

# 2011-2012 Parent Handbook



First United Methodist  
Weekday Ministry

*Children are a gift from  
the Lord!*

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Dear Parents,

Welcome to our Weekday Ministry family at Marietta First United Methodist Church! We are thrilled that you are here and that you are sharing your most precious gift with us.

The purpose of our ministry is to provide each child with opportunities to love learning while experiencing the unconditional love of Jesus. We will provide experiences that stimulate physical, emotional, social and cognitive development. Our goal is to make learning fun and make your child want to come to school every-day.

We believe that children learn best when they are active participants. Our teachers are very skilled at implementing and planning lessons that support this belief.

I encourage you to take the time to read our newsletters, recognize your child's accomplishments when they bring home work and be active listeners to hear about their day. Please remember that we celebrate the process of learning in preschool more than the finished product.

Weekday Ministry includes the Nursery School and the Preschool. The Weekday Ministry Board of First United Methodist Church of Marietta administers the policies of our school. Please refer to this handbook for calendar, policy and procedure issues. In effort to go green, our handbook is not printed for each family, but it is posted on our website [www.weekdayministry.com](http://www.weekdayministry.com).

I encourage you to become involved with our Parent Action Committee. Forms will be available when you visit the classroom or in the weekday office.

Please call me if you have any questions or concerns. I look forward to working with each of you and watching these precious children grow.

In Christ's Love,

Kelly Bachman, Director  
FUMC Weekday Ministry

# ***MISSION STATEMENT***

We believe that every child should experience the unconditional love of Jesus through our actions and words.

We believe that every child should be provided with age appropriate learning experiences so that they may develop to their fullest potential physically, mentally, emotionally, socially and spiritually.

We believe that our church, our weekday program and our parents should work as a team to enable each child to develop his/her fullest potential.

## **First United Methodist Weekday Ministry Vision Statement**

First United Methodist Weekday provides each child with opportunities to love learning while experiencing the unconditional love of Jesus. We provide experiences that stimulate physical, emotional, social, cognitive, and spiritual development through directed play and active participation. We encourage children and their families to truly enjoy their experiences here.



## Goals

1. To continue to provide a Christian early education program where Jesus is the focus and the children are unconditionally loved and accepted because of Him.
2. To form a curriculum committee of teachers and board members to continue to improve and grow curriculum at each age level.
3. To continue to bring spiritual, social and training opportunities to the staff.
4. To continue to support the PAC and encourage volunteers to get involved in our ministry.
5. To make parents aware the skills we will evaluate in order to work with them in helping their child achieve progress toward each skill.
6. To expand lunch bunch to add additional weeks during the school year and to add a Friday lunch bunch.
7. To make every effort to communicate in monthly newsletters the details of classroom activities/lessons and skills learned as a result of these activities/lessons.
8. To improve our registration process and offer pre-registration online, tours led by Weekday parents, and open house at different times of the year.

## Accreditation

Weekday Ministry is a School of Excellence in the North Georgia Preschool Association. Weekday Ministry is accredited by the Southern Association for Colleges and Schools (SACS), a global accreditation system committed to advancing excellence in education. These accreditations engage the entire school community in a continuous process of self evaluation, reflection, and improvement. Accreditation standards promote quality assurance with both internal and external reviews.



*Weekday Ministry 2011-2012 School Year Calendar*

August 1	Office Staff returns
August 15	Weekday Staff returns
August 23	Open House/Parent Orientation
August 24-26	Make New Friends Days
August 29	First Day of Classes
<b>September 5</b>	<b>Labor Day - school closed</b>
September 6	Lunch Bunch 1 begins
September 9 & 10	Lil' Lambs
October 3-7	Phone Conferences
<b>October 10</b>	<b>Columbus Day - school closed</b>
October 13 & 14	Speech Screening
October 31	Lunch Bunch 2 begins
November 3 & 4	Eye Screening
<b>November 21-25</b>	<b>Thanksgiving Holidays</b>
<b>December 21 - Jan.6</b>	<b>Christmas Holidays</b>
January 9	Classes resume
<b>January 16</b>	<b>MLK Day - no school</b>
January 17	Lunch Bunch 3 begins
January 23 - 27	3's Conferences
February 3	Registration for 2011-2012
<b>February 20 - 21</b>	<b>Winter Break</b>
<b>March 2</b>	<b>Georgia Preschool Conference School Closed</b>
March 12 - 16	2's Conferences
March 12	Lunch Bunch 4 begins
March 9, 10	Lil' Lambs
March 23	Art from the Heart
March 19 - 23	4's Conferences
<b>April 2 - 6</b>	<b>Spring Break</b>
May 18	Last day of school

Dates and Activities Subject to Change



## General Policies of FUMC Weekday Ministry

### ENTRANCE REQUIREMENTS

Toddler Classes: Students must be 1 year old on or before September 1, 2011

2-4 Year Classes: Students must have attained class age on or before September 1, 2011  
*(no exceptions will be made).*

Weekday reserves the right to deny admission in certain circumstances.

### NOTICE OF NONDISCRIMINATORY POLICY

First United Methodist Weekday Ministry admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**HEALTH CERTIFICATE:** In addition to the DPT, Polio, and MMR vaccines, it is now the policy of the Department of Human Resources that all children entering school must have received the Hepatitis B series of vaccines.

A health certificate—on State of Georgia Form 3231— with a certified record of immunization **MUST** be on file by August 26, 2011. Children will not be allowed to attend the first day of school if this requirement is not met. Failure to provide the certificate in a timely manner may result in withdrawal of a child from the program.

**THREE-YEAR CLASSES:** Students must be potty-trained by the beginning of the school year.

### CLASSES AVAILABLE FOR 2011-2012

<u>CLASS</u>	<u>#Days</u>	<u>Registration/Monthly Tuition</u>
Toddler	2	\$140.00
2 Year	2	\$160.00
2 Year	3	\$185.00
3 Year	3	\$195.00
3 Year	4	\$215.00
4 Year	3	\$205.00
4 Year	4	\$220.00
4 Year	5	\$240.00
5 Year/Enrichment	5	\$295.00

*A discount is offered for paying the year in advance. Please call the office for more information!*

**While preferences for teachers and/or classes may be noted, they cannot be guaranteed.** Responsibility for class placement lies with the director, who has a responsibility to ensure all classes are appropriately balanced.

## **STAFF QUALIFICATIONS**

- All employees submit to reference and criminal record checks.
- All employees attend at least 24 hours of Director approved training each year.
- All employees maintain current CPR credentials.
- All employees complete Safe Sanctuary training.
- Additional qualifications are required for specific areas of instruction.

## **PARENT VOLUNTEERS** ☺

The Weekday Ministry Staff and The Weekday Ministry Board welcome and encourage participation by parents and grandparents as volunteers. There are many different ways you can become involved. We need parents to help in their child's classrooms, substitute when a teacher has to be absent, serve on the Parents In Action Committee (PAC) and help in the school as an Extra Pair of Hands on many occasions. Volunteers may be asked to submit to appropriate screening under Marietta FUMC's "Safe Sanctuary" policies.

Please become a member of our Parents In Action Committee after you read the written information you received on volunteering and return the involvement sheet to your child's teacher or to the Weekday Ministry Office. You may also sign up at Meet Your Teacher days if you prefer. A PAC member will contact you to make firm arrangements. On days that you do volunteer, you will need to check in first with the Weekday Ministry Office. We will help you find the place you are committed to be, or find the place you are most needed that day.

Thank you for your willingness to serve as a volunteer. We could not be the type of program that we are without your willingness to get involved!

## **OUR PLAYGROUND**

We are very excited about having a MIRACLE playground from Hasley Recreation for our children. Our Children's Council and our Weekday Ministry Board have worked very hard to make this playground a reality. The playground has three distinct areas designed specifically for nursery school, preschool and elementary aged children. Each area meets or surpasses all safety standards established for playgrounds.

We are sincerely grateful to all our church members, Weekday families and community friends who generously donated over \$100,000 to provide this playground for our children.

## **ZOO PHONICS**

Young children learn when they are active and having fun. The Zoo-Phonics program uses 26 friendly "animal letters" which lead to step-by-step development of reading, spelling, and handwriting fundamentals.

All of our classes will experience Zoo-Phonics activities in music, circle time, center games

and, art activities.

### **LIL' LAMBS**

FUMC Weekday Ministry is one of the sponsors of the Lil' Lambs Consignment Sale, and a portion of Sale proceeds support our programs.

The sale is held on the second full weekend of March and September. Visit the web site for more information: [www.lil-lambs.org](http://www.lil-lambs.org).

### **TUITION PAYMENT**

Tuition is due on the first of each month. It is payable one month in advance. If you would like to pay for the entire year, please call the office for information. Your payment will be considered late if it is not received in our office by the first business day on or following the 10<sup>th</sup> of the month and a late fee of \$15.00 will be charged to your account at the close of school that day. If you need to make special payment arrangements, please contact the Chairperson of the Weekday Ministry Board or the Weekday Ministry Administrative Staff. A processing fee of \$25.00 will be charged for checks returned because of insufficient funds.

**PLEASE PUT YOUR CHILD'S FIRST NAME ON ALL CHECKS**

No monthly invoice will be sent for tuition. Instead, parents will receive a tuition payment coupon sheet for the entire year for each child with this handbook. Please attach a coupon to your payment and include your child's name on the check. All tuition payments should be mailed to the Weekday Office or delivered personally.

***DO NOT SEND PAYMENTS IN BOOK BAGS, DIAPER BAGS OR ASK A STAFF MEMBER TO RECEIVE A PAYMENT AT ANY TIME IN THE CARPOOL LINE OR CLASSROOM.***

*Weekday Ministry relies on tuition to meet its operating expenses. As a non-profit organization, a major portion of the school's expenses is related to teachers' salaries. Since this expense is contractual in nature and is based on the income projected by enrollment, it is essential that the income from tuition be received. It is for this reason that the following policies are in effect.*

### **PAST DUE ACCOUNTS**

The following procedures will be followed in the case of past due accounts:

1. You will receive a statement if your payment was not received on the first business day following the 10<sup>th</sup> of the month notifying you of the assessment of a \$15.00 late fee.

2. If an account remains past due for 30 days, the Chairman of the Weekday Ministry Board will contact you.
3. Families will have the following options after receiving the letter:
  - A. Pay account in full (including all late fees)
  - B. Meet with Finance Committee of the Weekday Ministry Board to present a payment plan.
4. Those who choose Option 3B should call the Chairman of the Weekday Ministry Board and schedule a meeting. When an agreement has been reached, the family will be asked to sign a financial covenant agreement.
5. Penalties for failure to live up to the covenant will be decided by the committee.
6. Any account that remains seriously past due may result in dismissal.

Financial assistance may be available for families experiencing extreme difficulty meeting their tuition obligations. Contact the Chairperson of the Weekday Ministry Board for further information.

### **TUITION DEDUCTIONS**

We do not make deductions for absences, holidays or inclement weather days of any kind. **Tuition ,registration and lunch bunch fees are non-refundable.**

### **WITHDRAWAL**

Before a child is removed from the program, the parents must confer with the Director and must give a one-month notice of their intention to withdraw. The parents are obligated to pay all tuition up to and through one month from the date of notification of withdrawal. Once the registration fee is paid for the current or subsequent school year, it is **not refundable** in the event the child withdraws or elects not to return to the program the following school year.

### **PRE-REGISTRATION POLICY CONCERNING PAST DUE ACCOUNTS**

All current tuition and fees must be paid by the registration date in February in order for a family to register for the upcoming school year.

### **HEALTH**

For the child's own sake and for the protection of other children and the staff, we assume that responsible parents will not send a child to school if he shows any signs of illness such as: fever, bad runny nose, frequent cough, flushed skin or rash, earache, red eyes, skin eruptions, diarrhea or vomiting in the **PAST 24 HOURS**. (Please refer to appendix on page 34) If a child becomes ill or shows any of these symptoms during the morning, we will contact the parents. It is vital that we have accurate emergency numbers in our file.

**MEDICATION**

*WE WILL GIVE NO MEDICATION AT SCHOOL.* It is best that a child who needs medication during school hours be kept at home.



**IMMUNIZATIONS**

Immunizations must be kept up-to-date in accordance with state health department policies. We require DPT, Polio, MMR, and Hepatitis B vaccine. Follow your doctor's advice on typhoid vaccine, chicken pox, smallpox and tuberculin tests. **GA Form #3231** must be on file for each child.

**ALLERGIES**

If your child has an allergy of any kind, please see that we have written information specifying the allergy and his or her reaction. This should be included on the history form and registration card at the time of registration. Your child's teacher will ask you to fill out this form when you make your first visit.



**CHILD ABUSE/NEGLECT:**

Our Staff is required by Georgia Law to report any suspected incident of child abuse, neglect, or deprivation to the local County Department of Family and Children Services. Weekday Ministry has adopted the "Safe Sanctuary" policy of Marietta FUMC. The purpose of which is to provide a safe and secure environment for children. A copy of the policy is available for review in the Director's office.

**CAR SEATS & SAFETY RESTRAINTS:**

Effective July 1, 2011, Georgia state law requires all children ages 8 & under who are 4'9" or less in height to be restrained in a child passenger restraint system in a rear seat. **The Weekday staff will not place a child in a car without the proper car seat or safety restraint in place.**

**DISCIPLINE GUIDELINES**

The goal of Weekday Ministry is for each teacher to provide individual guidance of each child tempered with love and consideration, keeping aware of each child's needs and self-image. Good manners are taught and reinforced. Appropriate behavior is recognized with praise, while inappropriate behavior is handled in a positive manner. It is our policy never to use corporal punishment or deny the essentials of rest, food and toileting. When it is necessary the following steps are taken.

- Verbal Warning - Remind child of guidelines
- Time-out - remove child from situation within the classroom

- Time with the Director
- Parent/Teacher Conference - Repeated problems should be discussed with the Director and parents. It is our policy to work with the parents to correct the situation. All such discussions will be confidential in nature.

Parents will generally be notified if a student has a problem following a rule at school and has received consequences for such behavior, depending on the severity of the problem.

After all the above, in very extreme situations, the school reserves the right to remove a child from the program.

"Discipline is a learning process, not a punishment to be imposed on the child."

### **CHILD CUSTODY**

In issues of child custody, parents must submit a court copy of the custody agreement. Unless an official document is on file, the school cannot prevent a natural parent from picking up a child.

It is the responsibility of the parents to inform the Weekday Ministry Office staff of any changes in emergency contacts, addresses, or custodial care.

### **SPECIAL NEEDS POLICY**

A special needs child is defined as one who is physically, socially, emotionally, or behaviorally challenged and one that would require modification to a regular classroom.

When a teacher and/or the director observes that a child is having difficulty performing at an appropriate developmental age level, is having difficulty adjusting to school, or is disrupting the learning environment for other children, efforts will be made to address these issues with the parents. Weekday Ministry will make every effort to work with the family, to provide resource information regarding referrals in Cobb County or the City of Marietta, and to help determine the optimal arrangement for the special needs child.

The Weekday Ministry reserves the right to accept or decline the application of, or suspend the enrollment of, any child whose condition poses a possible threat to the health, welfare or safety of himself or other students.

### **POTTY TRAINING POLICY**

It is the policy of FUMC Weekday Ministry that all students attending the three-year-old program must be fully potty trained at the beginning of the school year. Each child should be wearing underwear - not pull-ups or diapers - at school. Each class takes at least one scheduled bathroom break each day, as well as having easy access to the bathroom located in each room.

For the purpose of clarification, Weekday Ministry defines fully potty trained as:

- He/she recognizes the need to go to the restroom.
- Enters the restroom on his/her own.
- Manipulates his/her clothing off and on with little or no assistance.
- Washes his/her hands and rejoins the class.



### **INCLEMENT WEATHER**

Weekday Ministry will close for inclement weather if either Marietta City or Cobb County Schools close or if either school system is delayed. Please listen to your local TV or Radio Stations for these advisories.

### **CELL PHONES**

Please discontinue your cell phone conversations when you are in our carpool lines dropping off or picking up.

### **SECURITY**

All visitors, including volunteers, must check in at the Weekday Office or Nursery School Office. This requires signing the Guest Register and wearing a name tag.

### **ACCIDENTS AT SCHOOL**

Teachers or employees of Weekday Ministry will provide First Aid treatment for minor emergencies. In the event of a serious injury, emergency assistance will be called and the child will be taken to the Wellstar Kennestone Emergency room. The Director will contact the person listed on the child's emergency information card. In the event a child is injured in any way, an accident form will be completed the day of the accident and a copy will be sent home with the child. Another copy will be placed in the student's file in the Director's office. Children who become ill at school may be removed to the Director's office and the Director will contact the person listed on the child's emergency information card to pick up the child.

### **WEB POSTINGS**

FUMC Weekday Ministry covenants that your child's image will only be used in the manner designated and approved by you. Please be advised that with the advent of social networking sites, such as Facebook, MySpace, etc., third parties may post pictures of your child's image taken at official Weekday Ministry events. This activity is beyond the control of Weekday Ministry and you should address such postings with the responsible party yourself.

### **CONFIDENTIALITY**

Weekday Ministry and its staff are prohibited from disclosing confidential information regarding any student except as may be required for the health, safety, and welfare of the student or any other students, as determined and directed by the Director.

### **STAFF AND TEACHER CONTACTS**

Periodic conferences with your child's teacher are established by the Director and are detailed in this handbook for the applicable age group. If you would like to contact your child's teacher, please make your request through the Weekday office and our staff will communicate your request to your child's teacher. Some teachers may provide other contact information at the start of school. Please do not "drop by" your child's classroom or use carpool time to communicate with your child's teacher. Parents are always encouraged to communicate with the Director or with the Weekday Board.

### **OUR PROGRAM**

Weekday Ministry was established in 1959 and is an outreach of the First United Methodist church of Marietta. Its policies regarding admissions, personnel, budget, curriculum, and finances are established by a Board of Directors comprised of lay leaders who are members of the church, church ministers, and Weekday staff. Our current board chair is Blake Bailey and he can be reached at [bbailey06@aol.com](mailto:bbailey06@aol.com). The daily administration of the Weekday Program is delegated to the Director who is responsible for implementing school policies to ensure a safe and positive learning environment for our children.



## **NURSERY SCHOOL DAILY POLICIES AND PROCEDURES**

Our Nursery School includes the Toddlers, and Two's.

A baby is one of God's most precious gifts. The new life is celebrated and those close to the child watch the growth and development in amazement. That sense of each child being special is continued once the child leaves the familiar surrounding of home and family and begins to attend nursery school and later preschool at First United Methodist. The nursery school staff love and nurture each young child, paying close attention to individual characteristics and needs. As the child develops into a more sociable toddler, opportunities and guidance are given when he or she reaches the milestones of learning to play with other children of a similar age. The two-year-old child is ready for slightly more structured routine while being exposed to themes and colors. Creative art activities are begun at an early age with many of the activities being experiences that will not be brought home on paper. **The process of doing activities is much more valuable to the child than the product.** Yes, a finished product is nice to look at and helps build a child's positive self-concept, but please be advised that the children will not bring home artwork each day they are present.

### **SCHOOL HOURS**

Classes meet from **9:00 a.m. - 12:00 noon**. Classrooms will not be open before 8:50 a.m. Teachers need time before school begins to prepare adequately for the students and **CANNOT** accept children before this time. Only in emergencies are students permitted to arrive earlier than 8:50 a.m. and advance permission must be given. **DISMISSAL** begins at **11:55 a.m.**

### **ARRIVAL AND DISMISSAL ARRANGEMENTS**

**PLEASE PICK-UP TODDLERS & TWO'S BEFORE  
ENTERING THE CARPOOL LINE FOR OLDER CHILDREN.  
THE DRIVER IS RESPONSIBLE FOR PROPERLY BUCKLING IN CHILDREN.  
STAFF MEMBERS ARE NOT ALLOWED TO BUCKLE IN CHILDREN.**

- Toddlers and their parents should use the Nursery Lobby door by the courtyard for arrival and dismissal. If staying, please park in an appropriate spot.
- **DO NOT PARK IN THE CARPOOL LANES!**
- Two-year-old children and their parents should also use the Nursery Lobby doors by the courtyard for arrival and dismissal.

(\*) In September parents with children in the two-year-old classes will begin carpool if they so desire. Those parents wishing to walk their child in—please enter through the Nursery Lobby doors (by the elevator). **The door under the bridge is for carpool only.** All two year olds will receive a carpool number in the 200 range. Parents wishing their child to carpool with an unrelated child **MUST** complete a carpool form and receive a 700 number (e.g. when you pick up just your child, use the 200 number; when carpooling use the 700 number). **ALL CARS MUST ENTER FROM POLK STREET.**

Two-Year-old parents will continue through the back parking lot, and straight, alongside the playground, turn left under the breezeway and pick up child at brick steps. **DISMISSAL NUMBERS SHOULD BE PUT IN THE WINDSHIELD OF THE CAR or HUNG FROM YOUR REAR VIEW MIRROR, SO THAT THEY MAY BE EASILY SEEN.** Please keep the number in the windshield until your vehicle has been loaded.



**SEE CARPOOL DIAGRAM ON PAGE 37.**

### **ATTENDANCE**

Your child needs to be in attendance every day. However, if your child shows ANY indications of illness, please keep him/her at home for their own well being, as well as for that of the other children and the staff. Please refer to appendix on page 36.

### **DIAPERING GUIDELINES**



The Weekday Ministry Staff follows a strict diaper changing procedure that consists of the following:

- Using a new pair of latex gloves when changing each child.
- Cleaning the changing surface and covering it with a new piece of wax paper for each child.
- Disposal of diaper, wipes and wax paper.
- Hand washing with antibacterial hand soap.

### **LEAVING AND CALLING FOR A CHILD**

A reliable person must leave and call for your child. Toddler parents, please fill out the sign-in sheet outside your child's door telling us where you will be, emergency number, and any special information we might need to know about caring for your child during the morning. Parents of two's, if there is ever a change in your carpool, please send a note pinned to your child's bag explaining changes for the day or telephone the Weekday Ministry office. **Please remember to sign your child in and out at the Welcome Desk in the Nursery Lobby when dropping off late or picking up a child early.**

### **CLOTHING**

We recommend that children wear **PLAY CLOTHES** that are practical, comfortable, and washable. Cowboy boots, sandals, and flip-flops are not appropriate footwear for Nursery School. (They cause accidents and injuries in the classroom, as well as outside on the playground equipment. Soft, crepe sole boots are fine during the cold winter months. ) **Tennis shoes or closed toe rubber soled shoes are best.** Remember to mark your child's outer clothing with his/her name. Many sweaters, raincoats, etc., are of similar size and color. We do maintain a "Lost and Found" in the Weekday Office.

Your child will need warm, removable clothing for outside wear. Please label all bottles, blankets, pacifiers, etc. **NO GLASS BOTTLES. SEND A CHANGE OF CLOTHES** - just in case. "Accidents" can happen even with older children. Please send disposable diapers only.

### **THINGS NOT TO BRING**

We have plenty of toys and equipment in the Nursery School. We discourage children from bringing mouth toys for hygienic reasons. Children may share a favorite book or music. No toy guns or war toys are allowed. Please do not let your child bring money or wear jewelry.



### **SNACKS**

Weekday Nursery School will provide a snack and a drink. If you would like to bring something special for a birthday, please make arrangements with your child's teacher. Parents will be asked to help with refreshments for special holidays.

### **CONFERENCES**

Teachers will contact parents by phone after the first six weeks of school to let you know how your child is adjusting to school. Two-year-old teachers will have conferences in March. Additional conferences may be initiated by parents or by the school and should in no way be regarded as anything other than a mutual effort to meet the needs of the child. No report sheets will be given at the end of the year, but teachers will be happy to discuss a child's progress with any parent who so desires.

### **MESSAGES**



Notices, newsletters, and messages will be sent to you in your child's diaper bag or pinned to your child's bag. Pinning notes to your child's bag is the best way for you to send a brief message to your child's teacher. Please do not remove the pin from your child's bag.

### **PARENT'S OBSERVATION IN THE NURSERY SCHOOL**

Parents are invited to visit the Nursery School and observe their child's class. These visits may begin after the first six weeks of school and are set up by appointment by the parents with the teacher. For security reasons, **ALL VISITORS MUST CHECK IN AT THE WELCOME DESK IN NURSERY LOBBY.** Special instruction will be given to guide the parent's observation.

### **SPECIAL DAYS**

Our teachers make a sincere effort to observe special times in a child's life, such as a new baby in the family, a trip, losing a tooth, etc., in an appropriate and memorable way. Please let us know about any significant family events, so the discussion at home and at school will give your child a rich, well-rounded experience.

Traditional celebrations at Nursery School are simple so that they will be meaningful and understood by the young child.

### **PARTY GUIDELINES**

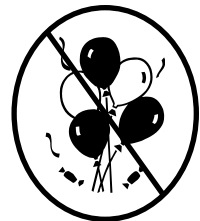
The purpose of these parties is to enrich the child's awareness of seasonal events and holidays. The following guidelines are intended to help identify the needs for each party.

### **THEME PARTIES**

- We have five theme parties during the year: **Fall Harvest, Thanksgiving, Christmas, Valentines, and Easter.**
- **No goodie bags or balloons, please.**
- Sometimes we culminate our units with special events and foods.
- Suggested menu for nursery school children should include a cookie and a drink. Cakes and cupcakes are too messy - big cookies are great.
- Please see your child's teacher before planning your menu to accommodate children with allergies or special needs.
- We celebrate Fall Harvest.
- We do not observe Halloween. Children are ***not allowed*** to wear costumes to school. We do not use black cats, witches, jack-o-lanterns (scary faces), or ghosts in our decorations. Happy pumpkins are welcome.

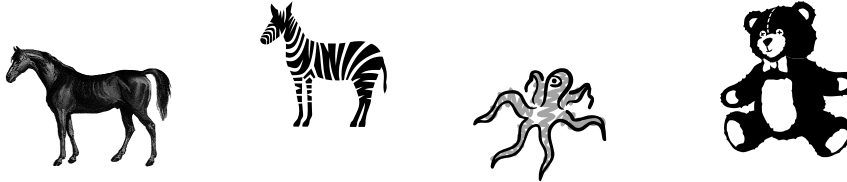
### **BIRTHDAY PARTIES**

- Parents are welcome to provide a special snack for their child's birthday.  
***No goodie bags or balloons, please.***
- For children with summer birthdays, "un-birthday" parties are a wonderful idea.
- Please check with your child's teacher for the date, time, and refreshments needed.
- **It is not appropriate to ask the teacher to hand out party invitations for your child's birthday away from school.**



### ZOO PHONICS

An infant's first steps in acquiring language skills are listening and speaking. Our Nursery School classes will be listening to nursery rhymes, simple poems, finger plays, and songs. They will talk about and be exposed to the Zoo-Phonics animals and play with the alphabet through simple motions and games. The children will learn simple songs and begin to enjoy "making language."



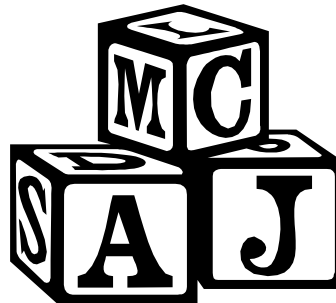
### MUSIC ENRICHMENT

Music enrichment will be introduced to the two-year classes once a week beginning the end of September.

Toddlers will experience varied music opportunities in their classrooms and beginning in November the toddler classes will attend music enrichment once a week.

### INDOOR PLAYROOM

When weather conditions prevent the classes from visiting the playground, the teachers take the children to the Indoor Playroom on the Nursery Hall.



# TODDLERS AT A GLANCE

## SEPTEMBER:

School Friends

Color: Yellow

Books: *Ten Apples Up on Top*—Dr. Seuss  
*Head to Toe* Eric Carle  
*Clifford's First School Day* - Norman Bridwell

## OCTOBER:

Fall

Color: Orange

Books: *It's Pumpkin Time*—Zoe Hall  
*Plumply, Dumply Pumpkin*—Mary Serfazo

## NOVEMBER:

Thanksgiving

Sharing

Color: Brown

Books: *Brown Bear, Brown Bear*—Eric Carle  
*My First Thanksgiving*—Tomie dePaola

## DECEMBER:

Christmas

Color: Red

Books: *Where's My Christmas Stocking?* - Noelle Carter  
*Baby's First Christmas*—Tomie dePaola

## JANUARY:

Winter Days, Snowmen

Colors: White

Books: *Frosty the Snowman*—Little Golden Books  
*Clifford's First Snow Day*—Norman Bridwell

## FEBRUARY:

Love, Feelings

Color: Pink

Favorite Valentine Books

## MARCH:

Getting to Know Myself, Body Parts

Color: Green

Book: *Whose Nose and Toes?* - John Butler

## APRIL:

Easter, Spring

Color: Purple

Bible Story: The Easter Story

Book: *The Very Hungry Caterpillar* - Eric Carle

## MAY:

Summer Fun

Color: Blue

Books: *Does a Kangaroo have a Mother, Too?* - Eric Carle  
*Is Your Mama a Llama?* - Deborah Guarino

## 2-YEAR OLDS AT A GLANCE

### AUGUST/SEPTEMBER:

Discovering ME!, Families, Pets  
Color: Red / Shape: Circle  
Bible Story: The Creation  
Books: *Clap Your Hands* Lorinda Bryan Cauly  
*Head to Toe* Eric Carle  
Songs: *Oh, What a Miracle*  
*Walter the Waltzing Worm* - Hap Palmer

### OCTOBER:

Fire Safety  
Changes in Autumn  
Transportation  
Color: Orange / Shape: Square  
Bible Story: Noah's Ark  
Books: *Pumpkin Patch Parable*  
Liz Curtis Higgs  
*The Story of Noah* Patricia A. Pingry  
Song: *The Leaves on the Trees*

### NOVEMBER:

Community Helpers  
Thanksgiving  
Color: Brown / Shape: Triangle  
Bible Story: Daniel & the Lions Den  
Book: *Thanksgiving is for Giving Thanks*  
Margaret Sutherland  
Song: *10 Little Indians*

### DECEMBER:

Birth of Jesus, Symbols of Christmas  
Color: Yellow / Shape: Star  
Bible Story: The Nativity Story  
Book: *The Christmas Story*  
Song: *Away in a Manger*

### JANUARY:

Penguins, Polar Bears  
Snow/Winter  
Colors: Black&White / Shape: Rectangle  
Song: *Come & Sing a Song of Winter*

### FEBRUARY:

Feelings, Valentine's Day  
Color: Pink / Shape: Heart  
Bible Story: The Good Samaritan  
Book: *Love and Kisses* Sarah Wilson  
Song: *I Love You (There's No Doubt About It)*

### MARCH:

Our Five Senses, Wind  
Colors: Purple and Green / Shape: Diamond  
Bible Story: Jesus and the Children  
Books: *Panda Bear, Panda Bear, .....*  
*Polar Bear, Polar Bear, .....*  
*Brown Bear, Brown Bear, .....* Eric Carle  
Song: *Sammy*  
*Getting to Know Myself* - Hap Palmer

### APRIL:

Easter, Spring  
Seeds and Planting/Farm Animals  
Color: Blue / Shape: Oval  
Bible Story: The Easter Story  
Books: *The Very Hungry Caterpillar* Eric Carle  
*The Easter Story* Patricia A. Pingry  
Song: *Praise Him, Praise Him*

### MAY:

Under the Sea, Mother's Day,  
Review Colors, Shapes, & Songs  
Books: *Are You My Mother?* P.D. Eastman  
*Mouse Paint* Ellen Stoll Walsh

### Favorite Books for all year:

*The Little Mouse, the Red Ripe Strawberry,  
& the Big, Hungry Bear* Don & Audrey Wood  
*Don't Let the Pigeon..... (Stories)*  
& *Knuffle Bunny* Mo Willems  
*Bark George* Jules Feiffer  
*Chicka, Chicka Boom Boom*  
Bill Martin Jr. & John Archambault

## **PRESCHOOL GUIDELINES AND PROCEDURES**

The preschool program includes Three Year Olds, Four Year Olds, and our Enrichment Program.

### **SCHOOL HOURS**

School hours are **9:00 a.m. - 12:00 noon.**, the Enrichment Class dismisses at 1:00 p.m. Children should arrive at Preschool between 8:50 a.m. and 9:05 a.m. It is important that children **ARRIVE ON TIME AND ARE PICKED UP ON TIME.** Classrooms will not be open before 8:50 a.m. Teachers need time before school begins to prepare adequately for the students and **CANNOT** accept children before this time. Only in emergencies are students permitted to arrive earlier than 8:50 am and advance permission must be given. (Please read carefully the information concerning carpools and arrival and dismissal procedures.)

### **ATTENDANCE**

Your child needs to be in attendance every day. However, if your child shows ANY indications of illness, please keep him/her at home. When he/she returns after any absence, please send a note giving reason for the absence. If the absence is anticipated, please send a note ahead explaining. It is not necessary to call the preschool on the day the child is out, but we do like a report on the absence. We do request that you call the preschool if the absence is due to a communicable disease. Please refer to appendix of childhood illnesses on page 36.

### **ARRIVAL AND DISMISSAL ARRANGEMENTS**

There will be staff members at the door each morning to greet the students.

***Please do not send students into the building unless a staff member is there to greet them.***

Each parent will be given a carpool number to be used at dismissal time (3 year olds will be given 300 numbers; 4 year olds will be given 400 numbers.) Parents wishing their child to carpool with an unrelated child **MUST** complete a carpool form and receive a 700 number (e.g. when you pick up just your child, use the 300, 400, or 500 number; when carpooling use the 700 number). Please be prepared to show identification when picking up your child.

**Dismissal numbers should be hung from the rear view mirror of the vehicle so that it may be easily seen. Please keep the number in view until your vehicle has been loaded.**



**SEE CARPOOL DIAGRAM ON PAGE 37.**

ALL cars should enter from Polk Street, **ONLY**. Parents of three and four year old children come through the back parking lot, turn right at the stop sign (playground fence), continue to the dead end below the activity field, turn left onto the connecting driveway. Go through the lower lot, turn left and continue up the hill in front of our building. After your car has been loaded, exit carefully.

**PLEASE USE COURTESY AND EXTREME CAUTION.**

In order to ensure the safety and security of the children, it is BEST if all parents use the carpool line. If you must walk in, please observe the following procedures:

- Park in the lower Whitlock Avenue lot
- Line up outside the double patio doors.
- Have your carpool number in hand or be prepared to show identification.
- Enter when advised by a Weekday Ministry Staff Member and sign your child out.
- Walk safely to your vehicle.

Anyone walking in before or after school **MUST** park in the lot closest to Whitlock Avenue and come up the hill along the Discipleship Building (Building C). This is to alleviate children crossing the traffic lines. Please do not park in the lot between our building and the playground and come up the concrete steps or cross the carpool line in any way.

**DAILY ARRIVAL AND DISMISSAL CHANGES**

If there is ever a change in who will be picking up your child, please send a note pinned to your child's book-bag, explaining the changes for the day or telephone the Weekday Ministry Office. *Please include the name and relationship of the person picking up your child. If they are riding home with another student, please include that child's name and carpool number (if available).* Please send a note pinned to your child's book-bag if you need to pick your child up early on a particular day. Please inform the person you have assigned to pick up your child to be prepared to show identification.

**NOTE: When dropping-off/picking-up toddlers/2 year olds and 3/4 year olds, you will have to use both carpool lines. Please drop-off/pick-up younger children first.**  
*The driver is responsible for properly buckling in all children.*  
*Staff members are Not allowed to buckle in children.*

**CLOTHING**

- We recommend that children wear **PLAY CLOTHES** that are practical, comfortable, and washable. Cowboy boots, flip-flops and crocs are not appropriate footwear for Preschool. (They cause accidents and injuries in the classroom, as well as outside on the playground equipment.) Soft, crepe sole boots are fine during the cold winter months. **Tennis shoes or closed toe rubber soled shoes are best** for preschool feet.



- Remember to mark your child's outer clothing with his/her name.

### **THINGS TO BRING**

- Children are encouraged to bring nature objects and articles pertinent to the current unit of study that can be shared with the class. Your child's teacher may make requests in the class newsletter.
- Parents are encouraged to save and send scrap materials that may be usable in art activities, such as spools, laces, ribbon, boxes (both very small and large), shirt boards or other sheets of cardboard, cotton, egg-like cases which are containers for ladies stockings, baby food jars, etc.
- Men's and women's dress-up clothes, cut down to child-size, are always needed. Formal and everyday clothes, hats, jewelry, and other accessories will be welcomed.
- Doll clothes and doll bed sheets, pillows, and blankets need to be made, repaired, and kept washed. This could be a happy experience for a mother and child to share.

### **PETS**

Children like to show and share their pets. If your child so desires, please check with his/her teacher before bringing a pet to school. Parents should plan to bring the pet to the room, stay a few minutes, and take the pet back home.

### **THINGS NOT TO BRING**

Toys should not be brought to school. This applies particularly to guns, knives, balloons, small pocket toys, or anything of the super-hero or monster varieties. These are distracting and have no place in our curriculum. Please do not let your child bring money or wear jewelry.



### **PLANTS**

The preschool classrooms shall be free of plants that are poisonous or hazardous.

### **SNACK POLICY**

Bringing a snack to share with his/her class is an exciting opportunity for the preschool child. The snack will be used as a learning experience for the child to help reinforce the learning of letters, colors, shapes, and patterns which are used daily in the classroom curriculum.

Parents will be asked to bring or send one week's worth of snack at intervals throughout the school year. The snack can be store bought or homemade. The four-year old students will each be responsible for two weeks of snack during the year (approximately 10 days of snack at the most). Three-year old students will be responsible for three weeks of snack during the year (12 days at the most).

Each teacher will provide parents with specific information at the beginning of the year regarding snacks for their classrooms. This information will include the amounts of snack needed, ideas and suggestions for certain types of snacks that will work well in their classroom and with the curriculum, any specific allergies to be aware of and the dates for which each child/family will be responsible to provide snack.

**Nutritional Value:** Snacks that are nutritionally sound are greatly appreciated. We assume each child eats a good breakfast, however; very busy, little growing bodies enjoy a healthy snack by mid morning.

### MESSAGES



Notices, newsletters, and messages will be sent to you pinned to your child's book-bag. Pinning notes to your child's book-bag is also the best way for you to send a brief message to your child's teacher. Teachers remain at Preschool until 12:30 p.m. each day. You may call the office between 8:00 a.m. and 1:00 p.m. if you would like to leave a message for the teacher to call you after school.

### CONFERENCES

Teachers will call you early in the fall to let you know how your child is adjusting to school. In late January the three year old classes will schedule parent-teacher conferences during the school day. In late March the four year old classes will schedule parent-teacher conferences during the school day. Additional conferences may be initiated by parents or by the school and should in no way be regarded as anything other than a mutual effort to meet the needs of the child. No report sheets will be given at the end of the year, but teachers will be happy to discuss a child's progress with any parent who so desires.

### PARENT OBSERVATION IN THE CLASSROOM

Parents are invited to visit the Preschool and observe their child's class. These visits may begin after the first six weeks of school and are set up by appointment by the parents with the teacher. For security reasons, ***ALL VISITORS MUST CHECK IN AT THE WEEKDAY OFFICE BEFORE GOING TO ANY CLASSROOM.*** Special instruction will be given to guide the parent's observation.

### SPECIAL DAYS

Our teachers make a real effort to observe special times in a child's life, such as a new baby in the family, a trip, losing a tooth, etc., in an appropriate and memorable way. Please let us know about any significant family events, so the discussion at home and at school will give your child a rich, well-rounded experience.

Traditional celebrations at Preschool are simple so that they will be meaningful and un-

derstood by the young child.

## **PARTY GUIDELINES**

The purpose of these parties is to enrich the child's awareness of seasonal events and holidays. The following guidelines are intended to help identify the needs for each party.

### **THEME PARTIES**

- We have five theme parties during the year: Fall Harvest, Thanksgiving, Christmas, Valentines, and Easter.
- Sometimes we culminate our units with special events and food.
- **No balloons or goodie bags, please.**
- Suggested menu for Preschool children should include a cookie and a drink. Cakes and cupcakes are too messy- *big cookies are great.*
- Please check with your child's teacher before planning your menu to accommodate children with allergies or special needs.
- We celebrate Fall Harvest.
- We do not observe Halloween. Children are not allowed to wear costumes to school. We do not use black cats, witches, jack-o-lanterns (scary faces) or ghosts in our decorations. Happy pumpkins are welcomed.

*We will have "End of the Year" celebrations or parties near the end of school. The parents and teachers should work together closely in the planning process. There are many areas available outside as well as in the classrooms for these parties. Four Year classes will not have "Graduations." Graduations complete with caps, gowns, rings, and diplomas have a place later in the lives of these young students when they have a true appreciation of accomplishment.*

### **BIRTHDAY PARTIES**

- A. Parents are welcome to provide a special snack for their child's birthday.  
No goodie bags or balloons, please.
- B. For children with summer birthdays, "un-birthday" parties are a wonderful idea.
- C. Please check with your child's teacher for the date, time, and refreshments needed.
- D. It is not appropriate to ask the teacher to hand out party invitations for your birthday away from school.



### **LUNCH BUNCH**

Lunch Bunch is offered to preschool students as an extended day activity on Monday — Friday this year (subject to change). Lunch Bunch is offered to all age groups. Each child will need to bring a lunch and drink from home. All lunches need to be ready to eat. **Please avoid sending peanut products.** Registration for lunch bunch will be done prior to each session. We must have at least eight children to make a class, so please register promptly. We can not guarantee a place

**Each child will need to bring a lunch and drink with them to school. At dismissal time they will go directly to their Lunch Bunch Class, have lunch, and begin their activities.**

after deadlines. You may enroll your child from one to five days for each session.

Lunch Bunch consists of lunchtime and a combination of activities: playground time, music, free play and story-time. Lunch Bunch is designed primarily for children enrolled in our Nursery School, and three- year program. The four-year olds may enroll in regular Lunch Bunch or in Lunch Bunch *Plus* with choices of Art, Crafts, Young Scientists, and others during the school year. These will consist of lunchtime and 30 minutes of activities in the area they have chosen for the session.



**The sessions are as follows:**

Session #1	Week of:	September 6—October 21 (7 weeks)
Session #2	Week of:	October 31-December 16 (6 weeks)
Session #3	Week of:	January 17-March 1 (7 weeks)
Session #4	Week of:	March 12-May 11 (8 weeks)

For the safety and security of all the students participating in Lunch Bunch, the children must be signed out at dismissal by their parents. If someone else is picking up your child, please notify the office in writing prior to dismissal.

**We will begin carpool for Lunch Bunch this year.** Please use the same carpool procedures, flow and guidelines that we use during the regular school day (noon pick up), refer to page 37 in this handbook for a diagram. While carpool is highly recommended, we do understand that there will be circumstances where you will need to come in and get your child. Please be sure and sign them out in the Weekday Office (if you arrive before 12:55) or in the Lobby (if you arrive after 12:55 p.m.).

**CHAPEL**

The Three Year, Four Year, and Enrichment Classes will gather together once a month for Chapel in our Sanctuary. This is a special time to pray together, sing, and learn about Bible stories in a child friendly way. Our stories come from the Old Testament until we welcome baby Jesus in December. Beginning in January the stories come from the New Testament.



### THREE YEAR PRESCHOOL PROGRAM

The three-year old child quickly learns daily schedules and routines. The teachers have planned the environment so the children are surrounded by opportunities for discovery-style learning to reinforce the topic of the week. Intertwined with the topics are opportunities to learn colors, shapes, letters, and numbers through daily experiences. The work of the children is play and they learn through their play. There is recent research to support the theory that children are less stressed as preschoolers and experience less educational burnout in later school years when their preschool environment is based on learning through play activities. The three-year olds learn by participating in well-planned learning activities. The crafts, music, and center activities foster social skills, communication skills, phonics, and basic academic readiness skills. The children work individually with the teacher as well as in small and large groups. Good manners are stressed all year long. The three year olds have music with a music teacher once a week and movement led by a movement teacher in our activity room once a week.

### 3 YEAR OLDS AT A GLANCE

August:	Get Acquainted Introduce Centers School Rules	
September:	Friendship/Making New Friends All About Me Five Senses Good Manners Zoo Phonics Letter Sounds: A-B-C Nursery Rhyme: Little Boy Blue Bible Verse: "God Made Me" Psalm 100:3	Number: One Shape: Circle Color: Blue
October:	Community Helpers What Parents Do Fire Safety Zoo Phonics Letter Sounds: D-E-F Nursery Rhyme: Peter, Peter, Pumpkin Eater Bible Verse: "Work Hard and Cheerfully at all you do" Col. 3:23	Number: Two Shape: Triangle Color: Orange
November:	Preparing for Winter (animals & people) Where we live (types of houses) Thanksgiving/Pilgrims/Native Americans Zoo Phonics Letter Sounds: G-H-I Nursery Rhyme: Little Miss Muffet Bible Verse: "We give thanks" Psalm 75:1	Number: Three Shape: Square Color: Brown

### 3 YEAR OLDS AT A GLANCE (Continued)

December:	The Birth of Jesus Feelings & Emotions Sharing & Caring Zoo Phonics Letter Sounds: J-K-L Nursery Rhyme: Twinkle, Twinkle Little Star Bible Verse: "God loved us and sent His Son"	Number: Four Shape: Star Color: Red  John 3:16
January:	Signs of Winter Transportation Children's Evaluations/Conferences Zoo Phonics Letter Sounds: M-N-O Nursery Rhyme: Three Little Kittens Bible Verse: "God made the winter"	Number: Five Shape: Rectangle Color: Black/White/Gray  Psalm 74:17
February:	Nutrition-Food Groups Dental Health Valentines Zoo Phonics Letter Sounds: P-Q-R Nursery Rhyme: Jack and Jill Bible Verse: "Love one another"	Number: Six Shape: Heart Color: Pink  John 15:17
March:	Wind Animals/Farm & Jungle Pets Circus Days Zoo Phonics Letter Sounds: S-T-U Nursery Rhyme: Mary Had A Little Lamb Bible Verse: "God made the animals"	Number: Seven Shape: Diamond Color: Green  Gen. 1:24
April:	Easter Birds (and other hatched animals) Butterflies and Insects Zoo Phonics Letter Sounds: V-W-X Nursery Rhyme: Humpty Dumpty Bible Verse: "The Lord has risen"	Number: Eight Shape: Oval Color: Purple  Luke 24:3
May:	Seeds and Plants Mothers are Special Saying Goodbye Zoo Phonics Letter Sounds: Y-Z Nursery Rhyme: Mary, Mary Quite Contrary Bible Verse: "God made the flowers"	Number: Nine Shape: Review All Color: Yellow  Gen. 1:11

## FOUR YEAR OLD PROGRAM

*Please read the previous section on the three-year old program.*

The four year old program continues to build on the skills learned and introduced in the three year program with an eye toward Kindergarten readiness. Our program is structured around units (see below) and in each unit, there are five areas which are consistently reinforced.

- Fine Motor Skills:** Includes cutting with scissors, playing with manipulatives such as blocks, lacing and puzzles, using computers, writing, and drawing.
- Gross Motor Skills:** Includes time spent daily on our state of the art playground, movement (weekly in most cases), dancing and rhythm activities.
- Socialization:** Includes listening skills, large group activities, small group activities (such as puzzles and building), music, and of course—playground free play.
- Pre-Reading:** Includes letter recognition, story dictation, listening to stories, zoo phonics, and tracking eye movement left to right.
- Pre-Arithmetic:** Includes recognizing numbers, counting by one, calendar, patterning, and sorting.

We do presentations at Christmas and at the year's end which all parents, grandparents, and friends are invited to attend.

The Slosson Kindergarten readiness test is administered in the Spring.

## 4 YEAR OLDS AT A GLANCE

<b>MONTH</b>	<b>THEME</b>	<b>COGNITIVE</b>	<b>MOTOR SKILLS</b>
August:	Getting to Know You	Colors Letters/Math/Shapes	Communication
September:	Walk on the Wild Side Fall Harvest	Zoo Phonics A-E Sorting Shapes/Color Review 0-5	Cutting on Straight Line First Name Bingo Simple Graphs
October:	Fire Safety Wild West Fall Harvest	Zoo Phonics F-H Sorting Size/Kind Patterns	Mix Colors Cut Curved Line Positional Words
November:	Fall Harvest Thanksgiving Christmas Story	Zoo Phonics I, J & Review Connect Dots Patterning/Sequencing 0-12	Work W/Clay Tracing/Painting Keeping a Beat Follow Oral Directions
December:	Nativity Story	Zoo Phonics K, M	Construct a Picture

**4 YEAR OLDS AT A GLANCE** (Continued)

<b>MONTH</b>	<b>THEME</b>	<b>COGNITIVE</b> Letters/Math/Shapes	<b>MOTOR SKILLS</b> Communication
January:	Wonderful Winter Dinosaurs & Fossils Famous Artists	Zoo Phonics N, P Review 0-12 Pattern/Graph	Balance Beam Scrap Art Ordering 0-12
February:	Valentines Red/White/Blue Famous Artists	Zoo Phonics Q, R, S Sorting Kinds/Shapes Pattern by Color (3)	Listening/Following to Directions Sink/Float Graph Mix Colors Work with Sand Cut on Fold (Heart) Toothbrush Paint
March:	Spring Things Growing Things	Zoo Phonics T, W Ordering Alphabet 0-15 Count 1,2,3 Pattern	Rhyming Words
April:	Easter Under the Sea	Zoo Phonics X, Z Ordering 0-20 Sequencing: First to Last Small to Large Reinforce Pattern/Graph	Follow 3 Step Direction Put Together Story from Pictures Phone Number
May:	Mothers Summer Fun	Zoo Phonics Review Sequencing: Small to Large Grouping Word Recognition Ordering/Matching: Upper/Lower Case	Saying Good Bye Phone Number

**Throughout The Year:**

- Making up a story
- Telling a story
- Repeating songs, poems, rhymes, and Bible verses
- Working to complete a group project
- Following directions
- Cooking activities
- Cut with a knife—make small snack
- Listening Skills

## ENRICHMENT CLASS—YOUNG 5'S PROGRAM

The Enrichment Class is unique in that numerous skills are introduced and reinforced throughout the year. Some children will master skills quickly, while other children will need more time. We work on basic readiness skills on an individual basis so every child is served and encouraged.

Listed below are the skills we will include during the enrichment year. Our main goal is to assist each child in becoming independent, self confident, and able to work well in a group, as well as alone.

SKILLS LIST:

- Recognizing alphabet—capital and lower case
- Ordering letters of the alphabet
- Matching capital/lower case letters
- Letter sounds
- Handwriting—using capital and lower case
- Rhyming words
- Opposites
- Vowels and Consonants
- Number of words in a sentence
- Number of sounds in a word
- Retelling a story
- Creating a story
- Compound words
- Recognizing simple sight words
- Sounding out words
- Recognizing numerals 0-20
- Ordering numerals 0-20
- Handwriting—writing numerals 0-9
- Counting to 100 by 1s, 5s, 10s
- Simple addition using 0, 1, 2
- Simple subtraction
- Simple word problems
- Telling time to hour and 1/2 hour
- Position words
- Becoming familiar with coins: penny, nickel, dime, quarter
- Following sequential directions
- Predicting results of experiments
- Art Appreciation

Each child in this class will need to bring a daily lunch that will be adequate for the 9:00 a.m.—1:00 p.m. class day.

**ENRICHMENT CLASS AT A GLANCE**

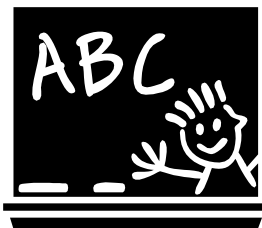
August	The Shape of Me—My New Class
September	Creation
October	Habitats: Rainforest, Desert, Outback
November	Native Americans/Thanksgiving
December	Symbols of Christmas/Christmas Around the World
January	Solar System
February	Dinosaurs
March	Transportation
April	Bugs, Birds, Blooms
May	Marietta Customs & Families

**Possible Field Trips:** Etowah Indian Mounds  
Trip to Marietta Square & Museum  
Big Shanty Museum

**ARRIVAL AND DISMISSAL**

All children in the Enrichment Class should follow the same procedures for the 4 -year program with the exception of the dismissal time. The Enriched 5-year program will begin dismissal at 12:55 each day. Please follow the carpool directions for the 4-year program.

**Please follow the procedures and guidelines of the 4-year program for all other areas.**



### CHAPEL TOPICS AND BIBLE VERSES

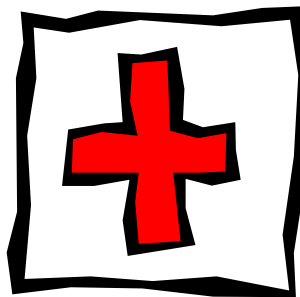
At least once a month we will have Chapel with all staff members leading and encouraging your child in worship. We will sing songs, tell Bible stories, and act out Bible stories.

<b>September:</b>	<b>God's Beautiful World</b>	<b>Gen. 1:1-28</b>	
	3's.....God is Good		Psalms 73:1
	God Made Me		Psalms 100:3
	4's.....God Made Everything		Eccl. 3:1
	Be Kind To One Another		Eph. 4:32
<b>October:</b>	<b>Noah and the Ark</b>	<b>Gen. 6:1-9</b>	
	3's.....God Sends The Rain		Jer. 5:24
	We are wonderfully made		Ps. 139:14
	4's.....Obey The Lord Your God		Deut. 27:10
	God Takes Care of You		I Peter 5:7
<b>November:</b>	<b>Baby Moses</b>	<b>Exodus 2:1-10</b>	
	3's..... Thank You God		2 Tim. 1:3
	Help One Another		Gal. 5:13
	4's.....Give Thanks To The Lord		Psalms 106:1
	We Give Thanks To You O God		Psalms 75:1
<b>December:</b>	<b>The Birth of Jesus</b>	<b>Luke 2:1-20</b>	
	3's.....For Unto Us A Child Is Born		Isaiah 9:6
	The Angel Said "I Bring You Good News"		Luke 2:10
	4's.....God Sent Forth His Son		Gal. 4:4
	We Have Seen His Star...And Have Come To Worship Him		Matt. 2:2
<b>January:</b>	<b>Jesus in the temple</b>	<b>Luke 2:41-51</b>	
	3's.....Jesus Grew Tall		Luke 2:52
	Jesus Went to Church		Luke 2:27
	4's.....Jesus Led Friends		Luke 2:52
	Jesus Said, "You Are My Friends"		John 15:14
<b>February:</b>	<b>The Good Samaritan</b>	<b>Luke 10:25-37</b>	
	3's.....God Is Love		I John 4:8
	Jesus Said, "Love One Another"		John 15:17
	4's.....God Loves Us		I John 4:10
	Jesus Loves Us		Rev. 1:5
<b>March:</b>	<b>We can be Disciples</b>		
	3's..... We Are Helpers		2 Cor. 1:24
	God Made The Wind Blow		Psalms 147:18
	4's.....O Lord Be Not Far From Me		Psalms 35:22
	The Lord God Is With You		I Chron. 25:20
<b>April:</b>	<b>The Easter Story</b>	<b>John 6:1-14</b>	
	3's..... Trust In The Lord		Isaiah 26:4
	God Made the Birds		Gen. 1:21
	4's.....God Made Everything Beautiful		Eccl. 3:11
	Jesus Said, "You Are My Friend"		John 15:14
<b>May:</b>	<b>A Young Helper Timothy</b>	<b>Acts 16:1-5</b>	
	3's.....Honor Your Father and Your Mother		Ex. 20:1
	4's.....Honor Your Father and Your Mother		Ex. 20:1

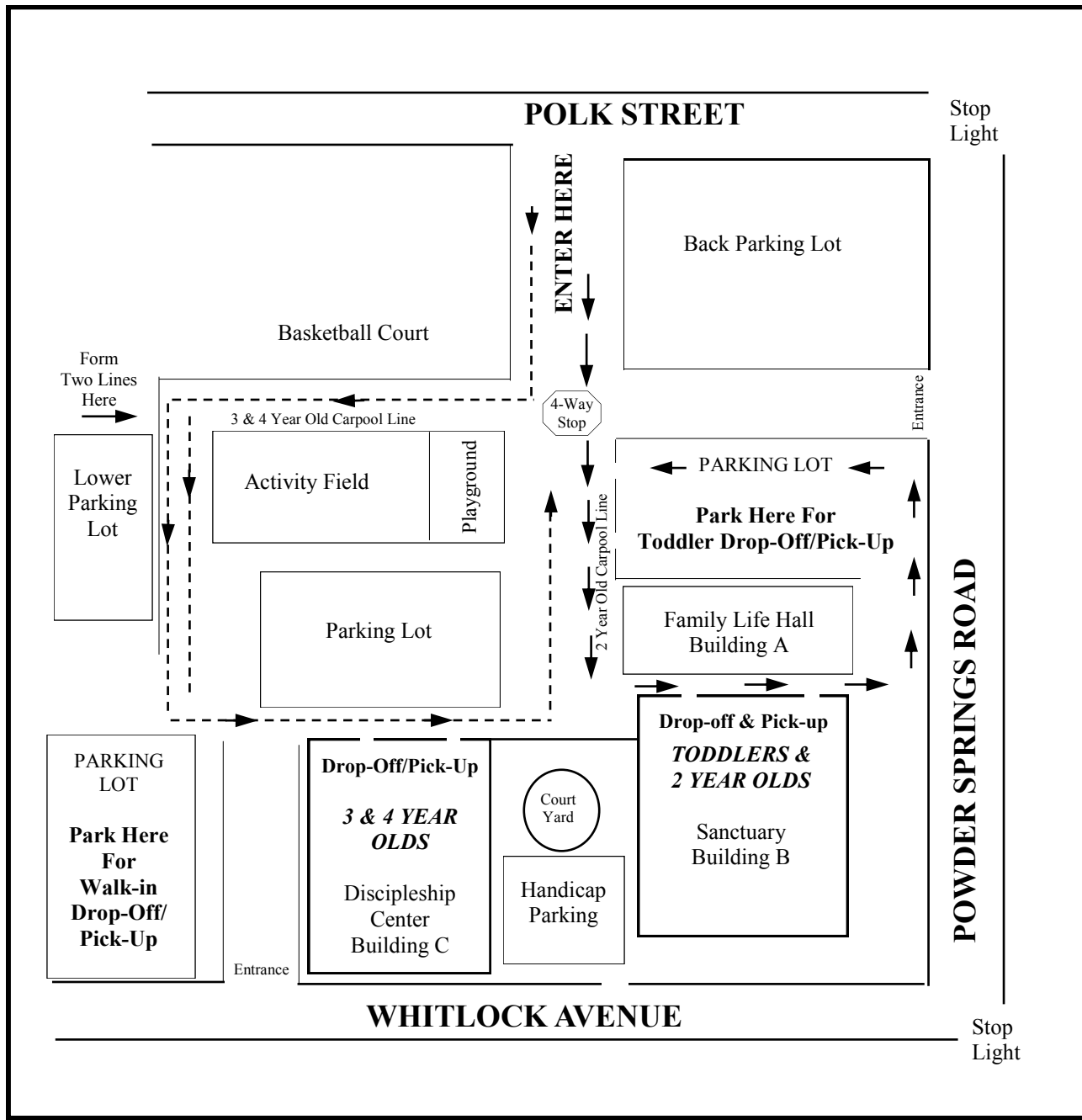
## COMMON CHILDHOOD ILLNESSES

For the protection of your child and other children, parents are asked not to bring a child who appears to be ill. Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken to school when any of the following exist:

- \* fever, currently or within previous 24 hours
- \* vomiting or diarrhea within previous 24 hours
- \* any symptoms of a childhood disease, such as as strep throat; scarlet fever; german measles; mumps; chicken pox; hand, foot & mouth disease; whooping cough; rotavirus; roseola,
- \* sore throat, croup
- \* any unexplained rash
- \* any skin infection such as boils, ringworm, impetigo, pink eye, or other eye infections.



# CARPOOL DIAGRAM



**KEY**

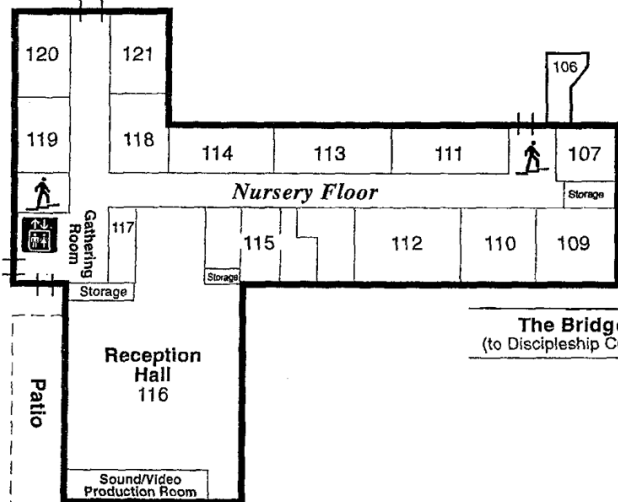
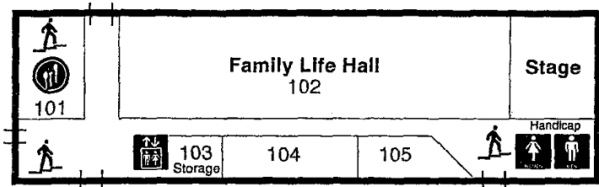
Two Year Carpool: → → → →

Three & Four Year Carpool: - - - - -

**NOTE:**  
When dropping off both 2 and 3 & 4 year olds — begin carpooling at the 2 year old line— then move on to the 3 & 4 year old line.

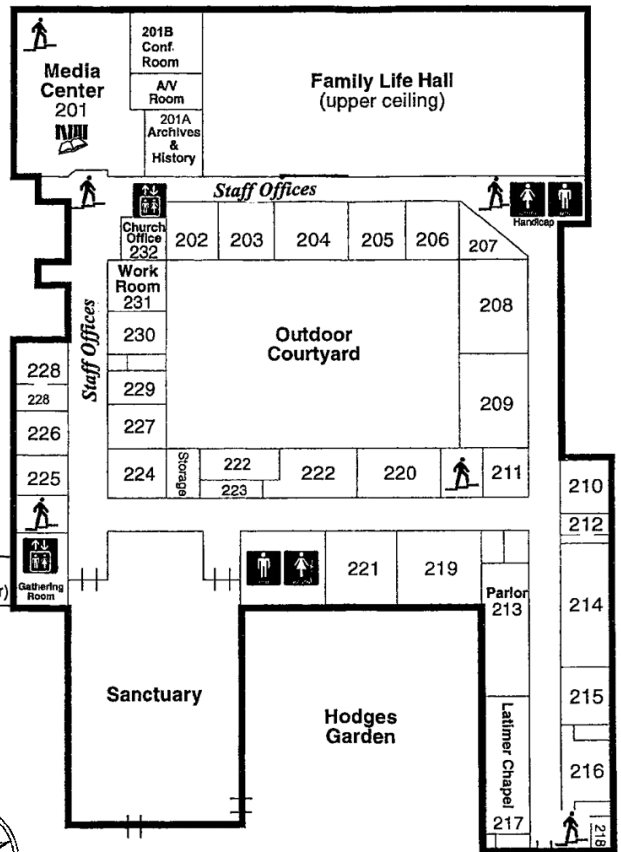
**\*\* The driver is responsible for properly buckling in all children. Staff members are not allowed to buckle children in.**

LEVEL 1

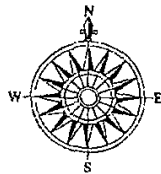


The Bridge  
(to Discipleship Center)

LEVEL 2

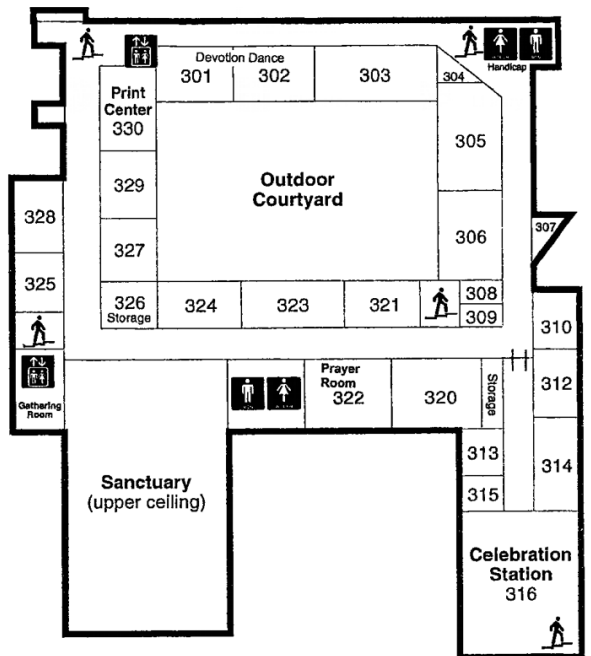


LEGEND



- Kitchen
- Elevator
- Stairs
- Men's restroom
- Women's restroom
- Library
- Major entrance or exit

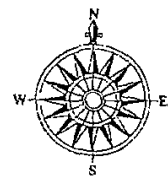
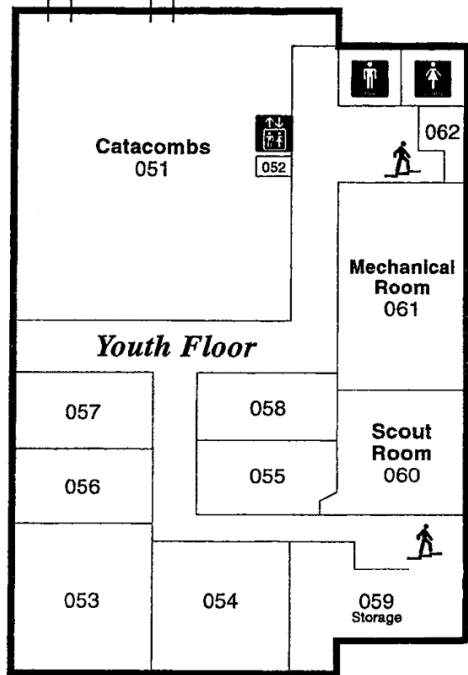
LEVEL 3



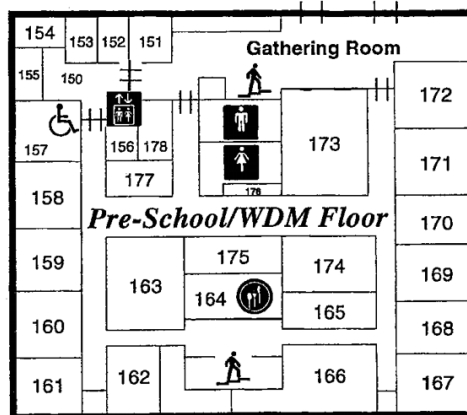
# Family Life Center Sanctuary

# Discipleship Center

LOWER LEVEL



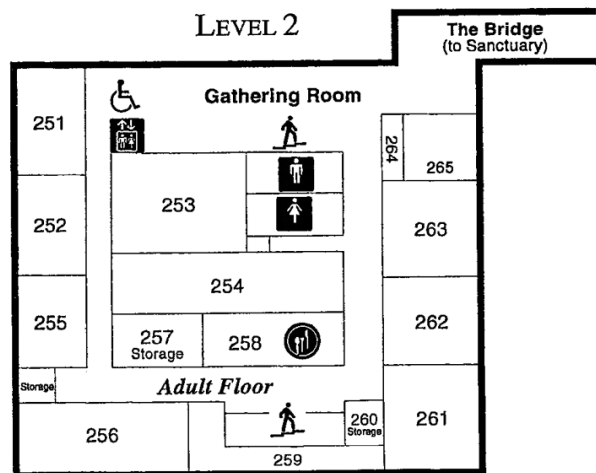
LEVEL 1



## LEGEND

- |  |                |  |                        |
|--|----------------|--|------------------------|
|  | Kitchen        |  | Elevator               |
|  | Stairs         |  | Major entrance or exit |
|  | Men's restroom |  | Women's restroom       |
|  | Library        |  | Handicap restroom      |

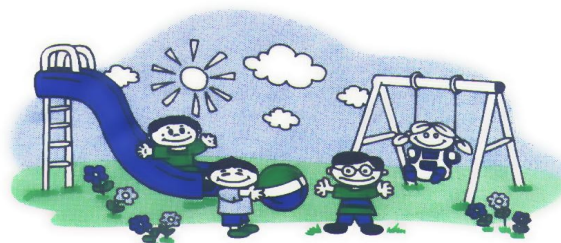
LEVEL 2



# FUMC WEEKDAY MINISTRY

## Office Staff

Director	Kelly Bachman kellybachman@mariettafumc.org	770-429-7850 ext. 7842
Nursery School Supervisor	Sandy Caldwell	770-429-7850 et. 7834
Office Manager	Jenny Bruner jennybruner@mariettafumc.org	770-429-7850 ext. 7852 770-427-3809
Administrative Assistant	Terri Mathis	770-429-7850 ext. 7841 770-427-3809
FUMC Main Switchboard		770-429-7800
FUMC Fax Number		770-420-0929



First United Methodist  
Weekday Ministry



FIRST UNITED  
METHODIST CHURCH  
of MARIETTA

# FUMC WEEKDAY MINISTRY STAFF

Director	M-F	Kelly Bachman		
Office Manager	M-F	Jenny Bruner		
Office Assistant	M-F	Terri Mathis		
Nursery Supervisor	M-F	Sandy Caldwell		
Nursery Greeter	MTWTF	Mayda Fumero		
	TH	Kris Clinton		
Movement		Robin Currie		
Art/Spanish/				
Science		Cristina Rafferty		
Music	4's	Arie Motschman		
	3's	Reba Barfiled		
	2's	Sandy Caldwell		
	Toddler	Sandy Caldwell		
Toddler	TTH	Lisa Baker	Lisa Sengvixay	111
Toddler	WF	Kris Clinton	Teisha Brooks	113
2's	MTTH	April Bassett	Julie Vogt	121
2's	MTTH	Teisha Brooks	Stephanie Lane	119
2's	MWF	Latrice Harshaw	Joann Nagy	118
2's	TH	Shannon Ballard	Brenda Third	120

3's	MTTHF	Marsha Wooldridge Rochelle Focaracci	161
3's	MTTHF	Graceann Secrist Lisa Spranz	162
3's	MTTH	Melanie Whittaker Terria Williams	157
3's	MTTH	Jacquelyn Glasser Karen Frederick	158
3's	MWF	Kelly Lloyd Carileia Franck	162
3's	MWF	Karen Whittmore Paige Gregory	159
4's	M-F	Cate Smead Jennifer Childers	168
4's	M-F	Joanne Martin Becky Eckartz	167
4's	T-F	Merrilyn Prescott Venneca Hurst	169
4's	T-F	Reba Barfield Dawn Myers	171
4's	MTTH	Aileen Cavanaugh Loraine Henderson	172
Enrichment	M-F	Marilyn Crozier Ashley Fearon	156