christian Preschool. Payments may be placed under the door of the Director's office Monday through Friday, or may be mailed directly to New London Christian Preschool at 125 Saginaw Road, Lincoln University, PA 19352. Please understand staff are not permitted to handle your tuition payments.

Tuition payments are due the first of the month, Sept. - May. The first tuition payment is due June 1st. This first payment is non-refundable. Thereafter, tuition payments are due September 1st through May 1st. There will be no discounts or refunds for shortened months due to holidays or absences caused by illness, vacations, withdraws, and/or school closings. There are also will be no additional charges for

months that have extra days. The preschool's operating budget is computed based upon students' tuition payments.

Payment Plans

(A) Pay in full or (B) Two payments or (C) 10 payments

It is our policy that if any tuition is in arrears by more than one month, the child will not be permitted to attend class unless previous arrangements have been made. Enrollment termination may result for unpaid tuition.

Tuition Assistance

Tuition assistance (when available) is funded by private donations received for this purpose and based on need. Families who qualify will fill out the paperwork and the review team will make the final decision. Please see the Director for questions regarding tuition assistance. All information is kept confidential.

Late Fee

Tuition is due on the first of the month. Any tuition arriving after the fifth (5th) of the month will be charged a late fee of $10.

Returned Check Fee

A charge of $15 will be added for a returned check, or whatever the current bank fee is.

Late Pick-up Fees

It is important that your child be picked up promptly at their particular dismissal time. If there is more than one instance of late pick-up, or the time impedes any staff of their duties, a fee will be assessed for each child; sent to the parent or guardian. (Regardless of who picks up the child.)

1-10 minutes late	$5
11-14 minutes late	$10
15 or more minutes late	$1 per minute (Example: 20 minutes late = $20)

It is not our intention to be insensitive or unfair. Please understand the staff members have other duties and schedules to keep. If an unforeseen emergency occurs, a phone call is expected but does not always exclude incurring a late fee. New London Christian Preschool reserves the right to determine what constitutes an emergency. Charges incurred will be payable to NLCP in a check or cash separate from a tuition payment. It will be due upon your child's return to school.

Withdrawals/Refunds

In the case of withdrawal from the preschool, four weeks advance notice prior to the first day of the month of withdrawal, shall be given in writing. This allows time for a new student to prepare for enrollment and permits the school to fulfill its financial commitments by filling the vacancy. The registration fee and the first payment are non-refundable. If paying in full and you withdraw before

August 1st, 10% of your payment is non-refundable. If paying semi-annually or in full and you withdraw after August 1st, we will prorate any refunds depending on the month of withdrawal.

Field Trips

Field trips are scheduled by the teachers to correspond to themes and study units. The 2, 3 & 4 year old classes will take two per year. Field trips for 2 year olds will be determined by appropriateness. Usually when a field trip is planned we ask for payment prior to the trip when you sign up with no refunds the day of. Additional family members attending field trips are subject to pay whatever the current charges are.

Procedures:

1. All families attending a field trip are expected to meet at the trip location at the designated time. It is necessary for every child to have a chaperone.
2. Parents are responsible for transporting their children to and from the field trip. Each child is required a chaperone to remain with them.
3. Please make sure you register and pay for the field trip in advance.
4. If a class trip is cancelled, we will notify all families upon a cancellation with new dates when necessary.
   Early Birds, Lunch and afternoon programs are not held on field trip days.

Lunch Time

Nutritional status affects children's behavior. Well-nourished children are more alert, attentive, and better able to benefit from learning experiences.

1. If you choose the lunch option, you will need to provide a healthy lunch, any utensils that will be necessary and beverage for your child.
2. All food should be **peanut/tree nut free.**
3. We are not able to heat or cool any lunch.
4. If using peanut/tree nut substitutes, it helps us if you slip a note to identify the item.

Special Event Snacks in Classroom

We are a **PEANUT/TREE NUT FREE** school. When sending snacks to preschool for your child's class, please check all labels making sure it is peanut/tree nut free AND not processed in a plant with peanuts. Items purchased from a store should not be sent to school opened. It is helpful to provide the ingredients of any snack sent to preschool by either the container that lists ingredients or take a picture of the ingredients to send us or write down the list of ingredients, as some children have food sensitivities or allergies.

Celebrating Birthdays

Birthdays are celebrated in each class at a time specified by each individual teacher. Contact your child's teacher for a date that is convenient for you and the class. Send your child's birthday snack for the entire class to share. If your snack is homemade, please list the ingredients or send the product's ingredients labels with snack, or take a picture to send us, as some children have food sensitivities or allergies. Summer birthdays may choose any date to celebrate. Please remember we are a **PEANUT/TREE NUT FREE** school. Only if your child has a severe food allergy, will you need to fill out our severe allergy health

form to have in their student file and we would suggest sending in a few appropriate snacks that can be stored for your child to enjoy if/when a special celebration would occur.

Hours of Operation

New London Christian Preschool will conduct preschool classes between the hours of 9AM to 2PM Monday through Friday. The doors will open at 8:30 for those pre-registered in our Early Bird Program and again at 9AM for preschool classes. Remember, DO NOT leave your child unattended in the building. Our area is kept locked for security and safety.

Arrival and Dismissal

Arrival: An adult must accompany a child into the building and wait for our staff to open doors.

Parking your vehicle: If you are parking at the front of the building or have a challenge/special need, pull up close to the building but not blocking the entrance to allow room for an emergency vehicle to get by.

Dismissal: It is important that your child be picked up promptly at their dismissal time. If there is more than one instance of late pickup or the length of time impedes staff duties, a fee will be assessed for each child; sent to the parent/guardian (Regardless of who picks up the child).

- Emergency playground dismissal – Please approach the playground gate as we dismiss one at a time for safety reasons
- Dismissal from building – Children exit the doors facing the playground, please park in that area and walk to the back doors to pick-up your children.
    - Only those on your child's emergency list are permitted to pick up your child
    - A note or phone call is required if someone other than the parent is picking up
    - Identification of an individual picking up a child may be requested at the discretion of the teacher.

Use caution and drive slowly through the parking lot! If a child needs to leave preschool prior to regular dismissal, please notify staff or the Director.

Authorized Pick-Up Procedures and Information

In the case that your child is sick, the school is closing due to inclement weather, or in the case of an emergency, and you cannot be reached, the individuals authorized on your child's Emergency Contact form will be contacted in the order listed on that form. Your signature on this form is authorization to release your child with all individuals noted. Please be sure that those listed on your form are located within 30 minutes of the school. Consider swapping names with other preschool parents that you know.

School Closings/Late Openings

NLCP follows the Avon Grove School District's decisions for weather related/emergency closings and delays. When Avon Grove issues a **2-hour delay**, our doors will open at **10:30 AM** for threes and fours, with **no Early Birds and no Turtle Twos** that day; with regular dismissal time for all in session classes. Early dismissals/closings will be notified with a courtesy email and a Brightwheel message. In the event of a weather related **early dismissal**, all classes will be dismissed at **11:00am unless otherwise noted**. NLCP does not typically make-up snow days. In the event of unusual circumstances, exceptions may be considered.

Avon Grove school cancellation/late opening announcements are given on the following stations:

WCOJ (1420 AM)	WCHE (1520 AM)
WDEL (1150 AM)	WNRK (1260 AM)
WKYW (1060 AM)	Avon Grove school number is #859
www.avongrove.org	www.nbc10.com (sign up for email alerts)

Outdoor Play

Certain weather conditions, as well as * teacher discretion, dictate outdoor play and they are as follows:

The temperature must be 26 degrees and above (to include Wind Chill Factor) – outdoor recess*
If the temperature is 25 degrees and below (to include rain or snow) – indoor recess*

All children are expected to go outside for recess and we try to accomplish this daily, so please dress your child appropriately for the weather. In cold weather please send your child with a warm winter coat, hat/hood and if appropriate mittens/gloves. Understandably, there are times due to special circumstances or weather conditions that outside play is not possible. NLCP cannot withhold outside play for any class if one child is not dressed appropriately. All children are required to wear sneakers to use the climbing equipment, otherwise they are limited to the grassy area.

Absences

Please call or email the preschool office if your child will be absent.

Medications

Administering medication is not permissible at the preschool, O.T.C. medication such as cough drops and pain or fever reduces also apply. However, the exception of an EPI-pen for life threatening reasons will be acceptable. The unexpired EPI-pen should be sent in the original container with the child's name and information attached. All EPI-pens must be accompanied with our "Individualized Medical Health Care Plan" form. **EPI-pens must be presented prior to the first day of your child beginning classes at NLPC.**

Illness

Children who are ill should not attend preschool since it would not benefit the child or the class. If a child becomes ill at school, a parent will be called to pick up the child. Children are to stay at home for at least 24 hours upon observing any of the following symptoms:

- An acute cold or cough (especially if the cough is persistent)
- Diarrhea
- Rash or sores on the skin
- Flushed face or other signs of fever

- If your child has a temperature of 99.0 (armpit) or 100.4 (rectal), do not send him/her back to school **until the temperature has been normal for a full 24 hours without fever reducing medication.**

- Vomiting, earache, headache or general weakness
- Red or discharging eyes (pink eye) must be on medication 24 hours to return
- Swollen glands or sore throat
- Any known contagious disease such as chicken pox, measles.
- Lice – must treat before returning, notify school

A child may return to New London Christian Preschool after:

24 hours with no fever (without the aid of medication)

24 hours with no vomiting

24 hours with no diarrhea

Please report any contagious diseases that your child has to the Director or teacher so that other parents may be informed as necessary. If your child has a seizure, please notify the school, so that the staff can be aware of further symptoms.

Parent Notifications

In the case of a potty accident or other incident that is not an emergency, teachers do not always have the opportunity to leave the children to notify a parent before pick-up time. If this is the case, a written report of the incident will be sent home. Please always check your child's backpack at the end of each day.

Newsletters

Newsletters will be sent home weekly, to keep you informed of what your child will be learning in their class as well as information regarding special events or projects. It is the parents' responsibility to read the newsletter to be aware of all activities or events. A copy of our calendar can be found on our website and on the bulletin board outside of the preschool doors. Calendars will also go home in the welcome packet received before school is in session. For security reasons, Facebook is not used to post pictures of preschool pictures. Brightwheel provides a safe and secure way for you to receive pictures of your child(ren) without others being able to view. Check Brightwheel weekly to catch glimpses of your child in class.

School Bags

Each child is required to have a school bag big enough to hold a pocket folder. We cannot stress enough the importance of the size of your child's school bag. This will allow him/her to carry home artwork, important paperwork, etc. Please label the bag with your child's name. Please refrain from sending in backpacks on wheels due to safety issues.

Dressing Your Child for Preschool

Children should wear comfortable play clothes that they can manage themselves. During messy activities, children are given paint smocks to wear. We make every effort to avoid getting art materials on children's clothes, and we use washable paint, markers, and stamp pads as much as possible, however some children still have accidents. Children are required to have a seasonally appropriate change of clothing labeled and left at school. During toilet training, two sets of clothing is required. For safe play on the playground equipment your child should wear sneakers. If your child does not wear sneakers their play will be limited to the grassy area.

Toys

We ask that your child not bring toys from home. During the activities of the day these items could get lost causing disruptions in the classroom.

School Pictures

Individual school picture will be taken each winter as a service to the families. Siblings or families are welcome to be photographed too. A class picture will also be taken. There will be a fee charged through the studio.

Phone Directories

A phone directory will be sent home at the end of September with all the class information. Please keep this handy as it will be helpful for birthdays and holidays that require the number of children in each class.

Invitations or any flyers from parents

Please understand we cannot endorse or support any group outside of NLCP or the CLC. Therefore, no advertisements, solicitations, or invitations will be able to be sent home through your child's backpack. The only exception would be birthday invitations for an entire class. Otherwise you may use our phone directory, email or mail them yourself.

Staff

New London Christian Preschool is blessed to have a staff who desires to have a relationship with Jesus and a passion for working with children. Our entire staff continues to receive training in the field of early childhood education yearly. All staff are first aid/CPR certified, as well.

We are a committed team who want the best for each individual child who walks through the doors of this preschool. Our monthly staff meetings keep us focused on our goals.

Behavior Guidance/Discipline

To encourage good behavior our first line of defense is preventative techniques such as, setting age appropriate expectations, make class engaging, praising positive behavior, stating expectations clearly, preparing students for transitions, redirecting inappropriate behavior to positive behavior, providing

redirection immediately following the undesired behavior, allowing natural consequences as an outcome, and developing consistent predictable routines.

Staff will handle most small discipline issues (students not sharing, not following teacher directions, pushing in line, etc.) within the course of the classroom activities without the need to notify a parent.

Children are not expected to immediately understand or fully comply with all of the rules; rather, they are to be gently taught, reminded and when necessary, redirected. The staff has the responsibility to set up the environment to encourage cooperation and sharing. When discipline is needed, it will be done in a spirit of love and forgiveness so that a child's inappropriate behavior is corrected without wounding the child's spirit. There are times when children, because they are "testing the limits" may actually endanger themselves or others by their actions. Due to these actions, specific behavior guidance steps have been set up and will be followed by the staff.

- Logical consequences: a child who intentionally damages a toy, for instance, may be prohibited from the use of that toy for the play period in question. A child who intentionally spills or throws food will be required to assist in the clean-up of the spill.
- Verbal reprimand: These are brief verbal behavioral guidance measures consisting of a statement of the problem behavior, the fact that it is unacceptable, and the statement of the acceptable alternative. "Hands are for helping or high fives. It is inappropriate to use our hands to hit. Please use your words."
- Loss of Privilege: We let the children know they may lose something they treasure if they continue with poor behavior
- Take a break: At times a child may require time to themselves to calm down and redirect their thinking. When a "take a break" is given, the child remains within sight of the staff, and the break time is no longer than the age of the child in minutes. When we see this getting excessive we will notify the parent. We will always follow any break time with recall of the events and then ask, "What could you do differently next time so this won't happen again?" This will help encourage the child to take ownership of their own behavior.

At New London Christian Preschool we make every effort to focus on the positive, but in some cases further intervention is required. We believe that parents and the school must work together to address more serious behavioral issues such as:

1. Actions or responses that create an unsafe situation for any child or adult not limited to but including physically aggressive behaviors

2. Repeated actions or responses that interrupt the learning and play of the child or other children

3. Disrespect of people or property

4. Continued disregard of direction/s given by any staff member

5. Behavior that leaves a classmate/s feeling afraid or intimidated

After the occurrence of one of the above-mentioned behaviors:

1. Parents will be notified the day of the incident (unless unforeseen circumstances and then no later than 24 hours) by the teacher and/or Director either through email or by phone. Together we will determine the possible cause and agree informally upon steps to prevent the behavior from occurring in the future.

In the event that the same or similar negative behaviors occur a second time, the following steps will be taken:

1. Depending on the nature of the circumstances, parents may be required to come and pick the child up at school. A parent /teacher conference will be scheduled with the Director as soon as possible-this can be completed by phone. All parties will work together to determine the potential cause/s of the behavior and determine what supports are necessary to help make the child become successful at NLCP. A written plan will be developed.

2. Afterward the plan will be reviewed at a minimum after 8 days of school attendance and changes can be made as needed. The support can be faded gradually as appropriate/the child meets with success daily at NLCP.

If the behavior continues or additional forms of serious negative behaviors are demonstrated:

1. In order for the child to continue to attend NLCP, parents, the teacher/s and Director will meet to discuss which support services will be put in place such as counseling, support from the family doctor, play therapy, referral to the Chester County Intermediate Unit or another appropriate service, etc. so that the child can become successful attending NLCP. An ongoing altered or shortened daily preschool schedule may be required at the Director's discretion.

Our goal is for children to be successful in all areas of their lives. We intend to support children with love, encouragement and if needed early intervention so that they can experience a life filled with God's purpose and success.

New London Christian Preschool complies with all federal, state and other relevant laws, which prohibit corporal or abusive punishment in a preschool setting. Additionally, staff is expressly prohibited from using unproductive or shaming methods of punishment.

Parent Participation

We value the parents in our program. Parents may gain valuable insights and techniques from the expertise of the staff, and, at the same time, share their own talents and interests to maintain the excellent quality here at New London Christian Preschool. The learning experience then becomes a shared one, which is evident in many of the following ways:

- Parent Orientation – designed for parents to meet staff and other preschool parents. Also the opportunity to become more acquainted with the program and procedures.
- Get Acquainted Day – following the orientation, a day is scheduled to allow the child to become familiar with the classroom and teacher while parents stay with them. An informal open house.

- Preschool Visit – at the teacher/director's discretion, once all students are settled into the school year and routines, a short visit during a class session by a family member or interested preschool parents. (Contact Director to schedule.)
- Parent/Teacher Conferences – held once a year in the spring.
- Parent Interests/Talents – What is your occupation, hobby, special talent, or interest/s? Would you consider sharing it with the class? If so, contact us.
- Special Events –
    - 3s- Bring One Parent to School Day – (spring) a short visit to enjoy a portion of a day in your child's classroom. Sign-ups to follow.
    - 4s – Guest Reader Visit – you will be able to have one family member schedule a visit during our designated date and times to read a story to the class. Look for our sign-ups in January through March.
    - 4s – Graduation Ceremony – All are welcome (Last day of school)
- Field Trips – a great learning experience! 3 & 4 year-olds have two per year, one in the fall and one in the spring. Participation by the 2s is determined by the teacher.
- Lucy's Habitat (Lady Bugs 3s), Buzzy's Busy Bee Bag (Busy Bees 3s) or "Catch of the Day" 4s – your child may bring something from home to share with the class when specified. (substitute for show-n-tell)

Communication with Teachers

During school hours, the first priority for our staff is the children. If there is something that the staff needs to know about your child's well-being or special needs, please let your child's teacher know as soon as possible through a written email or note. This will help us have clear communication that we can refer back to. Please know that our staff is dedicated to the well-being and success of our students, but at the same time need to have a work/life balance so that they have energy and focus to be at their best to do their jobs. Our expectation is that teachers will reply to emails within 24 hours and that emails that are sent on weekends will be answered by Monday evening. If teachers are out sick or away, similar to weekends, teachers will answer emails by the evening on the day of their return. Finally, drop-off and pick-up times are not suited for parent-teacher conferences as staff needs to be present within the preschool for the safety of the children and this does not allow for confidentiality. Some matters are better discussed in person and time can be scheduled to meet to discuss your questions/concerns. In the event of an emergency please call the preschool office for assistance. There is an answering machine available to leave a message and someone is in the office throughout the day between 8:30am – 2pm any day that preschool is in session. Thank you for supporting our teachers and allowing them to set healthy boundaries for themselves.

Monthly Themes

The preschool has organized the children's learning through study units and monthly themes. Each unit takes one to two weeks to complete and the theme provides a vehicle for all the art, language and literature, music, finger plays, dramatic play, and various learning games including math readiness and science.

All classroom activities are organized to fulfill a purpose on their level of learning, and to provide experiences, which will lead to the fulfillment of the preschool objectives. These objectives are fostered through a child-centered learning environment in which the teacher facilitates or guides the process. We utilize the “Creative Curriculum”, where our play has purpose and hands-on learning comes alive.

September	God Made Me Special
October	My Changing World
November	We Give Thanks
December	Happy Birthday Jesus
January	In The Beginning God Created
February	Friends
March	God’s Promises
April	Teacher’s Theme of Choice
May	Beyond Bugs

Classroom Schedule 2s (Turtles)
Monday - Wednesday /Tuesday – Thursday

9:00	Arrivals: Sign in – check your child's name for attendance / special notes
9:00-9:15	Physical Play: Large muscle group play activities
9:15-9:20	Group/Circle Time I: Good Morning Song, Class Helper, Introduce Centers
9:20-10:20	Interest Areas: Centers will be set up with appropriate materials that are developmentally appropriate for twos

Art	Housekeeping/Dramatic Play
Sensory/Explore/Discovery	Block Building
Table-top toys	Language Arts/Story

Children explore the interest areas of their choice throughout the room. This allows the teacher to work with smaller groups of children and observe each child's progress.

10:20-10:30	Clean Up Time: Everyone is encouraged to help.
10:30-10:50	Group/Circle Time II: Story, finger plays, and songs, calendar, weather
10:50-11:00	Pack-up: Gather belongings (All children need a school bag)
11:00	Dismissal

Our schedule is designed to be flexible and allow for the teachable moment!

Please pack all necessary items for changing (diapers, wipes, extra clothing)

We will work with your child while toilet training

Classroom Schedule 3s
(Ladybugs)
Monday-Wednesday / Tuesday-Thursday
(Busy Bees)
Tuesday-Thursday

9:00-9:20	Arrivals – Sign in: "Pre-celebrate activities" & "Celebrate" – Worship in Kid Zone (Music with movement, Prayer, Bible Story with practical application) Children are expected to do their arrival routine themselves.
9:20-9:45	Group/Circle Time 1: Pledge of Allegiance, calendar, weather, and theme introduced.
9:45-10:45	Interest Areas: Centers will be set up with appropriate materials complimenting the study unit for the week. Art — Dramatic Play Sensory/Explore/Discovery — Blocks Table-top toys — Language Arts/Library Children explore the interest areas of their choice throughout the room. This allows the teacher to work with smaller groups of children and observe each child's progress.
10:45-10:55	Clean up/bathroom break: Everyone is encouraged to help.
10:55-11:20	Group/Circle Time 2: Story, fingerplays and song.
11:20-11:30	Pack up: Gather belongings (all children need a school bag)
11:30	Dismissal

Classroom Schedule 4s (Froglets)
Monday-Wednesday-Friday

9:00-9:30	Arrivals – Sign in: "Pre-celebrate activities" & "Celebrate" – Worship in Kid Zone (Music with movement, Prayer, Bible Story with practical application) Children are expected to do their arrival routine themselves. Friday: "Fun Fridays" kid zone free play time!
9:30-9:50	Group/Meeting I: Song, calendar, weather, pledge, numbers, color, shape, opposites, letter of the week, theme introduced.
9:50-10:50	Interest Areas: Centers will be set up with appropriate materials Complimenting the study unit for the week. Art — Dramatic Play Sensory/Explore/Discovery — Blocks Table-top toys — Language Arts/Library Writing Lab — Tablet/Computer Children explore the interest areas of their choice throughout the room. This allows the teacher to work with smaller groups of children and observe each child's progress.
10:50-11:55	Clean up/bathroom break: Everyone is expected to help.
10:55-11:00	Library time: Children may take a book of their choosing and look at it Quietly.
11:00-11:10	Catch of the Day: 1 child takes home tackle box to bring back with a show-n-tell (Please exclude any item that could be interpreted as a weapon).
11:10-11:25	Group Meeting II: Story, Alphabet and number concepts, music & movement
11:25-11:30	Pack up: Gather belongings (all children need a school bag)
11:30	Dismissal

Classroom Schedule 4s (Froglets)
Extended Day
Tuesday – Thursday

9:00-9:30	Arrivals – Sign in: "Pre-celebrate activities" & "Celebrate" – Worship in Kid Zone (Music with movement, Prayer, Bible Story with practical application).
9:30-9:50	Group Meeting I: Song, calendar, weather, pledge, numbers, color, shape, opposites, letter of the week, theme introduced.
9:50-10:50	Interest Areas: Centers will be set up with appropriate materials complementing the study unit for the week. Art — Dramatic Play Sensory/Explore/Discovery — Block Building Table-top toys — Language Arts/Story Tablets/Computers — Journaling/Writing Children explore the interest areas of their choice throughout the room. This allows the teacher to work with smaller groups of children and observe each child's progress.
10:50-11:00	Clean up time: Everyone is expected to help.
11:00-11:30	Catch of the Day/Story: 1 child takes home tackle box to bring back with a show-n-tell. Please exclude any item that could be interpreted as a weapon or anything fragile. The book of the day is read.
11:30-12:00	Lunch: Social Time and Manners (fully packed lunch from home)
12:00-12:30	Outside play: Large-motor activities outside weather permitting. (Sneakers required otherwise limited to grassy area play)
12:30-12:45	Library Time: Choice of theme related books sitting quietly on carpet area.
12:45-1:35	En "HANDS"ment S.T.E.A.M.: Expand learning with science, art, math, etc.
1:35-1:50	Group Meeting II: Story, alphabet and number concepts
1:50-2:00	Pack-up & Dismissal: Good-bye song
2:00	Dismissal

Classroom Schedule
(Fun Bugs)
3s & 4s Together

9:00-9:35	Arrivals: Sign in – "Fun Friday" – Kid Zone free play time
9:35-9:50	Group/Circle Time I: Calendar, Get Your Body Moving, Share time and activity introduced.
9:50-10:50	Special of the Day: Art, Baking, or Science and Open Interest Areas to play and explore. Each week a new special is introduced as a group project. The children participate in all forms of the weekly specials such as: developing different art media, step by step, preparing and seeing a finished baking product and many forms of incorporating science as cause and effect experiments. Always fascinating!
10:50-11:00	Clean Up Time/Bathroom Break: Everyone is encouraged to help.
11:00-11:20	Group/Circle Time II: Story, finger plays, and songs.
11:20-11:30	Pack up: Preparing for outside play and lunch time, gather belongings

Classroom Schedule
Imagination Station
Monday – Wednesday – Friday

12:30-12:40	Enter Imagination Station Room: Get onboard the Imagination Station Train Bathroom break after arriving
12:40-1:00	Introduce the Title: Teachers ask the children, "Where would your imagination like to take us today?" The teachers write the children's responses down to see in print.
1:00-1:20	Gather materials: What materials do we need to get us there? Research, gather information, collect materials available to us and design… Let's create and make it happen!
1:20-1:50	Pretend Play: Let's act it out using the props we created
1:50-2:00	Clean and Pack up: Clean up and put our materials away

Signature Page

As a parent registering my child here at New London Christian Preschool, I have read and understand the parent handbook and agree to support the principles and policies therein.

_____ _____

Signature of Parent or Guardian Date

_____

Printed Name of Child/Children

Circle your child's class options below:

2s M/W	2s T/Th		
3s M/W	3s T/Th		
4s M/W/F	4s T/Th		
Early Birds	Funbug Fridays	Lunch Program	Imagination Station

***Please sign and return to the Director.**