

*Everything
You Need to Know
about
Your Child in Preschool*

2009-2010



a ministry of

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*With grateful appreciation to Darian Mohring, editor,
for her fresh eyes, organized mind and kind heart.*

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Dear Families,

Deltona United Methodist Preschool welcomes you. We understand and appreciate the care you have taken in choosing a Preschool for your child, and we are honored that you have selected this Preschool for your child's earliest school experience. Along with the Preschool staff, all of the church staff and church family will honor the trust you have shown for us by doing all in our power to provide a nurturing, safe, and loving environment.

Please take time to read the Preschool Mission and Core Values. These, along with our Philosophy of Christian Early Childhood Education, guide our policies, our programs, and our relationships with you and your child.

If you already have a church home we pray for God's blessings upon you and your church family. If you are not part of a church community, we invite you to come and worship with us. Please know that you will always be welcome to participate in all activities.

We thank you for sharing your child with us. Through our care of him or her we will show our gratitude. We shall try to send your child home to you each day a little stronger, a little freer, a little nearer his or her goal.

May God's blessings be with you.

In peace,

Our Mission

To provide high quality Christian-based educational experiences for the preschool children and their families.

Core Values

- Christian
- Provide high quality education
- Give loving care to children
- Work with families - recognizing diversity of family types
- Show respect to each child and family
- Encourage families to grow in their own faith journey
- Consider the developmental needs of the children first
- Be in harmony with the mission of the total church
- Active participant with the United Methodist association of Preschools (UMAP) and its standards
- The working environment provides support for staff - spiritually, professionally, financially, and recognizes the need to address family concerns
- Honor the form that has been successful, while constantly exploring new forms of programming to fulfill our mission
- Consistently work for better ways to do what we're doing

Our Philosophy of Christian Early Childhood Education

Every child is a child of God and a unique composite of individual gifts. Each child should have an opportunity to develop these gifts while being accepted in her or his uniqueness. These gifts can best be developed through freedom to explore a rich environment, using all of her or his senses, while providing the boundaries and guidance she or he needs for security. This rich environment should not only include stimulation for physical, mental, social, and emotional development, but also those adults that can lead a child to know the character of God through their Christ-like actions.

The Preschool Mission, Core Values and Philosophy are not just words. They are played out in every day with the children, and guide program and policies.

The Preschool High Scope and Creative Curriculum are Developmentally Appropriate Programs or DAP in early childhood education language. That means that the things we teach and way we teach them are just right for children of these ages. All of this is based on educational and brain research, and frankly some common sense. That is why your child will come home telling you of the experiences she had through play, because supported play is the way young children learn best. That is also why we do not have formal performances by children or graduation. Those activities are more appropriate and meaningful for older children.

PRESCHOOL PROGRAMS

Two With You

Two with You is a program for adults and children to learn together. The adult will be interacting with the child in all activities: play in centers - story time - music and movement - outdoor play - art - snack - games. Although you and your child will make some new friends, this is not an adult social time. We meet in Room #5 on one day a week from 8:45-11:15. The child must be two or turning two during the school year. The class has a minimum of 4 and a maximum of 10 adult/child partners in learning.

K-2

K-2 is for children two years old on September 1, 2009. The class meets Wednesday & Friday. The class of 12 children with a teacher and a full-time assistant meets from 8:30-11:30.

K-3

K-3 is for children three years old on September 1, 2009. Classes meet Monday, Wednesday, and Friday or Tuesday and Thursday from 8:30-11:30. Each class has 16 children with a teacher and a full-time assistant.

VPK

VPK meets Mon. & Fri. 8:15-1:45 & (with some exceptions) Wed. 8:15-12:45 , with 18 children, a teacher and a full-time assistant. There is no wraparound time or fees. The longer day allows for the same required VPK hours as the 5-day class. The children bring their lunch from home and follow the same basic curriculum, leading to the meeting of Florida VPK standards for kindergarten readiness, as the 5-day class.

VPK- EXTRA

VPK – EXTRA (VPKX) meets Monday- Friday, from 8:30-12:00 with an EXTRA half-hour wraparound daily and a monthly fee of \$40. These EXTRA 42 hours a year give us an opportunity to build on the already strong foundation of VPK. The children will be involved in Clubs with small group activities that may include drama, music, art, cooking, yoga, photography and book publishing. All of the EXTRA activities will help the children meet the Florida VPK standards for kindergarten readiness, and add EXTRA fun, too! VPK-EXTRA-PLUS (VPKX+) is an extension of this class to 1:45 for a wrap-around fee of \$135 per month.

VPK Attendance Policy

We are required by the administrators of the state's VPK program to notify parents in writing of our VPK Attendance Policy:

- Up to 7 days per month can be documented with a parent reason and signature on the Absence Documentation chart. After 7 days, the parent must document the absence on the Absence Documentation chart and bring in a doctor's note stating the dates and reason(s) for the absence(s) beyond the first 7 days.
- Students are allowed 5 vacation days per school year.
- If students exceed the allotted number of absences, individual payment is required to continue enrollment.

Our record keeping policy:

- You will document absences (when your child returns to school) on the chart called "Absence Documentation" that will hang beside the daily sign-in/sign-out sheet. There will be codes to use to document the reason for the absence and a line for **you (or the person bringing your child)** to sign.
- If your child misses no days of school, it is not necessary to fill out or sign the Absence Documentation chart.
- **You (or the person who brings your child)** need to sign your child in every day with a full signature on the daily sign-in sheet.
- **You, the parent, or legal guardian** will still need to sign the monthly "Student Attendance and Parental Choice Certificate," the form that comes out once a month for you to sign and leave at school.

Lunch Bunch

Although Lunch Bunch does afford some afternoon child care for the family, that is not its primary purpose. It's an informal extended session of Preschool during which the children eat the lunches they bring; play on the playground and in centers; sing; hear stories.....HAVE FUN!

It is most afternoons. Your child may attend the days he is in Preschool that morning. Children must be picked up before 1:45, but may be picked up earlier.

One Preschool staff member and assistants selected by the Preschool director.

There are three ways to sign up:

1. To pay by the day, just bring a lunch box with your child's name on it, and a \$10.00 check, with your child on Lunch Bunch Day. There will be a parent outside the classrooms from 8:25-8:40 to sign your child up for that day. We will not be able to accept late sign-up unless it is an extreme emergency
2. You may purchase pre-paid Lunch Bunch Bucks at a rate of \$8.00 a day for 5 days for \$40. You then follow the same sign-up procedures as #1.
3. VPK X+ includes Lunch Bunch 5 days a week in the \$135 wrap around fee. A custom plan may be made for other families requiring consistent and regular care. See Fran to work out the plan.

Lunch Bunch is for children that are able to handle a longer day in a less structured atmosphere on the days they attend a morning session. Most K-2s and many K-3s will not be ready to handle the longer day. There is no naptime and children are of mixed ages. There is a less-structured routine. If a child is too tired or not emotionally ready for that long a separation, waiting a month or two will be best. If a child is working on disruptive or aggressive behavior, we will be able to focus and help the child with new behaviors in the regular Preschool class. The director or your child's teacher will let you know if it is best for your child to wait a few months to grow physically or emotionally, or to work on some social skills before coming to Lunch Bunch. A simple Lunch Bunch Readiness form is included in the Handbook pocket.

GENERAL DAILY PROGRAM

Each class may vary the order of activities some, with lunch added for some. The daily schedule is posted in the classroom in picture form for the children to “read.” This gives them the independence and security of knowing what comes next in their day.

The Daily Program reflects our High Scope Curriculum’s philosophy:

“The general picture with High/Scope is a sense of order and purpose – children taking a far more active part in their own learning, making their own decisions, and spending less time waiting to be told what to do, flitting, wandering aimlessly, or being disruptive.”

GREETING & GATHERING

K-2 - greeted by teacher, then center time. K-3 & K-4 - Reading of a favorite story and informal conversation, prayer K-4 - also, helper chart, news, & pledge to the flag

PLANNING AND CENTERTIME

Children make plans for their work in centers then work together in the learning centers: science, writing, art, dramatic play, music, table work, floor work, block, and book center.

SMALL GROUP TIME

Small groups of children meet for teacher planned activities

CLEAN-UP AND WASHING HANDS

All children wash hands and sit together for prayer and snack.

TRANSITION & LARGE GROUP TIME

A story, learning game, movement activity, singing, or other whole group activity that is planned by the teacher

SNACK AND RECALL

Informal conversation about work done in centers while enjoying a nutritious snack together

OUTDOOR TIME

Children choose from: sand play, water play, large muscle activities, group games, wheel toys, large construction activities, ball play and other related unit activities

DRINK AND REST

LARGE GROUP/ CIRCLE TIME

This may be used as the class chooses: to finish a project, to read a favorite story, or other literacy activity, music or movement activity, etc.

VPK EXTRA CLUBS

Special activities such as drama, pottery, yoga, photography, and cooking.

REVIEW AND DISMISSAL

DAILY EVALUATION AND PLANNING BY STAFF

What is my child learning? How are they evaluated?

The Preschool curriculum is guided by goals generated from High/Scope and Creative Curriculums, VPK standards, and Sunshine State Standards. They specifically encompass ages 2 through 6, although some goals are lifelong.

To evaluate your child on these goals, we use a Child's Observational Record (COR). Based on teacher observations, this is a record of continuing progress of the child's total development. It is not designed to assess a child on a single day in an artificial setting. It also does not represent his or her peak performance.

You will receive a copy of your COR and will review it with your child's teacher during your scheduled parent-teacher conference. Of course, your child's teacher is available to talk with you about the COR or any other concerns any time. Just request an appointment after school or call her. Her phone number is on the class list.

A blank copy of the COR is provided in an index at the back of this handbook. You may wish to review the CORs for a summary of curriculum goals.

What about Christian Education?

God is a part of our everyday. The Preschool staff prays for the children and families before school daily. The children share prayer concerns and pray for each other at gathering and say a prayer of thanks in their own words before snack. They sing scripture and praise songs, like "This is the Day" and "Jesus Loves Me." The VPK classes go into the church sanctuary together for a 15-minute service of story, song and prayer once a month. Parents are encouraged to come for this service, too. Look for it on the monthly calendar.

Christmas is a time of celebration of the birth of Jesus as told in the Bible. Neither the Preschool nor the United Methodist Church believe Santa Claus is a bad thing, we just believe the time can be best spent focused on Jesus, so, Santa is ignored. Likewise, Easter is a time of celebration of new life as shown in the resurrection.

Throughout the year, stories from the Bible of God's work in the world, the teachings and actions of Jesus, and people of faith are read from *The Children's Bible Story Handbook*.

The stories will be noted on the monthly calendar.

While the stories of our faith, communication with God through prayer, and songs of praise and worship are important aspects of Christian life, the most developmentally appropriate and important lessons are learned through relationships in the classroom. Everyday there are opportunities to experience love, forgiveness, sacrifice, kindness, thankfulness, giving, joy, gentleness, truthfulness, hope, conflict and resolution, wonder, helpfulness ----- the gifts of God, the teachings of Jesus, and the fruits of the Holy Spirit.

PRESCHOOL PROCEDURES

As we work together to provide the best possible experience for your child, we ask that you observe the following procedures:

1. Send your child to school in clothing he need not worry about soiling. K-2 children may come in diapers or pull-ups. Please bring diaper or extra underwear, wet wipes, and a change of clothes in the Preschool Bag daily. K-3 & VPK children come in underwear. We will have an extra pair of underwear kept at Preschool. We have extra clothes, if needed. Please wash and return them after an accident.
2. Socks and sneaker-type shoes must be worn at all times. (No boots, sandals or slippery-soled dress shoes) For the comfort and safety of the children, we will **strictly enforce** this requirement, to the point of sending a child home to change shoes if needed.
3. We tell the children, "Home toys stay at home, and school toys stay at school." If your child has an emotional attachment to a blanket or other item, he may bring it and keep it in the Preschool bag during the day until he is ready to give it up. K-2 children, please do not bring pacifiers or bottles.
4. The children will be greeted by their teacher at the door. Parents should say good-bye at the door, reminding the children that they will be back to pick them up. The child will then hang up his own Preschool bag and join the teacher assistant and other children on the carpet for Gathering Time, or go directly into Centers.
5. We will celebrate birthdays once a month. You will be given a chance to bring a special snack if you would like. If a home birthday party is planned, invitations may be delivered through the Preschool bags or on the sidewalk only if all the children in the class are included. This is an exception to #6.
6. Only Preschool- and First United Methodist Church-issued information may go home in the children's school bags or be posted in the wall outside the classrooms. If you have information to share with parents, you are permitted to pass it out to them as they wait on the sidewalk. (See Birthdays for information about birthday invitations in the children's school bags.)
7. Holidays celebrated as a part of the Preschool curriculum are: Thanksgiving, Christmas, Valentines Day, Easter, Mother's & Father's Days. Other holidays such as St. Patrick's Day, Halloween, Chinese New Year, and President's Day may be mentioned in stories or talked about as family celebrations by the children or the church, but they are not part of the curriculum. Parents are encouraged to support the curriculum around holidays in ways mentioned in the monthly newsletter. Parents are asked not to bring snacks or other supports for non-curriculum holidays, such as Halloween. If you would like to bring a special snack or other special items, you must check with your child's teacher the day before.
8. Although the teacher will be in the classroom before and after school, we request that children not arrive earlier than the start time of 8:15 or 8:30 nor remain later than dismissal at 11:30, 12:00 or 1:45.

9. Any problem concerning your child should be referred to his teacher immediately. There is never a problem too small if it concerns your child's welfare. However, we cannot neglect the care of the children by having discussions at the door. Please make an appointment for after school, or call us at home. The teachers' phone numbers are on the class list.
10. If you wish someone other than yourself or persons designated on your registration form to pick up your child after school, please inform your child's teacher in writing to add that person to the approved pickup list. In an emergency, a parent may call the school and talk with the director about pickup arrangements.
11. If Volusia County Schools cancel classes for hurricanes or other emergencies, Preschool will be canceled unless you are notified otherwise by telephone. We will follow VPK and the County School's plan for make-up days if possible.
12. Health studies affirm the importance of sunscreen. If you want your child protected by sunscreen while at Preschool, you should apply it at home for it to be effective during the Preschool hours.
13. In order to help determine the safety of food for children with allergies, we recommend that food brought in for birthdays or other events be pre-packaged and accompanied with a list of ingredients.

HEALTH AND SAFETY

Our concern for the health and safety for the children is reflected in several aspects of our program and procedures:

- Requiring each child to have current immunizations and physical examinations
- Requiring fingerprinting and background checks for all staff
- Requiring First Aid and CPR training of staff
- Ensuring that all equipment is in good repair
- Providing nutritious snacks
- Requiring parental permission for others to pickup their child
- Isolating sick children and notifying parents immediately
- Notifying parents of contagious illness or conditions if present in preschool
- Keeping the staff informed of the latest information on dealing with such conditions as stress in children, child abuse, as well as symptoms of disease
- Sharing health and safety information with parents
- Providing accident insurance in excess over other payments from the child's family's insurance payments

"Is my child too sick to go to Preschool?"

Yes, if...

- she has a fever
- she has diarrhea
- she is vomiting
- she has a rash of undetermined origin
- she has head lice (look for small white nits or eggs clinging to the hair shaft and scratching of the head)
- she has matter in her eye or "pink eye"

“How do I report my child’s absence?”

If your child is in K-2 or K-3, to report your child’s absence, please call us at 386-860-4800 before 8:00 a.m., leaving a message on the answering machine. There is no limit to non-VPK student absences, but it is helpful to know why a child is absent, so that we may pray for a sick child, or family travel or crises. We also need to notify other parents to be aware of contagious diseases.

If your child is in VPK-4, please document their absence (upon their return to school) on the Absence Documentation form that is provided for each class. Please refer to the VPK Attendance Policy in this Handbook for more information about VPK absences.

DISCIPLINE GOALS

It is our goal to help children to:

1. Be able to work in a group with other young children
2. Be able to express anger and frustration in acceptable ways
3. Work toward conflict resolution through negotiation and compromises
4. Show respect for authority
5. Begin to show sympathy and understanding for the needs of others
6. Begin to understand the effects their actions have on others
7. Be able to express appropriate behavior in a variety of social situations

We understand that it is developmentally expected ("normal") for young children to express anger, frustration, and fear physically through hitting, kicking, etc. Also that it is "normal" for him to want his needs met at the expense of all others. With this understanding of the Preschool child, and the underlying principle directed at him, "We will never hurt you, and we cannot allow you to hurt others," we use several positive approaches to help him move toward his goals:

- a. The rooms are set up with the needs of young children in mind
- b. The program is developmentally appropriate to lessen frustration
- c. The staff uses a positive attitude and approach
- d. Appropriate behavior is praised
- e. Inappropriate behavior is redirected
- f. Small classes with sufficient adult supervision lessens tension
- g. A child emotionally out of control is removed from the group in order for him to gain control of himself. This is usually for a very short time, and is seen as an act to help him gain control, not as punishment.
- h. The safety of the group must be considered first. If a child is repeatedly hurting others, the parents may be called to remove the child from Preschool for the day.
- i. The Thinking Center is a place the child chooses to go in order to make plans, be alone, or just think. It is not a Time Out.

TIPS FOR PARENTS

BE INVOLVED - STAY CONNECTED TO YOUR CHILD'S NEW WORLD

When you are involved in your child's Preschool experience, he hears the message that it is important... and so is he! Reading this Handbook and keeping it handy for reference is the first way you can be involved. Reading over the Preschool calendar with your child every day is a way to show that you care about the things he is going to do during his day. Take time to look at the class photo album when he brings it home, and of course, read any notes or flyers. Attending Family Events gives his whole family a chance to know the people in his Preschool World. You also stay connected by volunteering in the classroom and out (see the next section on Volunteers in Preschool).

ESTABLISH A BEDTIME - HELP YOUR CHILD BE READY TO LEARN

Bedtime can become the hardest time of the day for parents and children. But a regular, reasonable, restful night's sleep is essential for a child's growth and ability to assimilate all their brains are absorbing during these early years. The best way to help children have a good night's sleep and pleasant getting ready time in the morning is to establish routines and stick to them. An unhurried time of choosing clothes for the next day, bath, tooth brushing, potty time, conversation about the day and look at tomorrow (look at Preschool calendar), a story, prayers, a back rub and a kiss help a child wind down. A calming routine takes time and commitment, but it is worth it. We will be establishing routines at Preschool, too. Now is a good time to start.

ESTABLISH A MORNING ROUTINE -HELP YOUR CHILD LEARN INDEPENDENCE

Almost as important as bedtime, and as difficult, is a positive awakening time. Again the key is a routine. Important elements in the routine are breakfast, tooth brushing and using the bathroom. The more things you can build into the routine that your child can do independently, the better. The K-3's and VPK's can get their own school bag, for sure. Remember to be consistent.

BE ON TIME - DON'T LET YOUR CHILD MISS OUT

Along with a calmer beginning, a real advantage to a routine in the morning is being on time. When a child is late, he misses that bonding moment with the teacher at the door. He enters feeling, "out of the group," and the VPK child may miss a job for the day. We are very strict with our Lunch Bunch policy of sign-up by 8:40. We understand how difficult it may be, but we also know how a consistently late child misses out.

CHOOSE TV AND VIDEOS CAREFULLY - IT DOES MAKE A DIFFERENCE

Children are affected by what they watch. Research and our own experience at Preschool let us know that children who watch violence, act out in violent behaviors. Children also react to adult themes in shows in ways that may not be readily apparent, but show up in other signs of stress. Too much of even appropriate viewing is not good. It really does make a difference.

PRAY - THE GREATEST POWER PARENTS HAVE

... pray for your child. I believe this is the most vital thing you can do for your child.
... pray with him. Let him hear you thank God for him.
... pray for your family. Raising children is the hardest job in the world. Pray for each other.
... pray for us. We pray for you in our staff prayer time every morning at 8:05, too.
We praise God for the honor of being a part of your child's life.

I CAN . . . Be Involved in Preschool

“A key indicator of high quality early childhood programs is parent participation.”

You are the most important adult in your child's life, and a very important part of your child's Preschool experience. As you interact with your child about his day, you reinforce the learning that has begun. You are better able to share this experience when you are involved through volunteer work either at home or in the classroom. And frankly, your completing tasks for us as well as lending talent, allows us to provide a fuller, richer program.

I CAN be involved in the classroom

Support the children with simple cooking or other projects, taking pictures, reading to 2 or 3 children in book center, 8:15 or 8:30- 10:00.

You'll feel successful about your work in the classroom if you...

- ◆ Delight in being with young children
- ◆ Are comfortable assisting a small group of children
- ◆ Are able to follow the teacher's direction, then give direction to children
- ◆ Aren't afraid to make mistakes or ask for help

I CAN be involved at home

Prepare simple materials from teacher-made kits for the classroom – cutting, collating, decorating construction paper and glitter birthday crowns, decorating simple birthday banners, sewing, making playdough by the Preschool recipe.

You'll feel successful about your volunteer work at home if you...

- ◆ Enjoy working alone
- ◆ Enjoy working according to your own schedule
- ◆ Enjoy helping, even though you can't come in to Preschool
- ◆ Are able to follow simple directions
- ◆ Aren't afraid to make mistakes or ask for help

I CAN be involved with the teacher

Facilitate other parent volunteers as the Parent Volunteer Facilitator or “Very Friendly” and helping keep track of paperwork, or submitting and dispersing Children's Book Club orders, or coordinating the children's Homework Bags.

You'll feel successful about your work with the teacher and other parents if you...

- ◆ Enjoy working with other adults
- ◆ Enjoy bookkeeping/ ordering tasks
- ◆ Are able to talk with customer service personnel about ordering/shipping problems
- ◆ Enjoy reminding parents of deadlines
- ◆ Enjoy coordinating other volunteers
- ◆ Aren't afraid to make mistakes or ask for help

I CAN be involved before school

Sign-up children for Lunch Bunch from 8:25 – 8:40, make a list of attending children for each teacher; store lunch boxes in the church kitchen, and record payments. Margaret Thomas is the staff person that will work with you.

I CAN be involved during Preschool (about once a month)

Work in a group with others at the Preschool in a Parent Workday to prepare materials for the classroom. You may bring your other children, watching them while they play in the room with you, while you work.

You'll feel successful about your work at Parent Workday if you...

- ◆ Enjoy working with other people around, children and adults talking and laughing
- ◆ Enjoy hand work -tracing, cutting, pasting and such
- ◆ Are able to follow simple directions
- ◆ Aren't afraid to make mistakes or ask for help
- ◆ Do what you can, and not feel guilty if you aren't able to complete a task

Parent Workdays are usually scheduled on a Wednesday and Thursday each month. They run from when you say good-bye to your Preschooler until you need to pick them up. If you can only work for a portion of that time, please come for as long as you can. There are toys and play space provided for your younger children. We provide refreshments. And...we will always be so very grateful for you.

I CAN be involved by saving and donating.

Send items such as paper towel tubes, yogurt containers with lids, and soft wood scraps with your child. Check the Preschool monthly newsletter and notes on the wall for specific items needed. Give to our scholarship funds by upping tuition a little monthly. Donations are tax deductible, just let us know you want a receipt.

You'll feel successful about your work saving and donating if you...

- ◆ Enjoy supporting others in need
- ◆ Enjoy supporting our environment by reusing items
- ◆ Want to help, but cannot come into the classroom.
- ◆ Are able to designate Deltona United Methodist Preschool as recipient of United Way funds at your work place.
- ◆ Are able to give supplies from your work place, such as paper, office supplies, gift certificates, outdated items, services.

I CAN be involved by work on events committees.

Plan and facilitate family events such as picnics, and community involvement events, such as the Pumpkin Patch or a food drive.

You'll feel successful about your work on events committees if you...

- ◆ Enjoy working with other parents and having fun.
- ◆ Enjoy planning fun for families.
- ◆ Enjoy working to benefit the community.
- ◆ Enjoy organizing activities and shopping for supplies

I CAN be involved in other ways.

Make suggestions of other ways to be involved and support the Preschool, and ultimately the quality of each child's educational experience.

TUITION AND FEES

Two with You

Two with You is offered in 4-Monday sets for \$40 tuition. Tuition is payable at registration and non-refundable. There is no registration fee. Scholarships are available.

K-2, K-3, VPK EXTRA. And VPK EXTRA-PLUS

The tuition and wrap-around fees for the year are divided into 10 equal payments, due monthly. The Registration Fees and the first month's tuition are to be paid at registration. Tuition is due the first of each month. We do not accept cash. Credit or debit card payment can be arranged. Make checks payable to:

DELTONA UNITED METHODIST PRESCHOOL or DUMP ☺

Tuition Fees:

K-2 & 2-Day K- 3:

\$135.00 monthly tuition

\$ 80.00 registration fee

\$215.00 due at registration

3-Day K-3:

\$190.00 monthly tuition

\$ 85.00 registration fee

\$ 275.00 due at registration

VPK EXTRA

\$40 wrap-around fee mthly

VPK EXTRA PLUS

\$135 wrap-around fee mthly

VPK

no charge

There is a 10% reduction in monthly tuition offered for each child to families with more than one child in the tuition-based classes.

Registration fees are non-refundable. Advanced tuition may be refunded for unforeseen circumstances if requested in writing before July 1. If a child is out of school for some reason, his tuition is still payable to hold his place in the class.

You will be glad to know that there are NO ADDITIONAL CHARGES for:

- Cooking experiences
- Preschool book bags
- Preschool tee shirts
- Scholastic magazine (VPKs)
- Writing packet (VPKs)
- Homework Games (VPKs)
- Family Events
- Snacks
- Homework Bags
- Gifts
- Birthday pictures
- Class pictures
- Special parenting information
- Speech/Language screening

FUND RAISERS

Neither you nor your child will ever be asked to buy or sell anything to raise money for the Preschool budget. DVDs of the classes are sold to support scholarship funds. Through the years, the Preschool has been blessed by donations from grateful parents and grandparents. Some gifts have been large cash or stock donations; others have been equipment and supplies. Some have established scholarship funds, others for specific improvements, and others as gifts of love to be used as needed. Gifts are tax deductible and most gratefully appreciated.

2009-2010 CALENDAR

With a few exceptions, the Preschool will closely follow the traditional calendar used by the public schools in Deltona. Preschool will begin with individual Preschool or home visits the first week of August and Student Orientation on August 24.

August

New Friends

- 24 Student Orientation
K-2 10:30-11:15
K-3 9:00-9:45 or 10:15-11:00
VPKs 9:30-10:30
- 25 VPK X children begin 8:30-12:00, AND VPKX+ 8:15-1:45
- 25 & 26 Parents' Waiting Room 8:30-11:30
- 25 & 27 Part days for 2-Day K-3 8:30-9:45 for 8 children, 10:15-11:30 for 8 children
- 26 VPK class begins 8:15-1:45
- 26 & 28 Part days for 3-Day K-3 8:30-9:45 for 8 children, 10:15-11:30 for 8 children
- 26 & 28 Part days for K-2 W/F 8:30-9:45 for 6 children, 10:15-11:30 for 6 children
- 31 First full day for 3-Day K-3

September

In The Beginning

- 1 First full day for 2-Day K-3
- 2 Lunch Bunch begins for K-3 & VPKs
- 2 First full day for K-2
- 3 Parent Orientation evening 6:30-8:00
- 7 No School Labor Day Holiday
- 8 & 9 Tom Marshall Photos
- 9 K-2 Phone conferences
- 9 & 10 I CAN . . . volunteer breakfast
- 25 No School – Teacher Duty Day
- 30 Parent Workday
- 30 K-3 Parent/Teacher conferences

October

Creation and Thankfulness

- 1 Parent Workday
- 1 K-3 Parent/Teacher conferences
- 23 No School – Teacher Duty Day

November

Thankfulness: Fall & Thanksgiving

- 4,5 & 6 VPK-4 Parent/Teacher conferences
- 11 No School – Veteran's Day Holiday
- 12 Parent Workday
- 15 Preschool/ Church Covenant Picnic at the Zoo, Family Event
- 18 & 19 Grandfriends visit
- 20 Preschool Board meeting
- 23-27 Thanksgiving Holidays

December

Christmas

- 15 & 16 VPKs Christmas Celebration & K-3 Christmas Sharing
- 18 -Jan.1 Christmas Holidays

January

Winter/Transportation/Safety

- 13 & 14 I CAN. . . volunteer breakfast
- 18 & 19 No School – Martin Luther King Holiday

February

Valentines/Farm

- 10 & 11 Parent Workdays
- 10 & 11 Grandfriends visit
- 11 Family Literacy Night and Book Exchange, Family Event
- 15 No School – President’s Day

March

Spring/Easter

- 2 – 4 Registration for 2010-2011 School Year
 - 26 - Spring Break
- April 2

April

Families

- 14 & 15 Parent Workday
- 14, 15,16 K-2, K-3 & VPKs Parent/Teacher Conferences
- 24 Brunch at the Beach Family Event

May

Families

- 6 2-Day K-3 Mother’s Tea
- 7 3-Day K-3 Mother’s Tea
- 7 VPKs Mother’s Tea
- 4 Preschool Board Meeting
- 19 & 20 Parent Workdays
- 19 VPKs Dads & Donuts
- 31 No School - Memorial Day

June

- 3 Last Day of school for 2-Day K-3
- 4 Last Day of School for K-2, 3-Day K-3 and VPK-4

Every effort is made to give you accurate dates of events for the entire year, but sometimes changes must be made. Please check the monthly calendar to verify dates.

2010-2011 PRESCHOOL STAFF

Fran Porter, Director
Margaret Thomas, Staff Assistant

K-3

Blue Team

Debbie Ganey, Teacher
DeAnn Rose, Assistant Teacher

K-2

Orange Team

Claudia Nowlin, Teacher
Karen Ibison, Assistant Teacher

Two with You

Fran Porter, Leader

VPK EXTRA & VPK EXTRA PLUS

Red Team

Kim Logan, Teacher
Pilar Estupinan, Assistant Teacher

Green Team

Jennifer Jackson, Teacher
Margaret Reeves, Assistant Teacher

VPK

Purple Team

Andrea Schwartz, Teacher
Jenny Frame, Assistant Teacher

Our Preschool staff is professionally trained and dedicated to helping your child grow in all areas. Our teacher assistants, as well as teachers, have completed the Child Care Worker's Training Course as required by the Department of Children and Families (DCF.) The staff will participate in a minimum of 10 hours additional education this year. They are also members of several professional organizations. The Preschool is licensed by the Florida Department of Children and Families and undergoes regular inspections. We have also met the high standards for Gold Seal Accreditation through the Florida United Methodist Early Childhood School Association.

PRESCHOOL BOARD OF DIRECTORS

Church Representatives

Marty Suarez, (386) 668-8888
Ginger Ottinger, (386) 574-3456
Julia Bohn (386) 860-1717
Nancy McClean (386) 774-8195

Parent Representatives

Tracey Earley, (386) 575-2707
Amanda Wilk, (386) 789-2125
Jennifer Riffle (407) 328-8687
Darian Mohring, (321) 206-4844

Staff Representatives

Rev. Sandra Parsons, (386) 775-3233
Fran Porter, (386) 860-4900
Margaret Reeves, (386) 668-4037

The Preschool Board of Directors is a link in the mutually supportive covenant relationship of ministry between the church and its preschool. Church representatives are from trustees, finance, staff/parish relations and education committees. Parent representatives have children from all age levels. The Board reports to the Administrative Council of the church with recommendations on policy, tuition, staff hiring and salaries, scholarship fund management.

RESOURCES

EARLY STEPS & CHILD FIND

These are federally funded programs to help identify and provide services for children who may have problems in any of these areas:

Speaking or understanding	Vision or hearing
Moving or playing	Getting along with other children
Learning and paying attention	Self-feeding, dressing, toileting

These agencies have worked closely with the Preschool to help us best meet the needs of your children by providing:

Developmental screening	Physical, speech & occupational therapy
In-depth evaluations & diagnostic services	Services coordination

If you would like more information, talk with your child's teacher or the director. It has been our experience that the process takes several months to complete; we therefore recommend that contact be made if there is any possibility of need. Parents may stop the process at any time.

Early Steps, for children birth-3-years-old: **1-800-439-6417**
Child Find, for children 3-5 years: **386-734-7190 Ext. 52867**

THE SUE VOUGH PRESCHOOL SCHOLARSHIP FUND

Sue Vough was a young woman that loved the Lord and loved people. She expressed these two loves in all that she did. She encouraged the youth, laughed with the older people, and worked for the needs of the children of our church and community. As a paraplegic living independently, her finances were limited, but just as she was free with her time to meet the needs of others; she was willing to give of her money sacrificially. Sue had seen the difference the Lord can make through love in the Preschool and wanted to be a part of this work. She helped by providing a child with tuition and fees for Preschool.

Following Sue's accidental death in 1986, the Genesis Circle of the United Methodist Women wanted to honor her life by continuing her support of children by providing for limited tuition assistance to those Preschool families in financial crisis. The Scholarship Fund was established through the Memorials Committee of the church and accepts tax-deductible donations from groups and individuals.

Some families give regularly by adding a donation to their tuition check each month.

A family needing Scholarship assistance should request an application from the child's teacher or the Preschool Director.

INDEX of Child's Observational Record (COR) See Page10

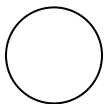
K-2

<u>K-2 Children's Observation Record</u>		K-2 Spring
<u>Spiritual Development</u>		
Enjoys participation in a Christian community and aspects of religious life -singing praise songs, prayer, listening to Bible stories		
Comments:		
<u>Work Habits / Personal Development Skills</u>		
Uses school supplies and materials with care		
Follows classroom rules & routines with teacher direction (manages transitions from one activity to another in our daily schedule)		
Asks for adult assistance when needed		
Listens attentively at Gathering, Small Group, Circle, etc.		
Follows non-verbal clues & 2-step verbal directions		
Comments:		
<u>Social / Emotional Development Skills</u>		K-2 Spring
Shows interest in playing with friends		
Starting to work cooperatively with others		
Demonstrates physical control (refrains from hitting, kicking, biting, grabbing things, etc.)		
Appropriately expresses needs & feelings using simple words		
Starting to demonstrate verbal control by modeling teacher's words		
Accepts and responds to correction		
Comments:		
<u>Language, Literacy, and Pre-Reading Skills</u>		
Communication – Speech is usually understood by adults		
Uses complete sentences of at least 2 – 3 words		
Can tell their first name when asked		
Book Knowledge - Holds books and pretends to read		
Comprehension - Answers relevant questions regarding story read or discussion		
Responds when their name is called		
Comments:		
<u>Mathematics and Science Skills</u>		K-2 Spring
Starting to match like items		
Sorting items by color		
Recognizes some colors (see separate page)		
Recognizes some shapes (see separate page)		

Completes simple puzzles		
Counts verbally up to 5		
Seriation – uses simple comparison words to identify differences of two or more objects (ex. small and big)		
Understands spatial words (see separate page)		
Starting to express curiosity		
Comments:		
<u>Writing Skills</u>		
Starting to draw with a crayon		
Comments:		
<u>Creative Arts</u>		
Explores art materials		
Creates representations made with art materials (ex. Play dough)		
Participates in pretend play		
Participates in class singing		
Participates in movement/dance		
Participates in playing instruments		
Comments:		
<u>Fine (Small) Motor Skills</u>		
Strings beads		
Tears paper into small pieces using pincher grip		
Beginning to use scissors		
Comments:		
<u>Gross (Large) Motor Skills</u>		
Throws a ball		
Kicks a stationary ball		
Climbs stair steps or ladder		
Walks or runs with coordination		
Comments:		

Colors (child points to the color the teacher names)
red, orange, yellow, green, blue, black,

Shapes (child points to the shape the teacher names)



Spatial (child shows each position)
in, out, up, down, on, off

K-3 See Page 10

<u>K-3 Children's Observation Record</u>		K-3 Spring
<u>Spiritual Development</u>		
Enjoys participation in a Christian community and aspects of religious life -singing praise songs, prayer, listening and learning Bible stories		
Comments:		
<u>Work Habits / Personal Development Skills</u>		
Takes care of own needs and personal property (ex. tissues, handwashing, bathroom)		
Uses school supplies and materials with care		
Takes care of school materials and supplies (puts them in their proper place)		
Understands and follows classroom rules & routines (manages transitions from one activity to another in our daily schedule)		
Appropriately seeks adult assistance when needed (raises hand; asks)		
Listens attentively at Gathering, Small Group, Circle, etc.		
Follows non-verbal clues & 3-step verbal directions		
Completes tasks		
Comments:		
<u>Social / Emotional Development Skills</u>		
Plays with a variety of friends (not dependent on same friend)		
Works cooperatively with others (shares, takes turns, respects others)		
Demonstrates physical control (refrains from hitting, kicking, grabbing things, etc.)		
Appropriately expresses needs & feelings		
Demonstrates verbal control (uses words to negotiate & resolve conflicts)		
Accepts and responds to correction		
Participates in group activities		
Comments:		
<u>Language, Literacy, and Pre-Reading Skills</u>		
Communication – Speech is easily understood by classmates		
Uses complete sentences of at least 3 – 4 words		
Actively participates in conversations		
Book Knowledge - Holds books appropriately & pretends to read		
Identifies parts of book – front, back		
Comprehension - Makes story predictions based on picture clues (illustrations)		

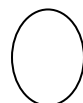
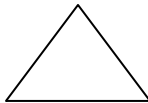
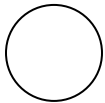
Asks or answers relevant questions regarding story read or discussion		
Recognizes and identifies some alphabet letters		
Identifies pairs of rhyming words (ex. spoon-moon, bell-tell)		
Recognizes opposite words		
Recognizes own printed first name		
Recognizes some classmates' printed names or K-3 symbols		
Comments:		
<u>Mathematics and Science Skills</u>		
Matches like items		
Sorting / classifying items by color, shape, size		
Recognizes 11 basic colors (see separate page)		
Recognizes 5 basic shapes (see separate page)		
Completes age-appropriate puzzles		
Counts out objects up to at least 15 items		
Recognizes and identifies some numerals		
Duplicates a simple pattern (ex. red, blue, red, blue)		
Seriation – uses comparison words to identify differences of three or more objects (ex. small, medium, large)		
Places at least three objects in a seriated order		
Understands 8 common spatial words (see separate page)		
Asks questions & expresses curiosity		
Suggests a solution to solve a problem		
Comments:		
<u>Creative Arts</u>		
Explores a variety of art materials		
Creates and describes representations made with art materials (ex. Play dough, clay, art center)		
Participates in pretend play (ex. acting out stories, uses props for make-believe play, accurately represents a specific role)		
Actively participates in class singing		
Actively participates in movement/dance		
Participates in playing instruments		
Identifies dynamics – loud and soft		
Identifies fast and slow tempos		
Comments:		
<u>Writing Skills</u>		
Holds pencil in the typical pincher grip		
Forms some recognizable letters (especially letters in their own name)		
Comments:		
<u>Fine (Small) Motor Skills</u>		
Laces or strings beads		
Holds scissors with the typical grip		

Cuts on a pre-drawn line (see separate attachment)		
Buttons large buttons		
Comments:		
Gross (Large) Motor Skills		
Exhibits coordination with balance and control		
Throws and catches a ball		
Kicks a rolling ball		
Climbs stair steps or ladder using alternating feet		
Walks forward on a low balance beam		
Comments:		
<p>***Parents - It's also important for your child to know his/her Full Name. This is a skill you could work together on at home.</p>		

Colors (child points to the color the teacher names)

red, orange, yellow, green, blue, purple, brown, black, pink, white, gray

Shapes (child points to the shape the teacher names)



Spatial (child shows each position)

under, over, front, back, inside, outside, behind, next to

Child Prints First Name



Cuts on a pre-drawn line (attach here)

K-4 (VPK) See Page 10

<u>K-4 Child's Observation Record</u>	K-4 Fall	K-4 Spring
<u>Spiritual Development</u>		
Enjoys participation in a Christian community and aspects of religious life -singing praise songs, prayer, listening and learning Bible stories		
Comments:		
<u>Work Habits / Personal Development Skills</u>		
Takes care of own needs and personal property (ex. tissues, handwashing, bathroom, putting on own jacket)		
Takes care of school materials and supplies (puts them in their proper place)		
Understands and follows classroom rules & routines (manages transitions from one activity to another in our daily schedule)		
Appropriately seeks adult assistance when needed (raises hand; asks)		
Listens attentively at Gathering, Small Group, Circle, etc.		
Follows nonverbal clues & 4-step verbal directions		
Works independently		
Stays on task (persistent; not easily distracted)		
Completes tasks in a reasonable time		
Comments:		
<u>Social / Emotional Development Skills</u>		
Initiates interactions/friendships		
Sustains interactions/friendships		
Plays with a variety of friends (not dependent on same friend)		
Works cooperatively with others (shares, takes turns, respects others)		
Demonstrates physical control (refrains from hitting, kicking, grabbing things, etc.)		
Appropriately expresses needs & feelings		
Demonstrates verbal control (uses words to negotiate & resolve conflicts)		
Accepts and responds to correction		
Participates in group activities		
Comments:		
<u>Language, Literacy, and Pre-Reading Skills</u>		
Communication – Speech is easily understood by classmates		
Uses complete sentences of at least 5 – 6 words		
Actively participates in conversations		
Book Knowledge – Holds books appropriately & pretends to read		

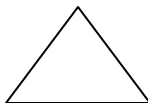
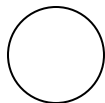
Identifies parts of book – front, back, title, author, illustrator		
Follows Left to Right and Top to Bottom when looking at a book		
Comprehension – Makes story predictions based on picture clues (illustrations)		
Retells some sequence or at least 3 details of story read or discussion		
Asks or answers relevant questions regarding story read or discussion		
Alphabet Recognition – Identifies Upper Case letters (see separate page)		
Identifies Lower Case letters (see separate page)		
Phonological Awareness – Recognizes and produces rhymes		
Claps out syllables in words		
Identifies some individual letter sounds or beginning consonant sounds of words		
Recognizes and produces opposite words		
Recognizes / reads own printed name		
Recognizes / reads some classmates' printed names		
Comments:		
Mathematics and Science Skills		
Sorting / classifying items by shape, size or category using 2 different attributes (ex. red dinosaurs)		
Identifies 11 basic colors (see separate page)		
Identifies 5 basic shapes (see separate page)		
Completes age-appropriate puzzle		
Counts out objects up to at least 30 items		
Shows an understanding of simple addition or subtraction, with objects		
Shows understanding of the concept more / less / equal		
Identifies numerals # 0 – 15 (see separate page)		
Duplicates and continues a pattern (ex. red, blue, white, red, blue, white)		
Seriation – uses comparison words to identify differences of three or more objects (ex. small, medium, large)		
Places at least three objects in a seriated order		
Understands 18 common spatial words (see separate page)		
Asks questions & expresses curiosity		
Brainstorms and solves problems with flexibility and inventiveness		
Comments:		
Creative Arts		
Explores a variety of art materials		
Creates and describes representations made with art materials (ex. Play dough, clay, art center)		
Drawings and paintings are recognizable by adults		

Participates in pretend play (ex. acting out stories, uses props for make-believe play, accurately represents a specific role)		
Actively participates in class singing		
Actively participates in movement/dance		
Participates in playing instruments		
Claps or marches to a steady beat		
Produces dynamics – loud and soft		
Produces fast and slow tempos		
Comments:		
<u>Writing Skills</u>		
Holds pencil in the typical pincher grip		
Prints own name – first		
Prints own name – last		
Uses inventive spelling to print their own words		
Uses Upper and Lower case letters when printing		
Comments: refer to Child's Journals		
<u>Fine (Small) Motor Skills</u>		
Holds scissors with the typical grip and cuts with reciprocal action		
Cuts a pre-drawn circle (see separate attachment)		
Buttons large buttons		
Starts and zips up a jacket zipper		
Comments:		
<u>Gross (Large) Motor Skills</u>		
Exhibits coordination with balance and control		
Hops on one foot at least 5 times consecutively		
Gallops		
Walks forward on a low balance beam		
Comments:		
<p>***Parents - It's also important for your child to know his/her Full Name, Address, Phone Number and Birthday. This is a skill you could work together on at home.</p>		

Colors (child names each color of crayon)

red, orange, yellow, green, blue, purple, brown, black, pink, white, gray

Shapes (child names shape)



Alphabet (child names each letter)

A Z B Y C X D W E V F U G

T H S I J R K Q L P M O N

a z b y c x d w e v f u g

t h s i j r k q l p m o n

Numerals (child names each numeral)

5 0 1 3 7 9 10 2 4 6 8 14 12 15 11 13

Spatial (child shows each position)

under, over, front, back, inside, outside, behind, next to,
beside, above, below, top, bottom, between, near, far,
left, right

Cut a pre-drawn circle (attach here)

REVISED VPK ATTENDANCE POLICY

“During the 2009 Special Session, the Florida Legislature changed the wording in the VPK statute to require that a provider’s total payment for a child be at least 80% for days attended. This limits a provider from being reimbursed for more than 20% of absences based on the time a child attended. “

This change in the state’s VPK Attendance Policy means:

- families no longer need to document absences
- a child may only be absent 20% of each month’s or total program hours.
- Even absences due to long term illness will only be reimbursed up to 20% of the total hours.
- If children exceed the allotted number of absences, individual payment is required to continue enrollment.

Our record keeping policy:

- **You (or the person who brings your child)** need to sign your child in and out every day with a full and legible signature on the daily sign-in sheet.
- **You, the parent, or legal guardian** will still need to sign the monthly “Student Attendance and Parental Choice Certificate,” the form that comes out once a month for you to sign and leave at school.

GENERAL DAILY PROGRAM

Each class may vary the order of activities some, with lunch added for some. The daily schedule is posted in the classroom in picture form for the children to “read.” This gives them the independence and security of knowing what comes next in their day.

The Daily Program reflects our High Scope Curriculum’s philosophy:

“The general picture with High/Scope is a sense of order and purpose – children taking a far more active part in their own learning, making their own decisions, and spending less time waiting to be told what to do, flitting, wandering aimlessly, or being disruptive.”

GREETING & GATHERING

K-2 - greeted by teacher, then center time. K-3 & K-4 - Reading of a favorite story and informal conversation, prayer K-4 - also, helper chart, news, & pledge to the flag

PLANNING AND CENTERTIME

Children make plans for their work in centers then work together in the learning centers: science, writing, art, dramatic play, music, table work, floor work, block, and book center.

SMALL GROUP TIME

Small groups of children meet for teacher planned activities

CLEAN-UP AND WASHING HANDS

All children wash hands and sit together for prayer and snack.

TRANSITION & LARGE GROUP TIME

A story, learning game, movement activity, singing, or other whole group activity that is planned by the teacher

SNACK AND RECALL

Informal conversation about work done in centers while enjoying a nutritious snack together

OUTDOOR TIME

Children choose from: sand play, water play, large muscle activities, group games, wheel toys, large construction activities, ball play and other related unit activities

DRINK AND REST

LARGE GROUP/ CIRCLE TIME

This may be used as the class chooses: to finish a project, to read a favorite story, or other literacy activity, music or movement activity, etc.

VPK EXTRA CLUBS

Special activities such as drama, pottery, yoga, photography, and cooking.

REVIEW AND DISMISSAL

DAILY EVALUATION AND PLANNING BY STAFF

