

# WeeSchool

First Baptist Woodstock Weekday Preschool

Luke 2:52



# Parent Handbook

First Baptist Church Woodstock

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[www.fbcw.org/weeschool](http://www.fbcw.org/weeschool)

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## **Program Exemption**

FBCW WeeSchool meets the Bright from the Start exemption requirements and is therefore exempt from licensure by the State of Georgia. Our letter of exemption is posted outside the WeeSchool office.

## **Purpose Statement**

As part of the ministry of First Baptist Church Woodstock, the purpose of the WeeSchool Program is to Worship God, Love Others, Serve God, and Invite Others.

## **Our WeeSchool Philosophy**

1. We believe that each child is a unique individual. We are sensitive to a child's spiritual, social, emotional and physical needs. We provide developmentally appropriate programs that focus on the process of learning and help children enjoy successful experiences.
2. We believe that learning is a sequential process and that children grow and develop at their own rate. Children learn by actively participating. When provided a variety of materials, appropriate for their level of development, the child is able to learn skills necessary by hands on interactions, without pressure.
3. We believe that the strength of our program is in the dedication of our teaching staff. Our teachers create a caring, loving and nurturing atmosphere and mold each child's creativity and positive self-image.
4. We believe that children deserve to be children. Our program is designed to develop in children a sense of independence and responsibility.
5. We believe parents are the most significant adults in a child's life. We strive to create a mutual respect between parents and teachers; a partnership for the benefit of the child. We encourage communication between parents and teachers. Our doors are open to parents at all times.

## **Biblical Beliefs**

WeeSchool adheres to and forms the basis of classroom religious influence/instruction on the following as explained on our website in more detail:

**GOD** is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

**PEOPLE** are made in the image of God and are the supreme object of God's creation. All of us are marred by an attitude of disobedience toward God called sin. Sin separates people from God and causes many problems in life.

**SALVATION** is God's free gift to us, but we must accept it. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty, and we are eternally secure.

**THE BIBLE** is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it has salvation for its end and is truth without any mixture of error.

**DISCIPLESHIP/EVANGELISM:** It is the duty of every born again follower of Jesus Christ and of every church to endeavor to make disciples of all men everywhere.

**BAPTISM BY IMMERSION:** We believe that scriptural baptism is: (1) being completely immersed under the water and (2) after salvation.

**THE LORD'S SUPPER** is a symbolic act of obedience whereby believers remember the death of the Lord Jesus and anticipate His second coming.

We believe in giving the **TITHE** – 10% of our gross income (not net income) – as the biblical standard of giving. The tithe is to be given as an undesignated offering to the "storehouse" ministry of a local church. According to the Scriptures, we are to give cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

**A NEW TESTAMENT CHURCH** of the Lord Jesus Christ is a local body of baptized believers who are associated by their common faith and fellowship with Jesus. A local church is to observe the two ordinances of baptism and the Lord's Supper.

**UNITY** is the responsibility of each believer who it so endeavor to live in fellowship with each member of the congregation.

## **Welcome**

FBCW WeeSchool welcomes students of any race, color, national and ethnic origin and is honored to take part in the education of each student.

## **Religious Practices**

The following could take place during your child's time at FBCW WeeSchool: prayer with the class, blessings before meals and snacks, chapel with Bible teaching, Bible songs, Bible memorization, pledges to the American flag, Christian flag, and the Bible, teaching on and visits from missionaries supported by FBCW, curriculum work based on Bible stories or principles, recognition of Christ's birth at Christmas and Christ's resurrection at Easter and recognition of Thanksgiving as a time to thank God for His blessings. October 31st is celebrated as a Fall Festival rather than Halloween. Valentine's Day and Mother's Day are also recognized. Holidays from other religious beliefs are not recognized in the school. Practices and traditions from other religions not in accordance with FBCW or that are disruptive to the programs, schedules, and expectations of the teachers and other students are not permissible.

## **Reading of Parent Handbook**

Each parent is responsible to read the WeeSchool Parent Handbook. By signing the Parent Handbook section of the enrollment application as well as signing the enrollment application, parents are stating that they have read the handbook in its entirety, understand it, and have asked the WeeSchool Administration any questions regarding the handbook. Your signature also attests to your agreement to abide by the policies outlined in this handbook.

## **Statement of Enrollment**

Children are generally enrolled in our school on a first come first served basis according to age group and vacancies. Enrollment opens first to those currently enrolled, second to First Baptist Church Woodstock members and those who attend the January Open House and finally to the public. Families currently enrolled must be in good financial standing with the school to be considered for future enrollment. To be considered for admission, an Enrollment Application must be completed. Absolutely no monetary incentives, materials or services will be accepted to have children on the waiting list or to enroll children when spaces are not available. The WeeSchool does not accept any student whose enrollment application or other necessary paperwork is incomplete.

Prior to acceptance into any 3 year, Young 4, or PreK program, the administration may request an interview to evaluate the readiness of a child to transition into the more structured learning environment of our program. Students are placed in a class based on age by September 1<sup>st</sup> with no exceptions. Students are placed in the first class choice when space is available. If space is not available, students are automatically placed in the second class choice. If a second class choice is not listed, students will be placed on a waiting list.

WeeSchool strictly follows the age requirements for each classroom. A student may be allowed to repeat one year of PreK if parents and WeeSchool Administration deem it necessary and beneficial for the student.

## **Statement of Acceptance**

The WeeSchool reserves the right to refuse any applicant we discern is not suitable for our program, to decline admission when we are not able to meet the special needs of a child or to make exceptions to the “first come” policy when special situations arise. By way of example, such refusal may be for anticipated disruption in the school due to incompatibility of religious beliefs and practices of children that differ from the beliefs and practices of FBCW, discipline issues, or when we believe that we do not have adequate resources to serve a child with special needs appropriately.

Students will not be enrolled without receipt of Immunization Form #3231.

## **Conditions of Enrollment and Acceptance**

FBCW WeeSchool is not prepared for students who have minor learning disabilities or behavioral, social, physical or emotional challenges. Our classroom teachers strive to give equal attention to each student yet they are not trained in the area of special needs, learning disabilities, or behavioral, social, physical or emotional challenges. All students who are enrolled are expected to adhere to the classroom behavioral guidelines and expectations. In addition, all students are expected to be able to handle the structure of the classroom including but not

limited to the ability to stay seated during seat work so as to not be a disruption to other students. To protect the learning environment of all students in the class, the classroom teacher and assistant are unable to devote one-on-one assistance to a child who may require continual redirection either emotionally, behaviorally, socially, physically or academically.

We realize that some learning disabilities or behavioral, social, physical or emotional challenges may develop over time. Classroom teachers and assistants continually monitor the progress of all students and give regular feedback to both parents and the WeeSchool Director. If we notice any of the above that causes us concern, those concerns will be shared in a parent conference at which time we will discuss whether our program continues to be a good fit for the student.

Where we welcome assistance from the Cherokee County special needs program as well as the private sector for students that have been through the assessment process and have received an IEP, we are not prepared to adhere to all the criteria, goals and expectations within the students IEP due to the nature of our program.

If it's determined by the WeeSchool Director together with the classroom teacher at any time during the school year that our program is not a good fit, the student may be withdrawn and a pro-rated tuition amount will be refunded at the discretion of the director. Enrollment fees are not refundable.

### **Statement of Dismissal**

The WeeSchool reserves the right to dismiss any student in its discretion when it discerns that continued enrollment in the WeeSchool Program is disruptive to the school, other students, or incompatible with the school's mission. Such reasons may include, but are not limited to: violation of classroom behavioral guidelines and expectations either of a serious or continual nature (such as bullying, kicking, biting, hitting, spitting, verbal misbehavior, continual willful refusal to follow directions, etc.), failure of parents or guardians to adhere to school terms and policies; misrepresentations or omissions by parent or guardian on enrollment forms or in other interactions with the WeeSchool personnel; failure to pay tuition and/or fees completely or timely, and school's inability to meet the special needs of a student.

Note: Families who are 2 months behind in tuition and/or fee payments are automatically withdrawn from the WeeSchool Program.

### **Withdrawal by Parent**

To withdraw your child from WeeSchool, a 30 day advance written notice is required to be submitted to the WeeSchool front office in a timely manner which secures your 30 day withdrawal. Verbal withdrawals are not accepted as an official form of withdrawal. Tuition and fees must be current through the last month attending and are still due for withdrawals that occur without a 30-day advance written notice. Tuition and fees are non-refundable in the event of withdrawal. Any parent desiring to re-enroll should follow the regular WeeSchool enrollment process which includes payment of the enrollment fee. Parents who withdraw without a 30-day advance written notice or who withdraw with a balance due may not be eligible for re-enrollment.

A parent who goes through the official withdrawal process then has a change of mind may rescind their withdrawal. This should be done in writing and given to the WeeSchool front office. If the spot is still available,

the student may continue at the discretion of the WeeSchool Director. However, if the spot has been filled then the student will be placed on the waiting list until a new spot opens up. The re-enrollment fees will apply.

### **Waiting List**

When all spots in a classroom are full, parents have the option of being placed on a waiting list. No monies are accepted or required for the waiting list. When an opening becomes available, the WeeSchool office will call the first person on the list, wait 24 hours for a return call from the parent then will move to the next name on the list. No response to calls by the WeeSchool office when there's an opening will result in removal from the waiting list. If more than one choice is available for the requested age group then a child may be placed on more than one wait list but will be removed from all wait lists upon enrollment into the WeeSchool program. At the discretion of the WeeSchool Director, a child may be placed at the top of the waiting list for ministerial purposes which could affect a person's place on the waiting list.

### **Class Placement and Student Assessments**

Following enrollment, student assessments may be conducted by FBCW WeeSchool personnel for the purpose of classroom placement. If we determine that a group of students are assessed at the same or similar academic level, we may decide class placement based on assessment and not birthday, as long as the birthday falls within the breakdown for any particular age group. FBCW WeeSchool will always honor the September 1<sup>st</sup> birthday requirement and will not advance a student to a class that is not within their age/birthday range.

### **Late Pick Up Policy and Fees**

A late pick up fee of \$1 per minute per child is payable at the time of pick up. A late fee will be charged on children not picked up on time. Late fees not paid at the time of pick up will be added to the next tuition statement. Refusal to pay a late fee may result in withdrawal of the child. The school day ends at 12:45pm and arrival after the time of dismissal is considered late.

The WeeSchool front office closes at 12:45pm. The WeeSchool administration will call 911 as well as FBCW Security to assist with any child not picked up when it's time for the office to close or should efforts to contact a parent or emergency contact be unsuccessful.

### **WeeSchool Staff Meetings/Early Dismissal**

WeeSchool will dismiss at 11:45am the first Thursday of each month for a faculty meeting. The school calendar will reflect the faculty meeting dates. The WeeSchool will provide a special snack on early dismissal days so it is not necessary for students to bring a lunch box.

### **Policy Changes**

The WeeSchool reserves the right to add to and/or change its policies from time to time without notice and each parent agrees to be bound by such policies.

## **Privacy/Social Network Statement**

To protect the privacy of our students, FBCW WeeSchool Administration requests that teachers, parents and family members only post your own child on any type of social network when/if posting pictures taken at WeeSchool. In addition, it is suggested that FBCW WeeSchool employees refrain from befriending parent/family members of FBCW WeeSchool students through various social networks.

## **Home Visits, Play Dates and Visitation**

As time permits during the week of Pre-planning (the week before students start school), Kindergarten families may receive a Home Visit from their teacher while others may be invited by their teacher to attend a Play Date for the express purpose of meeting the teacher and others in the classroom before school begins. All teachers will contact parents via phone or email the week before school starts to introduce themselves.

WeeSchool families may be visited during the course of the school year by FBCW church members for the purpose of inviting to Sunday school and Worship as well as special events sponsored by FBCW.

## **Teacher/Friend Requests**

Requests for specific teachers will not be accepted due to staff changes, limited space and availability, birthday breakdowns in the classroom, assessment results and student ratios. Specific friend requests may be honored based on age, birthday, classroom enrollment and ratio. When friends in the same age group are placed together in the same class, they will be placed based on the younger birthday. There may be some instances where friend requests are not honored.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are conducted annually for all PreK parents for the purpose of sharing the progress of each student. They will also be held when concerns over a student arise. Administration may also be present at parent/teacher conferences. It is required that at least one parent attend each scheduled parent/teacher conference.

## **Communication**

All communication from parents should be in writing or email format to either the classroom teacher or the WeeSchool front office. Verbal communication can be misunderstood or forgotten.

If it's necessary to contact the WeeSchool front office by phone, please leave a message if we don't answer and we will return your call as soon as we are able. The WeeSchool front office is a busy place and we assist many families either by phone or walk up so we are not always available to answer immediately.

## **Curriculum Policy**

Curriculum is covered through tuition payments and is the property of First Baptist Church Woodstock WeeSchool. Upon early withdrawal of a student, curriculum will remain the property of the school and will not be sent home. Curriculum worksheets will only be sent home through the current month paid.

## **Class Sizes**

MMO: 8

2's: 10

3's: 15

PreK: 16 - 17

Transitional 5's: 18

Kindergarten: 18

Note: Class sizes are subject to change without notice.

## **Fundraisers and Community Service**

WeeSchool may use the following fundraisers for the purpose of raising funds/collecting items for our WeeSchool and Preschool:

- Scholastic Book Fairs and Book Orders

WeeSchool participates in various community service projects such as:

- Food Drive for the FBCW Food Pantry
- Sock, hat, glove and undies tree for FBCW Caring Christmas
- Change drive/item collections for Missions Projects
- Kindergarten visits to local nursing home.

## **WeeSchool Discipline Policy**

WeeSchool uses first redirection and second the "time-out" method of discipline – one minute per year of age. Even toddlers can understand this method and can be placed in a "time-out" crib. Occasionally children are brought to the WeeSchool office for time out. Continual discipline issues will result in a phone call home from the teacher and in extreme circumstances, a phone call from the WeeSchool administration requesting that the student be picked up early. In the case of repeated discipline issues, WeeSchool administration may request a parent conference to discuss the issues and discuss the next course of action.

Incident forms are filled out on each incident that occurs while in school. Incidents may include but are not limited to hitting, kicking, biting, throwing, spitting, scratching, misuse/abuse of school property, verbal misbehavior, and continual refusal to follow directions. Incident report forms are to be signed and returned to school the following school day.

## **Classroom Discipline Procedures**

Each classroom will offer a form of classroom discipline which utilizes a visual color system as well as a tangible method of changing colors throughout the day by moving an item such as a clip, stick or pompom, etc. as behaviors continue. Students will know what color they're on throughout the school day and will also have the opportunity to earn items back through good behavior. Colors and items may vary by class.

## **Bullying**

FBCW WeeSchool takes bullying seriously and will address bullying behavior on a case by case basis.

Eyesonbullying.org defines bullying as:

- Deliberate – the intent is to hurt someone
- Repeated – the same victim is targeted again and again
- Power imbalanced – chooses victims seen as vulnerable

Young children are learning how to behave in social settings. The WeeSchool staff addresses behaviors that could be seen as bullying and turns them into teachable moments on how a child should behave. Normal discipline methods of redirection, time out, phone call home and parent conference are followed. In addition, behaviors that are deliberate and on-going that do not improve may result in child being placed on probation, and in extreme circumstances being withdrawn from the WeeSchool program.

## **Habitual Biting**

Habitual biting may be dealt with at the discretion of the WeeSchool Director. We will use the time out method of discipline – one minute per year of age. If biting becomes habitual, we will schedule a meeting with the parent to determine the next course of action. Examples of further action may include but are not limited to child being sent to the office for time out, child being sent home early, child being placed on probation, and in extreme circumstances child being withdrawn from the WeeSchool program.

## **Resource Assistants**

Resource Assistants are available to teachers who may need extra assistance either with individual students or with adjusting the dynamics of their classroom as a whole. If a Resource Assistant is placed in a classroom to work with a child on a one on one basis, the classroom teacher or the WeeSchool office will give parent/guardian advance notice.

## **Immunization Policy**

Cherokee County in conjunction with the State of Georgia requires a current Certificate of Immunization Form #3231 on all children attending school. The WeeSchool office will give advance notice when the #3231 is due to expire. A student may not attend school without a current Form #3231 on file in the WeeSchool office.

In addition, children entering a T5's or Kindergarten class are required to have a Vision/Hearing/Dental form #3300 before starting WeeSchool.

## **Religious Immunization Exemptions**

If you choose not to immunize your child or are on a delayed immunization schedule, a notarized affidavit of Religious Exemption is due to the WeeSchool office upon enrollment. The religious affidavit does not expire. Per Georgia law, children who are not immunized may be excluded from attending school in the event of a vaccine preventable disease outbreak. WeeSchool administration will notify you should an outbreak occur.

FBCW and FBCW WeeSchool will not be held liable should a child who is not vaccinated becomes ill with a vaccine preventable disease. Tuition and fees are not reimbursable for any time missed from school.

## **Health, Illness and Injuries**

For the protection of your child, the other children in the program and the WeeSchool staff, **we request that parents not bring a child to school that either appears to be ill or has been ill in the past 24 hours.**

Children who have had the following symptoms within the last 24 hours will not be admitted into a WeeSchool classroom:

- Fever
- Green or Cloudy Runny Nose
- Runny, Pink or Infected Eyes
- Vomiting and Diarrhea
- Inflamed Mouth or Throat
- Croup, Coughing, Sneezing
- Symptoms of childhood diseases (scarlet fever, mumps, measles, chicken pox)
- Skin infections such as boils, ringworm, impetigo, staph, or any unexplained rash

Should a child become sick or injured during the school day, the WeeSchool administration will contact parents using information provided on the emergency contact card. Please inform the WeeSchool office immediately of any changes in personal phone numbers or emergency contact phone numbers.

Parents who are called to come pick up their child are expected to respond to their child's needs by coming immediately. Failure to pick up your child in a timely manner is neglectful. In the event that a parent or emergency contact cannot be reached or a parent/emergency contact refuses to or is unable to come pick up their child, WeeSchool administration will call 911 and FBCW Security for assistance.

Children who incur minor injuries will be taken to the WeeSchool office for assessment and first aid. In the event of a serious injury, WeeSchool administration will call 911 and a parent immediately.

Any head or facial injuries will require immediate contact of the parents. With other types of injuries, parents will be contacted if needed.

Accidental injuries will be reported to parents using an Accident Report Form. Parents are asked to sign the form and return it to the WeeSchool office either before leaving with their child or the next school day if the report goes home in the school bag. Accidents that occur at the very end of the school day or while at carpool may cause a delay in the accident report going home. In these instances, WeeSchool staff will give verbal explanation of the accident/incident at the time of pick up and the accident/incident form will go home the next school day.

## **Medication**

If medications can be given at home or before/after WeeSchool, please do so. However, if medication administration is absolutely necessary during school hours, a medical form should be completed.

The medical form grants permission to FBCW WeeSchool personnel to supervise a child in taking the prescribed medication. By signing the medical form, it is understood and agreed that you release and discharge FBCW and its employees and volunteers from any and all liability in case of an accident, injury, damage, or any other mishap in connection with administering and supervising of taking said medication including any side effects, illness, or other injury which might occur to a child. You hereby release aforementioned individuals from any liability because of injury or damage, which might occur.

- All medications must be in the original container.
- Benadryl must be in the original package and must be in pre-measured doses.
- Parent/Guardian must provide specific instructions (including drugs and related equipment) to the WeeSchool personnel.
- It will be the responsibility of the parent/guardian to inform WeeSchool of any changes in pertinent data. New medications, prescribed or non-prescriptive, will not be given unless a new form is completed.
- All medications are to be taken directly to the WeeSchool office. Children may not have medication in their possession or their school bags, except Epi-pens and/or inhalers which are to be enclosed in our school provided bags.
- The WeeSchool office staff will keep a record on each medication administered. This record will include child's name, date, medication administered, time and signature of personnel who supervised.

WeeSchool personnel will not administer medications except in emergencies and then only with written permission from the parents on a medical release form, written instructions from the doctor indicating dosage, time period for administration, name of child, and prescribed medication. Emergency medication must be in its original container. Epi Pens and emergency inhalers will be placed in a bag provided by the WeeSchool and kept in the classroom for quick access. All other medications will be kept in a secure location in the WeeSchool office area. Other FBCW preschool ministries do not have access to medications kept on hand for the WeeSchool.

## **Security, Medical Alert and Emergency Medical Procedures**

A security situation denotes that there are specific instructions that need to be followed for the drop-off and/or pick-up of a WeeSchool student due to very unusual or extreme circumstances (i.e. custody matters, etc.). In these circumstances, a written note from the parent or guardian must be on file in the WeeSchool office as well as copies of any legal documentation showing proof of custody, restraining order, etc. The WeeSchool office will also make copies of legal documentation for the FBCW Security Department to keep on file in the event the WeeSchool office needs to contact them for their support in a security issue. It is the responsibility of each WeeSchool family to keep the WeeSchool office up to date on and informed of any security situation.

A medical condition denotes that there is an allergy, chronic condition, or temporary condition that WeeSchool staff needs to be aware of. In this event, the parent or guardian is responsible to:

- Fill out the appropriate medical form and return to the WeeSchool office.
- Put the security or medical situation in writing for the teacher and the WeeSchool office and discuss with both.
- Provide copies of official documents to the WeeSchool office for security situations.
- Keep the WeeSchool office updated with current telephone numbers, emergency contacts and addresses.

In case of a medical emergency or serious injury or accident, WeeSchool Administration will contact the name(s) listed on the enrollment application under Emergency Information. If we are unable to reach the parent(s) and have to go to the next name on the emergency contact list, it is understood that those persons listed are to assume responsibility for the child and it's the parents' responsibility to make them aware of this. If the WeeSchool is not able to reach a parent or an emergency contact, 911 will be called and we will follow the recommendations of the emergency personnel.

In the event that 911 is called and transportation to the hospital is necessary, they will transport to the nearest hospital or the hospital recommended by the emergency personnel.

By filling out and signing the Emergency Information section of the enrollment application, parents/guardians agree to authorize the hospital to provide emergency medical and/or surgical treatment. You also agree to release FBCW, FBCW WeeSchool Administration and its employees, the emergency/rescue personnel, the physician and the hospital and staff from any and all liability in connection with the transportation and/or treatment of the child.

## **WeeSchool Security Procedures**

Closed circuit security cameras are located throughout the building, parking lots, playgrounds and classrooms.

FBCW Security personnel may supervise the drive thru, parking lots and church campus.

## **Severe Weather and Fire Emergency Plans/School Closings**

Severe weather and fire emergency plans are posted in each room in the red emergency backpack under the classroom sink. In the event of an emergency, please note that WeeSchool staff is instructed to keep all children together. Any parent that arrives at the school during the emergency must assist the teacher until the emergency is over.

If the tornado sirens go off during drop off/pick up, carpool will be shut down while staff and children follow the severe weather plan. If carpool is shut down, anyone waiting on a child to be removed from or placed in their car may leave their vehicle where it is and join us in seeking safety until the warning has passed. Parents who

opt not to stay while tornado sirens are going off should drop off/pick up their child in person. Parents who leave their cars where they are will not be asked to move them until the warning has ended. Once it is safe to do so, and if necessary, WeeSchool staff will resume carpool.

Severe weather and fire drills will be conducted regularly.

FBCW WeeSchool will follow the Cherokee County School closings as announced on radio or TV due to weather conditions; however, if Cherokee County has a delayed school opening, WeeSchool will remain closed, as we are only a half-day program. In the event that Cherokee County schedules make up days, the WeeSchool calendar will remain the same and we will not add days to our calendar.

No refunds are allowed for sick days, severe weather days, holidays, emergency closings, unforeseen closings, planned closings or when the school is closed.

### **Emergency Evacuation Procedures**

In the event of an emergency evacuation of a Cherokee County school, FBCW will act as an emergency center that will house the students until parents pick them up. If this should occur during the WeeSchool day, please be advised that the church campus will be locked down and Neese Road closed to all traffic except school buses. ALL parents will be directed to enter the church campus via the main entrance on HWY 92 and park in the parking areas in front of the main worship center. ALL parents will be required to enter the main worship building through the main doors to pick up their children. WeeSchool staff will be manning the information desk to the left of the main desk. The WeeSchool staff will verify carpool number/ID and the child will be brought up from the preschool department and given directly to the parent. A carpool number, key chain tag or picture ID will be mandatory. Parents should not attempt to go down to the preschool department or drive around to the preschool because the church will be locked down and parents will be unable to pick up there.

### **School Security and Visitors**

For school security, please follow these steps when entering the preschool lobby for the purpose of dropping off a child, picking up a child, or visiting a WeeSchool classroom:

- Sign in at the WeeSchool office, obtain and wear a visible "Visitor" badge.
- Wait while the WeeSchool office staff calls the classroom then when prompted by the WeeSchool office staff to do so, proceed to the secure doors and wait outside the secure doors until someone from the classroom comes to assist you.
- Have carpool number, key chain tag, or personal ID ready to show the WeeSchool office staff.
- Anyone dropping off or picking up a child must be 16 years of age or older.
- If a child was upset when dropped off, a parent/guardian may call to request that the WeeSchool office staff check on the child at any time during the school day. If a parent/guardian comes to the WeeSchool office in person to check on their child, the WeeSchool office staff will check on the child and report back to the parent/guardian. This will prevent classroom disruptions and upsetting children who are already calm.

- A screening procedure is carried out on all WeeSchool staff and volunteers before working or volunteering in the WeeSchool Program.

## **Potty Requirements**

Children who turn 3, 4 or 5 years old on or before September 1<sup>st</sup> must be able to accomplish the following on their own with little or no assistance from the teacher:

- Use the toilet in the bathroom without being prompted.
- Able to wipe self.
- Does not come to school in a diaper or pull-up. We do not change diapers or pull ups for 3's and up.
- Able to pull up clothes. Minimal assistance may be given for zippers and buttons.
- Able to flush the toilet.
- Able to wash and dry hands.

We understand that these may be new skills for some students and also understand that accidents may happen. In the event that a child has a potty accident, a parent will be contacted to either come to the school to change the child or pick the child up. Children who are enrolled in a 3 year old class and above who are not able to accomplish the above or who have 2 or more accidents in a week are still potty training and may not be ready for school.

WeeSchool does not place older children who are not potty trained in younger classrooms.

Children who are enrolled in a 2 year old class and younger are not required to be potty trained and the teacher may request that a change of clothes be kept at school. However, if you are potty training, please let your teacher know and she will be happy to work with your child at school.

## **Diapering**

Children who are enrolled in a 2 year old or Mother's Morning Out class will have diapers changed throughout the school day as needed. Children should only come to WeeSchool in a disposable diaper, not a cloth diaper. WeeSchool provides gloves, wipes, and wax paper for staff to use when changing diapers. Parents are responsible for providing disposable diapers.

Non-prescription diaper cream may be sent in through a child's back pack for use when diapers are changed. Prescription diaper creams may only be applied after a medical form has been completed by a parent.

## **School Dress Code**

Children should wear washable, comfortable clothes and shoes according to the seasons keeping in mind that all classes go to the playground on a regular basis.

Clothing items such as jackets and sweaters should be labeled with the child's name on the inside. Items left in the classroom will be placed in the Lost and Found area in the Preschool lobby behind the fish tank. Lost and Found items are cleaned out on a monthly basis and are donated to the FBCW Clothes Closet.

Shoes with wheels or noise makers, while fun and cute, are not allowed. In these cases parents will be asked to bring a change of shoes for their child.

All children in a 3 yr. old, PreK, T5, and Kindergarten class will have PE once a week. Tennis shoes are required for PE days.

### **Back Packs, Communication Folders and Lunch Boxes**

The WeeSchool will provide a back pack for each child to carry to and from school each day. A communication folder will be kept in each back pack and is a means of communication between teachers and parents. Parents are responsible for checking the backpack and communication folder each day and keeping them cleaned out.

If a back pack is lost or damaged, the WeeSchool office will be glad to replace it for a fee of \$10.00.

Parents of students who bring a lunch to school are asked to provide their own lunch box labeled clearly with the student's name on the outside of the lunch box.

### **Children with Food Allergies**

Parents are responsible for informing the WeeSchool office and classroom teacher of any food allergies.

Teachers will then pass that information along to the rest of the class. Only the allergy is stated when giving out this information and not the student's name. Students with allergies are welcome to bring their own special snack when the class celebrates special occasions such as birthdays, parties, etc.

### **Birthdays**

WeeSchool recognizes each child either on or near their birthday. Summer birthdays are usually recognized in May. Advance arrangements with the teacher may be made if you would like to provide a special birthday snack of mini cupcakes or a cookie cake. Please adhere to the WeeSchool Food Guidelines in this handbook when planning your birthday treat. The classroom is not the place for birthday celebrations including parties, special plates, napkins, cups, balloons, birthday gifts, treat or goodie bags, etc. Anything above and beyond a small special snack should be planned after school at a time and place to be determined by the parent.

### **Parties**

WeeSchool celebrates fall with Farm Day and Family and Me Picnics, Christmas, Valentine's Day, Easter and Year End in most classrooms. Teachers will have sign-up sheets available at Open House in August for parents who wish to help plan classroom parties. When planning food for the party, please pay special attention to the list of foods to avoid in this handbook.

Parties are a special time for preschool children and our focus is on the students. We ask that other children not attend unless prior arrangements have been made with the teacher. Food and treats are planned for the

number of children in the classroom which can upset visiting siblings. In addition, food is only planned for students and not parents.

Teachers will specify which parties parents are invited to attend. If a parent is unable to attend, it is highly suggested that a grandparent, aunt, uncle, or friend attend in your place so your child is not the only child in class without a parent present. If you know in advance that you or someone else cannot attend, we recommend keeping your child home that day so as not to upset them when they see other parents in attendance.

## **Lunch**

All students will have a lunch time built into their schedule each day. Parents will be responsible to pack a nutritious lunch following the WeeSchool Food Guidelines in this handbook. The WeeSchool does not have additional lunches on hand for those who forget their lunch box. It's the responsibility of each parent to provide lunch for their child even when a lunch box is forgotten.

All students should be able to feed themselves, hold their own cups, and open each item and/or container in their lunch box without assistance.

The following suggestions may help when packing a lunch:

- Keep foods simple and use packaging that is easy to open.
- Transfer foods from difficult to open packaging and containers to something that is easier to open.
- Prepare foods that do not have to be heated. (Teachers do not have access to microwaves.)
- Allow your child to assist you when preparing and packing their lunch.
- Consider adding foods that come in interesting shapes and colors such as broccoli "trees" or cauliflower "clouds". Sandwiches can also be cut into shapes using cookie cutters.
- Adhere to the "Examples of Appropriate Items" and the "Specific Food/Drink Items to Avoid" lists below. Items that should be avoided will be returned home unopened.

## WeeSchool Food Guidelines

### Examples of Appropriate Items:

- Applesauce cups
- Pudding cups
- Jello cups
- Yogurt
- Mini Bagels
- Fresh fruit – DICED – bananas, apples, oranges
- Small sandwiches or roll ups – cheese, ham, turkey
- Pretzels/chips
- Cheese cubes or string cheese
- Raw vegetables – DICED
- Graham crackers
- Vanilla Wafers
- Cheese Its
- Goldfish
- Clear juices
- water

NOTE: Diced means cut in ½ then cut in ½ again to avoid choking.

### Specific Food/Drink Items to Avoid:

- Peanut butter, nuts, or any nut products, soy butters, nut butters, seed butters, home ground butters, cookie spreads, or if it looks like, smells like or has the consistency or general appearance of Peanut butter, or if WeeSchool staff questions what it is, it will be returned home unopened.
- Popcorn
- Hard Candy
- Suckers
- Honey
- Chocolate
- Tomatoes
- Marshmallows
- Grapes (must be halved then quartered at home)
- Hot Dogs (must be diced – halved then quartered into very small bites at home)
- Red drinks or foods containing red dye
- Milk, Almond Milk and any other substitute milk products. Questionable liquids will be replaced with water.
- No metal pull top containers and no knives, plastic or otherwise.

## **Class Directory & Photos**

Each classroom creates a directory for their own classroom which consists of child's name, parents name, address, phone number and email address. These lists are used for communication purposes and party planning. For the privacy of each child and parent on the directory, the lists are not to be distributed or shared with anyone outside of the classroom for any reason.

Some classroom teachers may take photographs and/or videos of their students that they will share only with parents in their class. Photos and videos taken during special events may be used for school/church purposes which may include: display on school website, display on FBCW preschool FB page, display on classroom bulletin boards, or any comparable situation that may apply. Some classroom videos may be used specifically for the purpose of teacher training and posted on the preschool website.

Permission is granted or denied on the enrollment application. Parents have the option to make changes to their permission to grant or deny the school's ability to use picture and/or videos s in writing to the WeeSchool office.

## **Parent Portal**

WeeSchool stores all of our student and family data in the EZCare program which offers a Parent Portal. Each family is responsible for signing onto the Parent Portal and maintaining accurate information such as address, phone numbers, etc. Parent Portal instructions are available from the WeeSchool office.

## **WeeSchool Tuition Policy and Procedures**

The WeeSchool program is a non-profit organization supported by the enrollment and tuition of its students. Please note the following regarding tuition payments:

- Tuition is due the 1<sup>st</sup> of each month beginning August 1<sup>st</sup> and ending with May 1<sup>st</sup>. Tuition is still due August 1<sup>st</sup> even though school has not yet begun.
- The amount due is constant regardless of the number of days in the month, holidays taken, days missed due to inclement weather or school closings including but not limited to fall, winter, and spring break . It is not possible to offer discounted months for family vacations, extended trips, or illnesses.
- A late fee will be added to all past due accounts and will not be waived. Late fees are assessed per child enrolled. A grace period of 5 days will be given before late fees are added. Loss of, misplacement, or not receiving a tuition envelope will not change the tuition due date nor will it constitute waiver of the late fee.
- Tuition statements show a yearly tuition which has been divided into 10 equal monthly payments.
- Discounts are not given for paying tuition in full.
- A \$15 monthly discount off of tuition is given for the first additional sibling. A \$10 monthly discount is given for the second sibling and beyond.
- Scholarships are not available as WeeSchool is not a mandatory program.

- Students are automatically withdrawn from the WeeSchool in the event that tuition falls 30 days behind, payments are consistently late, or the agreed upon terms for payment are not met.
- Tuition statements will be emailed to each family to the email address provided to us in the enrollment application or Parent Portal.
- When paying by cash or check on a regular basis, a tuition envelope with your child's name and class assignment will be sent home in the school bag at the end of each month. If there is more than one child enrolled, the tuition envelope will be sent home in the oldest child's school bag. NOTE: Tuition envelopes will be sent home earlier in November and December due to the holiday breaks.
- Only tuition payments should be placed in the tuition envelope. All other notes or items of communication should be placed in a separate envelope or in the folder in the child's school bag. If your tuition envelope is misplaced, please note your child's name and class on a blank envelope and return it in the school bag. You will continue to use the same tuition envelope the entire school year.
- Families who pay by credit card on a regular basis will not receive a tuition envelope but will receive the tuition statement each month as a reminder that tuition is due.
- Tuition checks will be processed by the FBCW Finance Department using remote deposit technology which converts checks into an electronic transaction and is then sent directly to your bank the day it is received in our office.
- There will be a \$20 fee on all returned checks. Checks are automatically run through a second time before you are contacted by the WeeSchool Bookkeeper. If a check is returned a second time, all future payments will need to be made in cash.
- If you are unable to pay your tuition on time, it is important to communicate with the WeeSchool Bookkeeper who will assist you with a payment plan of action.

## **Tuition Payment Procedures**

- Please make checks payable to: **FBCW-WeeSchool**. If tuition is paid by a third party, please note the student's name and class on the check.
- Credit card payments are accepted through the Parent Portal. Nominal fees apply when paying by credit or debit card.
- After school hours, payments by check may be put in the locked black tuition box on the wall outside the WeeSchool office. The check payment should be placed in the small white and blue envelope with student's name and class written on the outside before placing in the box. Please do not place the larger red tuition envelopes inside the tuition box.
- During the WeeSchool office hours of 8:45 a.m. to 12:45 p.m., payments by check may be sent in through the student's book bag or delivered in person to the WeeSchool Office. All cash payments are to be made in person at the WeeSchool office. A receipt will be issued upon payment. **Cash is not to be sent in through the school bag or placed in the tuition box.**

- Payments sent by US Mail should be addressed to:  
FBCW-WeeSchool  
11905 HWY 92  
Woodstock, GA 30188

### **Late Payment Fees**

A late fee will be added to all accounts past due following the 5 day grace period. Late fees are assessed as follows and are per child:

1<sup>st</sup> time: \$15

2<sup>nd</sup> time: \$25

3<sup>rd</sup> time: \$35

4<sup>th</sup> time: Automatic withdrawal from the WeeSchool Program

### **Carpool Numbers, Hanging Tags, Key Chain Tags, and Carpool Map**

Each child is assigned a **carpool number** at the beginning of the school year. Two **hanging carpool tags** as well as two **key chain tags** will be issued at Open House in August. Children will keep the same carpool number throughout the course of the school year. Siblings enrolled in the program will each be assigned their own carpool number.

Only school issued carpool numbers will be accepted. Never attempt to make your own carpool number.

Please inform the WeeSchool office immediately in the event that a carpool number is lost or stolen. A new number will be issued and a new rear view mirror tag and key chain tag will be sent home in the child's school bag within two school days. While you are without a carpool number, you will be required to walk in to drop off and pick up. Please be prepared to show appropriate ID until you've received your new carpool numbers.

**Carpool maps** are provided at the August Open House in the carpool packet. The carpool route is clearly marked on the map. Each person who drops off and picks up is required to follow the designated route. Failure to comply with the Carpool Policies, Procedures and routes clearly marked on the carpool map may result in a loss of carpool privileges.

### **Going Home with a Friend**

If a child is going home with a friend, a written note is required by **BOTH** parties. If the WeeSchool office does not receive a written note by both parties, a note may be faxed or emailed to the WeeSchool office by the party that didn't send in a note. If two notes are not received in the WeeSchool office before 10:00 a.m. students must be picked up separately.

## **Dogs and large pets in Carpool**

For the safety of our staff and students, vehicles with a dog or large pet will not be allowed to enter the drive under. These vehicles are to park in a parking space and walk their child into the building while leaving the dog/pet in the vehicle. WeeSchool teachers will not remove any child from a vehicle containing a dog or large pet.

## **Car Trouble during Carpool**

If you have car trouble either in the carpool line or when parked, please notify WeeSchool staff and we will contact FBCW Security personnel to assist you.

## **Parking on Campus**

Please park in one of the several parking lots around the FBCW campus. Security may take steps to discuss any parking violations with the person driving the vehicle that is parked in an inappropriate parking place. Inappropriate parking places include but are not limited to reserved parking spots, curbs, the other side of the drive under, the road or anywhere else that impedes the flow of traffic or emergency response vehicles or causes a safety concern.

## **Morning Drop Off Procedures**

### **Option #1: Carpool (preferred)**

The drop off for morning carpool starts at 8:45 a.m. and ends at 9:00a.m. Please note that we run an early carpool for our oldest students.

- Enter the church campus at the appropriate entrance designated by the carpool map.
- Please have carpool number visible and hanging from the rear view mirror or passenger sun visor. Once your child has been removed from the vehicle, the carpool number is to be taken down.
- WeeSchool staff directing carpool will place each car in a specific lane. All carpool numbers beginning with an "M" or "T" will be placed in the lane closest to the building. Please stay in the lane we place you in.
- Vehicles should remain in the "PARK" position until you've been motioned to pull forward.
- Children should be ready to get out of the car with shoes on, coats on, school bags and lunch boxes in hand.
- WeeSchool staff will remove children from cars. However, parents of children with an "M" or "T" on their carpool number will remove their children from the car and place on a red bye bye buggy on the sidewalk closest to the building. The WeeSchool staff pushing the buggies will then take children to their teacher in the preschool theater. Please say a quick goodbye and promptly return to your vehicle.
- Please stay with your vehicle. WeeSchool staff will always come to you.

## **Option #2: Walk-in**

- Park in an appropriate parking spot. There are 6 reserved spots available in the small preschool parking lot to be used for quick in and out drop offs. Please follow the “Parking on Campus” procedures on the previous page when parking on campus.
- Children who are walked in should always be walked in by an adult and taken to their appropriate drop off location.
  - ALL MMO children and 2 year olds are to be walked in and taken directly to the Preschool theater where the teacher will be waiting to receive them.
  - All 3 year olds and certain PreK classes are to be taken through the preschool lobby and to the hallway on the left where WeeSchool staff will greet them and take them to their classroom.
- Morning drop off should not be prolonged. Teachers are happy to schedule a conference before or after school if there is a need to discuss an issue or concern.
- Crossing guards will assist anyone walking in with crossing through the carpool line. For your safety, please wait for their signal before crossing.

## **Morning Drop Off Late Arrivals**

When arriving after carpool has closed down, please park in a parking space, bring your child to the WeeSchool office and:

- Sign in
- Wait patiently with your child until WeeSchool staff is available to take them to their classroom.

Students who arrive late on a regular basis cause a disruption in the flow of the teaching in the classroom. Parents are expected to bring their children to school no later than 9am.

## **Afternoon Pick Up Procedures**

### **Early Check Outs**

If a child needs to be checked out of school early, please arrive at the WeeSchool office before 12:00pm. Please sign in on the Check Out sheet and be prepared to show a carpool number, key chain tag or valid picture ID which will be mandatory before a child can be released. Early check outs that occur after 12:00pm may be asked to wait to receive their child until after their class has reached its designated afternoon carpool location.

A parent may also give the WeeSchool teacher advance notice of an early check out and the student will be ready for pick up in the WeeSchool office at the requested time which can be any time before 12:00pm. Students still in the office waiting on a parent after 12:00pm will be taken back to their teacher while the office assists with afternoon carpool.

### **Option #1: Carpool Pick-up (Preferred)**

Children will leave their classrooms at a time that gets them to their designated carpool spot in a timely manner allowing the classroom teachers to begin placing children in vehicles at their appointed pick up time.

- Have the carpool number hanging from the rearview mirror. Please remove the carpool number once the child has been placed in the car.
- Quickly buckle the child into the car seat. WeeSchool staff may not participate in buckling children into their car seats for insurance reasons.
- All cars are to remain in a parked position until the crossing guards have given the signal to move forward.
- In the event that you are late picking up, please refer to both the Late Pick up Policy and Fees sections in this handbook.

### **Option #2: Walk-in**

- If a parent walks in to pick up, a carpool number, key chain tag or valid picture ID will be mandatory before a child can be released. Please wait in the large preschool foyer outside the preschool theater. WeeSchool staff will bring your child to you after checking your carpool number.
- Anyone without a carpool number or key chain tag will be sent to the office for verification of picture ID then will receive a pass from the WeeSchool office to take back to WeeSchool staff for pick up.

### **Approved Pick-up List**

WeeSchool students will only be released to those who are on the approved pick up list or emergency contacts as listed on the students Enrollment Application and Emergency Contact Card. If they do not have a school issued WeeSchool hanging tag or a key chain tag, a valid picture ID will be required before a child will be released.

If you give your carpool number to someone who is not on the approved list for pick up, a hand written note or email from the parent will be required. If the WeeSchool office does not have a hand written note or email from the parent, the child will not be released. The WeeSchool office will call the parents to verify the person picking up is indeed supposed to pick up. If they are not, the WeeSchool office will contact FBCW Security personnel.

### **Carpool Safety Tips**

- Follow crossing guard signals at all times.
- Watch for children and WeeSchool staff walking between cars.
- Always place vehicle in park or if MMO or 2 year old, turn vehicle off.
- Once approaching the drive thru, keep hands free from anything that could be a distraction including but not limited to cells phones, iPad, Kindles, magazines, books, etc.
- Keep children seated at all times until WeeSchool staff comes to removed them from the vehicle.

## **Special Activities with Family Involvement**

- Farm Day/Family and Me Picnics – School wide – Family Event
- Christmas Programs and Parties – School wide – Family Event
- Donuts with Dad – 3's and Young 4's – Dads Event
- Dad and Me – PreK, T5's, K – Dads Event
- Muffins with Mom – 3's and Young 4's – Moms Event
- Mom's Tea – PreK, T5's, K – Moms Event
- End of Year Parties – School wide – Family Event
- Graduation – PreK, T5's, K – Family Event

## **WeeSchool Office Staff and Contacts**

Director: Jo Cherie Sproul  
[jocherie.sproul@fbcw.net](mailto:jocherie.sproul@fbcw.net)  
678-494-2838

Office Assistant: Felicia Silliman  
[felicia.silliman@fbcw.net](mailto:felicia.silliman@fbcw.net)  
770-926-9158

Bookkeeper: Stacey Hayes  
[stacey.hayes@fbcw.net](mailto:stacey.hayes@fbcw.net)  
770-926-9158

Main Church Office: 770-926-4428

WeeSchool Fax Number: 770-591-3104

WeeSchool Website: [www.fbcw.org/weeschool](http://www.fbcw.org/weeschool)

## 2 Year Old Scope and Sequence

## Curriculum: ABC Jesus Loves Me

The 2 year old program is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through interactive play activities, art, music, circle time, playtime, and story time. We work on large and small muscle development, hand-eye coordination, and a variety of social experiences. Following are our goals for the school year:

### Personal, Social and Emotional Development

- Learns to take turns
- Learns to share
- Plays beside other children
- Learns to follow directions
- Dresses self after bathroom use
- Puts on coat and shoes
- Helps clean room at the end of the day
- Helps clean up after snack
- Potty training

### Spiritual Development

- Develop concepts of God
- Develop concepts of the Bible
- Jesus Loves Me

### Gross Motor Skills

- Kicks large ball
- Walks backwards and sideways
- Runs
- Hops on both feet
- Jumps in place on both feet
- Balances on a line
- Climbs
- Toss ball underhand
- Learn to paint in an up and down motion
- Drink out of a regular cup
- Carry and hang their own book bag

### Fine Motor Skills

- Starts blocks
- Introduction to scissors (after Christmas)
- Turns single pages of a book
- Strings beads
- Sorts by color and size
- Uses crayons, marker, and glue appropriately
- Paints using smaller strokes
- Initiates circular motion with a crayon

### Intellectual

- Introduce colors
- Introduce alphabet
- Introduce counting 1 to 10
- Introduce matching items
- Names familiar objects
- Knows animal sounds
- Identifies parts of the body
- Memorizes simple songs

**3 Year Old Scope and Sequence**  
**Students turn 3 by September 1<sup>st</sup>**  
**Students placed in classrooms by birthdate**

**Curriculum: A Beka**

**The 3 year old program** is designed to provide social, emotional, spiritual, physical, and intellectual learning experiences through play, art, music, PE, Chapel, Bible time, story time, centers, circle time, and structured teaching time. Following are our goals for the school year:

**Social and Emotional Development**

Share and take turns  
Plays with other children  
Helps other children when asked to do so  
Helps clean up classroom  
Helps clean up after snack  
Learns to follow directions from someone other than parents

**Spiritual Development**

Develops concepts about God  
Develops concepts about Jesus  
Develops concepts about the Bible

**Intellectual Development**

Recognizes and writes first name  
Recognizes upper case alphabet  
Sorts objects  
Rote counts 1 to 20  
Recognizes numbers 1 to 10  
Matches, sorts and names colors  
Tell own stories  
Matches objects with pictures  
Puts pictures in sequence  
Knows basic shapes  
Answers questions from stories  
Follows 3 step directions  
Understands simple positional concepts  
Uses language to communicate

**Physical Development/Gross and Fine Motor Skills**

Hops – both feet together, on one foot, and gallops  
Walks down steps one at a time alternating feet  
Walks forward and backward and changes directions on command  
Throws a large ball underhanded, rolls and catches a ball  
Moves spontaneously to music  
Uses crayons, markers, glue, and scissors  
Puts together parts - puzzles, small manipulative toys

Spoons and pours from one small container to another  
Draws pictures  
Strings beads  
Dresses self  
Completely potty trained  
Washes and dries hands  
Feeds self

**PreK Scope and Sequence**  
**Students turn 4 or 5 by September 1st**

**Curriculum: A Beka**

**The PreK program** is designed to provide social, emotional, Spiritual, physical, and intellectual learning experiences through art, music, Chapel, science, Spanish, Bible time, scripture memorization, organized centers, organized teaching time and seat work. Following are our goals for the school year:

**Phonics**

A-Z letter and sound recognition:  
Blending a consonant with a vowel  
Sounding blends and one-vowel words  
Marking short vowels  
Reading sentences on chalkboard  
One-vowel rule  
Two-vowel rule  
Marking long, silent, and short vowels  
Reading circles (5 day PreK ONLY)  
Building speed in reading (5 day PreK ONLY)

**Writing**

A—Z letter placement  
Letters, blends, words  
First and last names

**Number Recognition**

Counting 1—100  
Shapes/Colors  
Number Concepts 1—20  
Writing numbers  
Number family concept  
Concept of larger and smaller  
Concept of more and less

**Bible Unit**

A—Z Bible verse memorization  
Walk through the Bible stories  
Psalm 23 memorization  
Luke 2:7—14 memorization

**Theme Units**

All about me  
Weather  
Community Helpers  
Nutrition  
Plants  
Insects

Note: Reading Groups begin in January for students who are ready to begin learning to read.

## **Transitional 5's Scope and Sequence**

## **Curriculum: Abeka**

The Transitional 5's class uses the Abeka curriculum and picks up where students left off in PreK. This class will move quickly through review of the PreK concepts then build on those concepts through the use of the K5 curriculum.

### **Phonics**

A-Z letter and sound recognition:  
Blending a consonant with a vowel  
Sounding blends and one-vowel words  
Marking short vowels  
Reading sentences on chalkboard  
One-vowel rule  
Two-vowel rule  
Marking long, silent, and short vowels  
Reading circles  
Building speed in reading

### **Writing**

A—Z letter placement  
Letters, blends, words  
First and last names  
Writing simple sentences  
Journal writing

### **Number Recognition**

Counting 1—100  
Counting by 5's and 10's  
Shapes/Colors  
Number Concepts 1—20  
Writing numbers  
Number family concept  
Concept of larger and smaller  
Concept of more and less  
Pattern and sequence  
Simple addition and subtraction

### **Bible Unit**

A—Z Bible verse memorization  
Walk through the Bible stories  
Psalm 23 memorization  
Luke 2:7—14 memorization  
The Lord's Prayer - memorization  
Plants  
Insects

### **History**

Thanksgiving – Pilgrims and the Indian Helpers  
My Country – President's Day, Washington and Lincoln, American Flag, Pledge of Allegiance  
Children from around the world

### **Science**

Color wheel  
Animals  
Plants

### **Theme Units**

September – Apples  
October – Community Helpers, Fall  
November – Thanksgiving  
December – Christmas  
January/February – Winter, snow, ice  
March/April – spring, St. Patrick's Day, Easter



