

'In His Hands' Child Development Center

*Harvesting Young Hearts to be a Child of God
and Person of Worth*



Policy Handbook

*Train a child in the way he should go, and when he is old, he will not
depart from it.*
Proverbs 22:6



firstchurchcanyon.com
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(806) 655-5437 ('In His Hands' Preschool Office)

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**'In His Hands' Child Development Center
First United Methodist Church
1818 4th Ave Canyon, TX 79015
Brenda Shepherd, Director
(806) 655-5437**



"Harvesting young hearts to be a child of God and a person of worth"

Dear Parent/Guardians,

The following pages describe a ministry of First United Methodist Church, 'In His Hands' Child Development Center, which serves the Canyon and surrounding area with Christ-centered early childhood care and preschool programs. We hope you find the information helpful as you consider enrolling your child in a program that nurtures your child's social, mental, physical, and spiritual development.

If you have questions about the information in this handbook, please feel free to call me at 655-5437, and I will be happy to visit with you. I do hope we have the honor and opportunity of serving you and your child during these most precious years of their life.

Sincerely,

Brenda Shepherd
Director

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MISSION & CALLING

'In His Hands' Child Development Center is a ministry of First United Methodist Church, whose mission is *"to make disciples of Jesus Christ for the transformation of the world."* The calling of FUMC is to:

- *Glorify* God in worship
- *Grow* in likeness of Jesus,
- *Give* our lives in love of Jesus.

In combination with the mission of the church our mission:

- *"Harvesting young hearts to be a child of God and a person of worth."*
- *"Train a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6*

The staff of 'In His Hands' seeks to provide a friendly, Christian environment in which young children can grow physically, intellectually, socially, and spiritually. Many opportunities are provided for children to work and play with peers and caring adults. The balanced program of guided activities is designed to stimulate initiative and creativity, to further a sense of self-worth, to build a readiness for attending kindergarten and to provide opportunities for learning and experiencing the love of Jesus through Bible stories, songs, and scriptures.

As a ministry of First United Methodist Church of Canyon, Texas, children of all races and religions are welcome.

PROGRAM OPTIONS

Parents/Guardians have 3 programs from which to choose from in a year:

- Childcare and Extended Day Option
- Preschool
- Summer Fun June Camp – 2 days a week for June only

All programs share the same goals but ages, days, times and curriculum vary from group to group and operate during the months of August through May (except Summer Fun Camp) and follow the Canyon Independent School District calendars.

CHARACTER/ADMINISTRATION

Each year a balance of parents/guardians and church members are selected at the annual Charge Conference of First United Methodist Church, Canyon to serve on the 'In His Hands' Child Development Center Board, which sets fees and teacher salaries subject to annual review.

The pastor serves as an ex-officio member of the Board; the 'In His Hands' Director serves as Advisor to the Board.

Our Center is licensed through the Texas Department of Protective and Regulatory Services to comply with the standards and regulations set for day care centers and preschools.

'In His Hands' teachers are qualified through the Texas Department of Protective and Regulatory Services. They must be dedicated Christians and people of good character with the preschool teachers holding a teaching degree and preferred degree in elementary education and kindergarten endorsements. All other staff meet state licensing requirements required by the state.

GENERAL OBJECTIVES

The Childcare and Preschool programs are flexible with opportunities for meeting individual and group needs as situations arise. All activities have as its purpose in developing readiness for school.

Opportunities we provide include:

- To begin to understand that we are all God's people and that God has planned the way for us to live together in love and forgiveness as families, as a member of the community, a world family, and as a school family.
- To learn the love of Jesus through Bible stories, songs and scripture memorization.
- To have a wide variety of experiences particularly adapted to his/her developmental needs.
- To mesh old and new learning's and in so doing to build for himself/herself a broad base of understanding.
- To be in many situations so that he/she will perceive relationships through problem solving.
- To be in social situations where he/she can feel needed.
- To be in situations where he/she can become increasingly aware of the relationships between freedom and responsibility.
- To have many experiences that will help him/her to grow into reading.

ENROLLMENT AND FINANCIAL INFORMATION

Enrollment forms are available on FUMC's web site under the "Childcare/Preschool" tab or can be picked up at the 'In His Hands' Office, 1818 4th Avenue, Canyon.

It is requested that you secure and complete an enrollment form providing all information requested to the 'In His Hands' Preschool Office secretary. When an enrollment form and registration fee is received, our staff will secure an enrollment place, if available, and then send out a confirmation packet. If room is not available, your child will be added to our waiting list at your request.

Admission Requirements

Based on Texas School Law, admission to 'In His Hands' is based on the age of a child as of September 1. Children enrolling for 3-year-old Preschool must be age 3 as of September 1 of the current school year. Those enrolling for 4- and 5-year-old Preschool must be age 4 as of September 1 of the current school year.

It is also the policy of 'In His Hands' that all children must be potty trained to be in Preschool. If your child is not completely potty trained, 'In His Hands' has an age appropriate class.

Fees & Tuition

The Preschool Committee sets all registration and monthly tuition fees, subject to an annual review. Drop by the 'In His Hands' office at 1818 4th Street, Canyon, for the current tuition fee schedule or log onto <http://www.firstchurchcanyon.com> and click on the "Childcare/Preschool" tab for a current fee schedule.

Tuition Payments

Fees are payable on the first of every month. There will be a late charge of \$5.00 per day on payments received after the 5th of the month. Checks should be made payable to 'In His Hands' Child Development Center and paid in the Preschool Office. If tuition fees are not paid in full, including late fees, by the 17th of the month, your child will not be allowed to continue in the program until your balance is cleared. There is a \$25.00 insufficient fund fee applied to your account on all returned checks and drafts.

All tuition payments must be delivered to the preschool office. Payments can be left with the director, secretary, or the director's assistant, put in the black mail box or placed through the mail slot in the office door. IHH will not be responsible for tuition being left in child's folder, backpack, lunchbox, basket, or with any other personnel.

Automatic Tuition Draft

This is an optional service offered for easy tuition payment. Draft amounts will vary as needed for drop-in fees, vacation credits, schedule changes or any other authorized tuition changes. There will be a \$25.00 fee if draft is returned by bank for insufficient funds. Forms to begin automatic withdrawal are available in the 'In His Hands' office. A one week written notice is required for any draft changes or cancellations.

Discounts

The childcare/extended care offers a twenty-five percent (25%) discount on the weeks we are closed. Preschool tuition remains the same regardless of closings; there is NO discount with the exception of the month of August, where a 50% discount will be offered for the preschool tuition due to the late school opening.

CCMS Program (Workforce Solutions Panhandle)

It is the parent's/guardians responsibility to swipe their CCMS attendance card on the POS (Point of Service) machine that sits on the table outside the Preschool Office door **daily** to record their child/children's attendance. Office personnel will review the CCMS web site daily to keep track of which parents/guardians have and have not swiped their card. Parents/guardians have 7 calendar days (includes weekends and holidays) to go back and swipe their card for days that their child was absent or ill.

Schedule Change Service Fee

There will be a \$25.00 service charge on any schedule change that you need to make for your child, if it is any time other than at semester break. This does not include occasional drop-in times.

Early Withdrawal

A two week written notice of withdrawal is required. Tuition will be charged for two weeks whether the child attends or not. In the event that a two week written notice is not given, a full month's tuition will be required. There is no refund for early withdrawal of a student.

Forms

Required Releases and Forms

Licensing regulations require that the following forms be on file for each child:

- Child Release Information
- Statement of Child's Special Problems or Needs
- Authorization for Emergency Medical Treatment
- Current Immunizations
- Doctor's Statement of Participation

- Transportation Release
- Water Activities Release
- Discipline and Guidance Policy
- Child Food Allergy Emergency Plan (if needed)
- Authorization for Dispensing Medication (if needed)

Optional Forms

- Automatic Draft Withdrawal
- Tiny Toes Ballet (enrolled in 3 or 4 & 5 year old class)
- TOT Basketball (enrolled in 3 or 4 & 5 year old class)

Transportation Permission

General Transportation Release forms grant permission for 'In His Hands' to take your child on various field trips. Canyon Transit will transport the children. Notes informing the parents/guardians of each field trip will be sent home with the child in advance of the outing.

School Calendar

'In His Hands' follows the Canyon Independent School District calendar and will close for all student holidays. 'In His Hands' will be closed on Good Friday even if CISD facilities are open.

Weather

If bad weather causes Canyon Independent School District to close for the entire day, 'In His Hands' will do the same. Be sure to watch or listen to the local news for what CISD is doing, knowing that 'In His Hands' will do the same.

Make-Up Days

'In His Hands' will make up days missed due to weather only if it does NOT fall on a regular holiday such as Good Friday. 'In His Hands' will NOT make up a missed day on a holiday even though Canyon Independent School District may.

Emergency Release

In the rare case of an unforeseen circumstance threatening quality care – for example, the majority of the staff is ill, there is a natural gas leak, there is a prairie fire, or other major safety issues – 'In His Hands' may have to close for the day.

Policy Changes

Parents will be notified of policy changes in writing if a change happens after enrollment. Parents will be required to sign the policy change which will be filed in the child's folder.

PARENT/GUARDIAN COMMUNICATION AND INVOLVEMENT

Reports to Parents/Guardians

Teachers prepare monthly Newsletters, which are sent home to keep parents/guardians updated on classroom information. Progress Reports will be sent to the parents/guardians periodically through the year in our Preschool. Daily reports will be given out in our Childcare program.

Visiting and Conferences

We hope parents/guardians will feel free to visit the classroom. Be as relaxed as possible so that the children will continue their activities normally. Of course, the teacher's first responsibility is to the children, and he/she may not be free to converse with you until after school hours. When contacting a teacher by phone please make sure to call the 'In His Hands' office at 655-5437 and we will make sure the teacher returns your call at their convenience. If you feel the need of a conference, the teacher will be glad to set up an appointment at your convenience. Please let us know about happy occasions, upsetting experiences, or important changes at home, which may affect your child's attitude and behavior.

Parent/Guardian Participation

We are always looking for ways to involve our parents/guardians. If you would be able to fly kites, bake cookies, play an instrument, talk to the classes about your favorite subject, etc., please notify your child's teachers.

Calling the Office

We want to be available to you as much as possible. We have an answering machine that is on twenty-four hours a day including weekends and holidays. If your call is unanswered, please leave a message, and we will return your call in a timely manner.

PERSONAL ITEMS

Clothing and Possessions

All items of clothing and possessions including bottles, blankets, thermoses, diaper bags, baby food, backpacks, and so on should be clearly marked with the child's name. Leave necessary written instructions about the items with the teacher.

Clothing for school should be comfortable and durable. Boots and loose sandals or slides often hamper the child's movements and can pose a safety issue when going up and down the stairs. All children will be going outside everyday for brief and/or extended outings, weather permitting. When your child is at 'In His Hands', then he/she is expected to participate in outside time, so please provide appropriate clothing such as a jacket, hat, and mittens in the wintertime; sweater or sweatshirt during milder weather.

Diapers, Wipes, and Gloves - (Birth to 3 Years)

You will need to supply these items for your child. We will store them and let you know when they need to be replenished. If your child comes only one day, you can keep these labeled and in your child's bag, if you prefer.

Insect Repellent or Sunscreen

Parents will be asked to sign a permission to apply insect repellent and sunscreen for their child, these products will be applied according to the product label instructions. Parents will supply the products which must be labeled and kept with the child's personal belongings.

Labeling

Please mark everything! This is very important! All bottles, blankets, thermos, diaper bags, baby food, backpacks, ointments, etc. Leave any necessary instructions, in writing, with the teacher.

Toys

Please do not let children bring toys from home because this causes problems between the children. Comfort toys – bears, blankets and so forth may be brought, if needed. Be sure they have your child's name attached.

Occasionally teachers may ask children to bring toys for show and tell – make sure the item is labeled. Information about the classes show-and-tell will be in your parent/guardian letter. These toys should be labeled with the child's name. Guns, knives, and ropes are not appropriate items to bring to school.

ACTIVITIES

Each day a wide variety of activities are planned including – Christian curriculum, organized free play, learning centers, theme topic learning, music time, craft time, puppet time, Bible stories, and outside time. These schedules are posted in the notebook by the child's classroom so the parent/guardian can see the events of the day. Monthly letters are given to parents/guardians with an overview of activities planned.

Preschool classes concentrate on Kindergarten preparation. Preschool goals and objectives and curriculum are listed in the back of this handbook.

Day's Activities Needs

- A sack lunch and drink for lunchtime. We encourage you to prepare your child's favorite foods, particularly finger foods like peeled oranges, apples, and cut items, etc. This will be most helpful.
- A change of clothing.
- Bring a small blanket for rest time.
- Weather appropriate clothing for outside activities (see above under Clothing and Possessions).
- Supplies required for your child's age. Ex. Baby wipes, sanitary gloves, diapers etc.
- Snacks - Mid-morning snacks are provided for children two years old and older. We try to offer a variety of foods, and at times the children prepare their own treats.
- Insect Repellent or Sunscreen - Parents will be asked to sign a permission to apply insect repellent and sunscreen for their child, these products will be applied according to the product label instructions. Parents will supply the products which must be labeled and kept with the child's personal belongings.

Birthdays

Birthdays are a wonderful opportunity to promote sharing. If you and your child would like to purchase a present for his/her classroom, it would be greatly appreciated. This present should be an item that is needed in the classroom. You may visit with your child's teacher for suggestions; this gift might be a book, play doh, or a toy. The child celebrating the birthday will open the gift and give it to the teacher during their celebration.

Holiday Parties

For holiday parties, Fall Festival, Christmas, Valentines, Easter, and end-of-year parties, parents/guardians may volunteer to bring treats. Please contact the teacher before the event about that possibility. Parents/guardians will be asked to help with the various parties.

Field Trips

Field trips and excursions will be carefully supervised and meet the guidelines issued by the Texas Department of Protective and Regulatory Services. Children will load and unload curb-side into the Panhandle Transit, and staff will help children put on their seat belts. Staff will be count the children upon entering and exiting the transit. Children will need to wear their "In His Hands" tee shirts on field trips. Teachers take all required child information as well as a first aid kit and cell phone. Parents/ guardians will be notified about field trips at least one week in advance.

Water Activities

In the spring there could be a chance for sprinkler time, weather permitting. Your permission for this activity is on the enrollment form.

Calendar of Events

Fall Term

August

Meet the Teacher Night
School Starts

September

October

Preschool Progress Reports
Individual Photos
Preschool Fall Festival

November

Preschool Thanksgiving Feast
Vision & Hearing Screenings (for 4 & 5 Year Olds)

December

Santa Pictures
Nativity Pictures
Christmas Program
Christmas Parties

Winter/Spring Term

January

Preschool Progress Reports

February

Valentine's Parties
St. Jude Trike-a-Thon (3, 4 & 5 Yr Olds)

March

Class Photos
Preschool Dino Day (4&5 Yr Olds)

April

Open House
Easter Egg Hunts

May

Preschool Progress Reports
Graduation (for 4 & 5 Year Olds)

POLICIES & MISCELLANEOUS ITEMS

Parents/guardians may review and discuss with the Director any questions or concerns about the policies and procedures. If there is a policy change, parents/guardians will be notified in writing at the time of the change and asked to sign and return a verification of notice.

Security

- Each child will be issued an identification number at enrollment. The child's teacher will receive your child at the door of his/her classroom upon arrival, and your child will be released only to the parent/guardian unless prior arrangements have been made.

- All persons authorized to pick up a child must be at least 16 years of age with a valid driver's license. A driver's license may be required the first time the designated person picks up the child or anytime the teacher is unfamiliar with the person picking up the child. Each authorized person needs to have a copy of their driver's license on file for identification purposes.
- If someone other than a parent or guardian picks up your child, that person must know the ID number and leave a copy of his/her driver's license with the teacher. Your child will be released only to a person that knows the ID number.
- When dropping your child off, sign in your child with the date and signature, along with a current telephone/text number. Knock at the door and stay outside the classroom until the teacher receives your child.
- When picking your child up, sign out your child with the date and signature. Knock at the door and stay outside the classroom so that the other children will remain safe and calm.

Emergency Preparedness Plan

Outside playgrounds, Fellowship Hall or surrounding area-

- IHH has provided walkie talkies for outside emergencies. Employees should carry a walkie talkie every time they are on:
 - Front playground
 - Fellowship Hall
 - Grassy Playground
 - Toddler Playground
 - Taking a walk/stroll
 - Person in Charge or Office - This would be the communication to the outside areas.

Building diagram is posted near the door of each classroom where children are being cared for as well as in the IHH office

- **EVACUATION – Immediate situation rendering inside of building unsafe; safety can be sought outdoors**

Example: Fire, Fire Drill, Chemical Leak, Building Safety Concern

- Long continuous ring (training: spreads like a fire)
- Evacuation drills are held once a month.
- Person in Charge or office staff will use walkie talkie to notify classrooms that are outside

In the event of a fire, chemical leak, or a building safety concern we will evacuate the building. All classrooms exit the building at the sound of a long continuous ring. The preschool secretary, director or front office staff will call the fire department.

Classrooms will meet in the east grassy playground. The upstairs classrooms are divided into two groups. The first group consists of rooms 203 (music room), 209, 210, 211, and

213. They will leave, **with their class notebooks and first aid kit box**, down the west stairwell and exit through the west door, walk around the block and meet at the east grassy playground. The second group consists of rooms 212, 214, 215, and 216, 220, and 223 (tech room). They will leave, with **their class notebooks and first aid kit box**, through the middle stairwell (playground) and exit through the playground doors, continue through the gates and around to the east grassy playground.

The four classrooms downstairs consist of 114, 115, 116, and 117. They will exit, **with their class notebooks and first aid kit box**, through the church front doors and walk around to east grassy playground. The teachers, church staff, and office staff will help to carry babies and toddlers to the east grassy playground.

- Children who are under 24 months of age or who have limited mobility, or who otherwise may need assistance in an emergency such as children who have mental, visual, or hearing impairments are as follows:
- Lead Teachers, assistants, and office staff will assist children individually to their secure area.
- Evacuation cribs will be used for birth through 15 month old children to transport them to their secure area.

All staff will begin notifying parents immediately by school cell phone. The Police Department and Fire Department will be notified so that the information can be put out on their social media for parent notification and unification. The children will wait at the east grassy playground for reunification with their parents. The State will be notified within 48 hours of unsafe conditions.

- **RELOCATION – Imminent situation rendering inside and outside of building unsafe**

Example: Remaining in east grassy playground puts children at risk due to proximity to building, weather or other conditions

- Long continuous ring (training: spreads like a flood)
- Person in Charge or office staff will use walkie talkie to notify classrooms that are outside

In the event of a fire, flood, chemical leak or any event that requires we relocate from the building, all classrooms exit the building at the sound of a long continuous ring. The preschool secretary, director or front office staff will call the fire department. Classrooms will meet in the east grassy playground. The upstairs classrooms are divided into two groups. The first group consists of rooms 203 (music room), 209, 210, 211, and 213. They will leave, **with their class notebooks and first aid kit box**, down the west stairwell and exit through the west door, walk around the block and meet at the east grassy playground. The second group consists of rooms 212, 214, 215, and 216, 220, and 223 (tech room). They will leave, with **their class notebooks and first aid kit box**,

through the middle stairwell (playground) and exit through the playground doors, continue through the gates and around to the east grassy playground.

The four classrooms downstairs consist of 114, 115, 116, and 117. They will exit, **with their class notebooks and first aid kit box**, through the church front doors and walk around to east grassy playground. The teachers, church staff, and office staff will help to carry babies and toddlers to the east grassy playground.

- Children who are under 24 months of age or who have limited mobility, or who otherwise may need assistance in an emergency such as children who have mental, visual, or hearing impairments are as follows:
- Lead Teachers, assistants, and office staff will assist children individually to their secure area.
- Evacuation cribs will be used for birth through 15 month old children to transport them to their secure area.

All staff will begin notifying parents immediately by school cell phone. The Police Department and Fire Department will be notified so that the information can be put out on their social media for parent notification and unification. The First Baptist Church Ministry Center, 1620 4th Ave. (806-655-4062) will be the destination if conditions on the east grassy playground are unsafe or unfavorable – everyone will still meet on east grassy playground before relocating. The person in charge will bring a tub of books, games, coloring books, snacks and toiletries which will be stored in the storage shed by the toddler playground. The keys to the storage shed will be hung on a maroon WTAMU Police lanyard in the preschool office next to the supply room key lanyard. The children will wait at the First Baptist Church Ministry Center for reunification with their parents. The State will be notified within 48 hours of unsafe conditions.

- **SHELTERING – Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the building unsafe**

Example: tornado

- Short Consistent Ring (training: down and up like a tornado)
- Sheltering drills are held four times a calendar year.
- Person in Charge or office staff will use walkie talkie to notify classrooms that are outside

In the event of a tornado or tornado drill:

- Get the class notebook, flashlight, and first aid kit box.
 - Take class flashlight so you can see to get downstairs. There are additional flashlights in the basement, in a container under the counter.
- Place tornado warning sign on door to let parents know where to find their children.
- Upstairs classrooms 203 (music room), 211, 213, 215, 220, and 223 (tech room) exit through the east stairwell and down to the east church basement.

- Upstairs classrooms 216, 214, 212, 210, 209 exit through middle stairwell (playground) and then continue to the east church basement
- The downstairs classrooms 114, 115, 116, 117 will go to the east church basement
- The Church staff and office workers help to carry babies and toddlers
- Upstairs preschool aids come down to help carry the babies and toddlers

Children who are under 24 months of age or who have limited mobility, or who otherwise may need assistance in an emergency such as children who have mental, visual, or hearing impairments are as follows:

- Teachers, assistants, and office staff will assist children individually to their secure area.
- Evacuation cribs will be used for birth through 15 month old children to transport them to their secure area.

An ample supply of diapers, wipes, formula, bottles, and additional supplies will be stored in the basement in case of extended time spent in shelter. All staff will begin notifying parents immediately by phone. The Police Department and Fire Department will be notified so that the information can be put out on their social media for parent notification and unification.

- **LOCK-DOWN – immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the building unsafe**

Example: endangering person on premises or in area

- A detailed lock-down plan is in place and drills are held periodically.
 - Lockdown plan should remain “Confidential,” on a need-to-know basis, not publicized.
 - Lock-down drills are held 4 times a calendar year

Illness/Health Policy

A child should not attend school if one or more of the following exists:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play.
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- Unless medical evaluation by a health-care professional indicates that we can include the child in all activities, the child will not be able to come to ‘In His Hands’ if he/she has one of the following:
 - Armpit temperature of 100 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
 - Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes within 24 hours, rash with fever, mouth sores with drooling, behavior changes, or

other signs that the child may be severely ill. When your child returns, he or she will be expected to participate in all activities including outside time.

- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If your child becomes ill at school, we will contact you or the person named as caregiver. We will care for him/her apart from the other children until you arrive for pick-up.

In case of an emergency, we will call 911 or take the child to the nearest emergency room, give the child first-aid treatment and/or CPR when needed, contact the physician identified in the child's record, contact the child's parent/guardian and ensure supervision of other children in the group.

We like to know about illnesses and reasons for absences. We must know about communicable diseases, which your child has or has been exposed to. These facts are entered on the health records, which we are required to keep on file for each child. It is the policy of 'In His Hands' that **we do not administer any medications.**

Emergency or Medical Situations

'In His Hands' will ensure the safety of the child, we will notify parents immediately:

- After a child is injured and the injury requires medical attention by a health-care professional;
- After the child has a sign or symptom requiring exclusion from the child-care center as specified in Subchapter R of the minimum standards (relating to Health Practices);
- After the child has been involved in any situation that placed the child at risk. For example, a caregiver forgetting a child in a center vehicle or not preventing a child from wandering away from the child-care center unsupervised
- After the child has been involved in any situation that renders the child-care center unsafe, such as a fire, flood, or damage to the child-care center as a result of severe weather.

'In His Hands' will ensure the safety of the child, we will notify parents:

- After the child receives a less serious injury we will notify parent when the parent picks the child up from the child-care center. Less serious injuries include, but are not limited to, minor cuts, scratches, and bites from other children requiring first-aid treatment by employees.
- In writing and within 48 hours of becoming aware that a child in our care or an employee has contracted a communicable disease deemed notifiable by the Texas Department of State Health Services as specified in 25 TAC 97, Subchapter A (relating to Control of Communicable Diseases).

- Will provide written notice within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation in the group.

Hazardous Materials

'In His Hands' maintains a healthy environment by cleaning, repairing, and maintaining the building, grounds, and equipment to protect the health of the children. Teachers are trained in using, storing, and disposing of hazardous materials as recommended by the manufacturer.

Immunization Records

Each child must have a completed Doctor's Statement of Participation and an Authorization for Emergency Medical Treatment form on file. In addition, the child's record must be updated when needed. Please fill out a new Current Immunization form or update the form on file in the 'In His Hands' Office whenever your child receives a new vaccination. A chart showing immunization requirements will be provided in the enrollment confirmation packet.

Teacher Immunizations

'In His Hands' Child Development Center does not require teacher immunizations.

Food Allergies

All children with a food allergy must have a Food Allergy Emergency Plan signed and dated by their healthcare provider. The plan must include a list of each food the child is allergic to, possible symptoms if exposed to food on the list and the steps to take if the child has an allergic reaction. The plan must be completed and turned in to the preschool office before admission. We will do tasting and cooking experiences so it is very important that you fill out the Statement of Child's Special Problems or Needs form, Food Allergy Emergency Plan (if needed) and Authorization for Dispensing Medication Form (if needed). Please let us know if any other issues like new allergies or problems crop up during the current school year.

Health Checks

'In His Hands' Child Development Center will not perform daily health checks on the children.

Vision/Hearing Screenings

These screenings will be performed on each child 4 years and older by a certified screener and the results reported to the State.

Discipline and Guidance Policy

Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding

- Directed toward teaching the child acceptable behavior and self-control.

'In His Hands' staff may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements.
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment.
- Punishment associated with food, naps or toilet training.
- Pinching, shaking or biting a child.
- Hitting a child with a hand or instrument.
- Putting anything in or on a child's mouth.
- Humiliating, ridiculing, rejecting or yelling at a child.
- Subjecting a child to harsh, abusive or profane language.
- Placing a child in a blocked or dark room, bathroom or closet with the door closed.
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

'In His Hands' will meet and work with parents/guardians in an effort to correct inappropriate behavior but after working on a plan with parent, reserves the right to dismiss students for prolonged or continual inappropriate behavior to include but not limited to:

- Biting.
- Hitting.
- Scratching.
- Behavior that is harmful to other students or teachers.

'In His Hands' reserves the right to dismiss students when their parents/ guardians will not abide by the rules included in this handbook and for:

- Negative talk about 'In His Hands.'
- Non-supportive of the mission and goals of 'In His Hands.'
- Non-payment of tuition.

Expulsion and Suspension Policy

'In His Hands' Child Development Center understands that inappropriate behavior which includes inappropriate speech or actions, biting or aggressive behavior in young children is typical in normal early childhood development; however, we also believe it is in the best interest of both the children placed in our care and the employees to set limits for inappropriate and aggressive behaviors, such as biting, shoving, or hitting that may have the potential to harm others. Therefore, the following policy will apply to all children enrolled.

Procedure:

1. Teachers should make it a part of the curriculum to, on a regular basis, talk to the children about appropriate ways to deal with feelings of frustration and anger. Emphasis should be placed on using words and language rather than aggressive behaviors. Any incident of aggressive behavior, including biting, presents yet another opportunity to reinforce appropriate behavior and discourage inappropriate behavior. Teachers will utilize the Ages and Stages Questionnaire (ASQ) as an assessment, as well as document all behavior.
2. Upon observing a biting incident, the teacher will first attend to the bitten child, comforting the child and cleaning the bite gently with soap and water. First aid procedures will be followed depending on the severity of the bite.
3. A teacher who observes disruptive/uncooperative/uncontrolled/aggressive behavior or inappropriate speech or actions directed to another child or staff member will document the behavior on an Incident/Accident Report and a Behavior Report, and report the incident to the Director.
4. The parent of the child shall be notified by the teacher. The parent and teacher will communicate to formulate a plan of action which could include professional observation to prevent further behavior issues in the future. Biting or aggressive behavior by children older than three years of age should be viewed as more serious than toddler biting and aggression and may result in more rapid temporary or permanent dis-enrollment.

Repercussions:

Our goal is to provide a safe environment for all children. When inappropriate speech or actions, aggressive behavior or biting is occurring on a regular basis, and is not addressed, the center is placing children in a potential harmful situation. It is frightening and upsetting to the children that the inappropriate behavior/aggression is being directed towards and also frustrating and upsetting to the parents involved.

If a child demonstrates two (2) forms of inappropriate/aggressive behavior during the course of one day, the parents of the child will be notified and must pick up and remove the child from the center immediately for the remainder of the day. Upon the third time that a child must be sent home, the family will be asked to temporarily remove the child from the center. The child may only return to the center after three days and the parents must discuss with the Director the steps taken to try to avert the behavior. The Director must approve the reinstatement of the child. Upon returning, if the inappropriate/aggressive behavior or biting continues, the family will be notified to remove the child immediately for a period of two weeks. If the Director approves reinstatement after the two week period and the inappropriate behavior/aggressive or biting still continues, the family will be notified to remove the child immediately for a period of thirty days. If the Director approves reinstatement after meeting with the family following the thirty day period and upon returning, the inappropriate/aggressive behavior or biting still occurs, the child will be permanently removed from the program.

Breast Feeding

We will provide a comfortable place with a seat within our center or within a class room to enable a mother to breastfeed her child. A parent has the right to breast feed or provide breast milk for their child while in our care.

Infant Safe Sleep

All staff, substitute staff, and volunteers at 'In His Hands' Child Development Center will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].

- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, parent’s may provide sleep clothing that will be used, such as sleepers or footed pajamas, as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant’s clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant’s health care professional [§746.2428 and §747.2328].

Nutrition

‘In His Hands’ is not responsible for the nutritional value or for meeting the child’s daily food needs for any meal(s) or snack(s) that are provided by the parent. ‘In His Hands’ will serve all children a parent provided lunch and parent provided snacks for the birth to 22 month old classes. ‘In His Hands’ will provide and serve morning and afternoon snacks for the 22 month to 5 year old classes as follows:

- If breakfast is served, a morning snack is not required.
- A child must not go more than three hours without a meal or snack being offered, unless the child is sleeping.
- ‘In His Hands’ will ensure a supply of drinking water is always available to each child and is served at every snack, mealtime, and after active play in a safe and sanitary manner.
- ‘In His Hands’ will not serve beverages with added sugars, such as carbonated beverages, fruit punch, or sweetened milk except for a special occasion such as a holiday or birthday celebration.
- ‘In His Hands’ will not use food as a reward.

- 'In His Hands' will not serve a child a food identified on the child's food allergy emergency Plan.

Gang Free Zone Policy

Within 1000 feet of 'In His Hands' is a gang-free zone where gang-related activity that is subject to increased penalty under Texas law is prohibited.

Transportation Permission Policy

Release forms are signed at the beginning of the school year by the parent/guardian granting permission for 'In His Hands' to take the child on the various field trips away from the facility. Children will be transported by the Canyon Transit. Notes will be sent home well in advance with the child informing the parents/guardians of a given field trip.

Recall Policy for Unsafe Children's Products

It is the policy of IHH that all bulletins and notices issued by the United States Consumer Product Safety Commission regarding unsafe children's products have been reviewed. We also certify that there are no unsafe children's products in the center except for the following;

- An antique or collectible children's product, and is not used or accessible to any child.
- An unsafe product that is being retrofitted to make it safe and is not used by, or accessible to any child.

Preventing and Responding to Abuse and Neglect of Children

'In His Hands' employees receive training on preventing and responding to abuse and neglect of children yearly. Parents will be provided with an information factsheet on the prevention, recognition, and reporting of child abuse and neglect with their enrollment confirmation packet, including:

- Factors indicating a child is at risk of abuse or neglect;
- Warning signs indicating a child may be a victim of abuse or neglect;
- Procedures for reporting child abuse or neglect; and
- Community organizations that have training programs available to childcare center staff members, children, and parents; i.e. The Bridge at bridgecac.org.

If ever there are child abuse concerns, please contact the child abuse hotline,

1-800-252-5400 or the

Department of Family and Protective Services,

3521 SW 15th Avenue, Amarillo, Texas 79102

806-358-6211

Pets/Animals

Upon the permission from the director animals may be brought for special occasions, but must comply with the State regulation.

MINIMUM STANDARD GUIDELINES

Parents/guardians may view the Minimum Standard Guidelines set by the state of Texas and our most recent licensing information in the 'In His Hands' office.

PROGRAM DETAILS

Childcare and Extended Day

Ages, Days & Times

Birth to 9 Months	5 Day – Full Time Choice Only	7:15am – 6:00pm
9 to 15 Months	5 Day – Full Time Choice Only	7:15am – 6:00pm
15 to 22 Months	Choice of day/days Monday-Friday	7:15am – 6:00pm
22 Months to 2½ Years	Choice of day/days Monday-Friday	7:15am – 6:00pm
2½ Years to 3½ Years	Choice of day/days Monday-Friday	7:15am – 6:00pm

Your child will learn in many ways:

- Hear that he/she is a child of God and a person of worth.
- Hear Bible stories and scriptures, and activities to along with them.
- Learn to get along with other children and caring adults.
- Improve his/her physical skills and coordination.
- Hear and respond to music, as we listen, sing, dance, clap, and play rhythm instruments.
- Experiment with many art materials, following his/her own need to create something satisfying.
- Gain confidence and independence in the world outside of home.
- Discover many people who contribute to his/her well being and will find ways to contribute to others.
- Play because play is the way in which children learn best.

Curriculum

- Grow Bible Curriculum – Infant/Toddler (see <http://www.growproclaimserve.com>)
- Read & Share Bible Curriculum – 2 to 3 year olds
- Pinnacle Religious Curriculum (see <http://www.cceionline.edu/index.cfm?id=3>).

- Weekly activities which are religious based.
- Theme topics.

Goals

- Learn and experience the love of Jesus through Bible stories, songs, and scripture.
- Develop an ability to communicate effectively with teachers and classmates, to understand and follow simple instructions.
- Learn more about self and others through informal role-play.
- Introduce alphabet letters through puppetry, and coordinating activities.
- Develop awareness of music, an appreciation of sound and rhythm, and ability to participate in some form of musical expression.
- Have opportunities for using art and craft materials and develop an increasing appreciation of form, color and texture.
- Thematic study using religious based Pinnacle curriculum.
- Become aware that each person is worthy of God's love and the love of others.
- Grow in assuming personal responsibility for self and others.
- Experience the loving care of adults whose lives exemplify commitment to the Christian Community.

Preschool Program

The Preschool program is flexible and planned specifically for the child where he/she is now. A wide range of activities provides for varied levels of development and varied interests. These activities are built around areas of interest known to appeal to young children. The teacher is free to select areas, which suit the needs and interest of the class. Weekly Bible verses, Bible stories, and songs are an integrate part of the curriculum. All Preschool teachers hold a teaching degree and Texas certification and a degree in elementary education, preferably Early Childhood.

Admission Requirements for Preschool Program

- The admission age to the preschool is based on the Texas School Law, with September 1st as the determining date. Children enrolling for the 4 & 5 year old Pre-K must be age 4 as of September 1st. Those enrolling for 3 year old Preschool must be age 3 as of September 1st.
- It is also our policy that all children must be potty trained to be in Preschool. If your child is not completely potty trained there is an age appropriate class for children not yet ready for preschool.

Schedule

Preschool Days and Times

(Months of operation: August – May following the CISD school calendar)

5 Day Preschool Classes	Mon-Fri.	8:30 – 11:30
3 Day Preschool Classes	Tues/Wed/Thurs	8:30 - 11:30

Extended care is available (8:30-2:30 or 7:15-6:00)

Those children enrolled in extended care will enjoy fun religious based activities after preschool.

Preschool Attendance

It is important that the child be consistent in attendance and arrives on time (8:30 a.m.), if he/she is to benefit from the preschool experience. Please call the preschool office at 655-5437 if your child will be unable to attend class. As a rule, children should arrive no more than five minutes before opening time and should be picked up promptly, if not in extended care (11:30 a.m.). Parents/guardians should walk their children to their rooms and pick up their child in the hall in front of their child's classroom. Please wait in this area until the teachers open their doors and bring the children out of the classroom. There will be a late charge of \$2.00 for every 5 minutes for any child picked up after their enrollment time. This will be charged to your account and balance paid on receipt.

Supply List

Preschool teachers supply lists will be given in confirmation packets.

Preschool Open House

During the spring the preschool will host an Open House to which the parents/guardians will be invited. This is a fun time for the children to show off their school, projects, and talents to their families.

Specialized Instruction

There may be an opportunity for your child to participate in a special class led by a musician or attend a computer technology class at no extra cost. For an additional charge your child can participate in Teams of Tomorrow (TOT) basketball and Tiny Toes Ballet, registration forms for these activities are in the 'In His Hands' Preschool Office.

Technology

Small groups will be able to experience hands on activities such as:

- Computer Lab – Once a week for 4 & 5 year old classes
- I-Pad – Will be a tool of learning center enhancement for both 3 and 4 & 5 year old classes.

Goals

Our goal is that your child will be completely ready for a successful kindergarten year, experience the opportunity to learn the love of Jesus through Bible Stories, songs, and scripture memorization.

Statement of Philosophy

Our preschool seeks to provide a friendly, Christian environment in which young children can grow physically, intellectually, socially and spiritually. Many opportunities are provided for children to work and play with peers and caring adults. The balance program of guided activities is designed to stimulate initiative and creativity, to further a sense of self-worth, and to build a readiness for public school. The preschool program is Christian oriented but not denominationally structured. Children of all races and religions are welcome.

Curriculum

During the year the children will be exposed to colors, shapes, and appropriate number concepts. Your child will learn to recognize his/her own name when written in D'Nealian handwriting. To enhance the program we use other ideas, crafts, cooking, nursery rhymes and field trips. We do activities in the areas of Language Development, Fine and Large Motor Development and Social Development. We include activities in the areas of social, mental, physical, and spiritual development. Holiday activities will be added during those special times of the year. Weekly Bible stories and scripture will also be a part of the curriculum. Holiday activities will be supplemented for appropriate times of the year.

- Curriculum - 3 Year Olds
For each of the major themes presented each month the following activities will be incorporated into the day:
 - Learning Centers- Dramatic Play
 - Art
 - Blocks
 - Language
 - Large Motor Skills
 - Manipulative Skills
 - Music
 - Snacks
 - Games

- Sciences
 - Storytelling
 - Discovery Activities
 - Outside Play and Development
- Suggested Field Trips for 3 Year Olds
 - Soda Shop
 - Library-Story Time
 - Pumpkin Patch
 - Cake Company

- Curriculum - 4 and 5 year olds

During the year each child will further his/her ability to identify and write the D'Nealian alphabet. Phonics will also be introduced with each letter theme, as well as many other activities for each letter of the alphabet. Each child will continue to explore the world around her/him and expand their knowledge of colors, shapes and numerals, scissors skills, rhyming words, matching activities, math skills, and letter games. Weekly Bible stories and daily Scripture will also be a large part of the curriculum. The curriculum focuses on individual needs within the Texas Essential Knowledge Skills (TEKS) and guidelines set by the State for Pre-K children. Specific areas of development are:

- Fine Motor
- Gross Motor
- Social Self Help
- Language
- Cognitive Skills
- Activities that will be incorporated into each child's experience include:
 - Learning Centers- Dramatic Play
 - Art
 - Blocks
 - Language
 - Large Motor Skills
 - Manipulative Skills
 - Computer lab
 - TEK's taught within small groups
 - Music
 - Snacks
 - Games
 - Storytelling
 - Math Skills using Experiences in Math for Young Children
 - Science Skills using Exploring Science in Early Childhood

- Outside Play and Development
- Suggested Field Trips for 4 and 5 Year Olds
 - Canyon Fire Department
 - Panhandle Plains Museum
 - U.S. Post Office
 - Police Station
 - Restaurants
 - Animal Exhibit Tri-State Fair
 - Pumpkin Patch
 - Discovery Center

Graduation

The “Graduation to the Next Class’ ceremony for 4 & 5 year olds will be held in May.

ABILITIES TO BE DEVELOPED

All of the instruction, training, activities, and play in the 'In His Hands' Child Development Center have one goal: to help children grow into well-rounded people with balanced social, mental, physical, and spiritual lives.

Social

- Asks parents/guardians to visit the classroom (to see projects the children are working on, attend open house, etc.)
- Initiates conversations between children and between children and adults
- Choose work and play activities with peers
- Takes turns performing housekeeping duties (provide work-charts with children’s names rotated)
- Commends each other for taking turns and sharing
- Make a game of putting away materials (practice speaking clearly and loudly enough to be heard) (4 yr olds)
- Tells stories or experiences – indicating whether they are real or make-believe
- Listens attentively to others tell stories
- Commend another child for completing a task
- Observe class routines
- Plays in housekeeping center (role-play family relationships, helping each other)
- Learns to plan what he/she wishes to build, paint or draw
- Dramatizes or interprets pictures depicting family relationships

- Role-plays situations, disagreements, and disappointments
- Predicts outcome of stories or pictured situations
- Celebrates birthdays of classmates
- Dramatizes how members of community help the family (grocer, storekeeper, postmaster, policeman, fireman, filling station operator, carpenter, teacher, minister, restaurant operator; less is expected of 3- year olds)
- Distinguishes between right and wrong in school and family situations and in stories
- Learns to tell the truth; tells the staff what really happened

Mental

Language

- Speaks intelligibly
- Knows first and last name, name of parents/guardians, age, birthday, and address
- Responds correctly to simple instructions
- Listens for short periods of time
- Discriminates between common sounds (loud, soft, high, low, etc.)
- Identifies common sounds (animals, rhythm band instruments, household and street noises)
- Understands and uses simple position words (run, jump, walk, hop, skip, etc.)
- Learns to use complete sentences
- Uses language for specific purposes (directions, information, show-and-tell)
- States happenings in sequence
- Repeats finger plays, songs, nursery rhymes
- Uses pronouns correctly (he, she, I)
- Points to and names the following vocabulary elements:
 - colors; numerals to 5; sizes; body parts; school things; eating tools; clothes; space (above-below, near-far, next to-beside, in front of-behind); actions; value (right-wrong, pretty-ugly, good-bad, yes-no); conditions (hot-cold, wet-dry, old-new); fruits; vegetables; farm animals; zoo animals; furnishings; time (before-after, yesterday, today, tomorrow, etc.)
- Learning to distinguish between fact and fantasy
- Enunciates words correctly (Example: jink for drink, wabbit for rabbit)

Reading

- Uses five senses in learning
- Discriminates differences in size and shape of objects (big-little, long-short, square-round, fat-thin)
- Classifies objects by weight (heavy-light) and height (tall-short)
- Identifies primary colors

- Discriminates likenesses and differences (concrete objects)
- Tells experiences in sequence
- Will match or recall pictures or patterns set up by others
- Locates specific picture in a story
- Predicts a simple outcome of a story
- Arranges pictures in sequence
- Answers simple questions about a story
- Interprets meaning of a picture

Mathematics

- Counts by rote: 1-5 and 1-10
- Arranges objects by size
- Identifies and uses special relations: in-out, top-bottom, over-under, first-last
- Classifies objects into sets using: color, shape size use
- Recognizes basic shapes: square, circle, triangle, and rectangle
- Pairs objects in one set with another set to see if sets match (one to one correspondence)
- Matches sets of objects shown
- Demonstrates concept of numbers thru 5
- Constructs a set of objects to match a given numeral to 10 (4 year olds)

Science

- Observes animals for likenesses and differences (size, color, covering, number and kinds of feet, mode of locomotion, kinds of home and food needed) Make a bird feeder
- Observe plants (plant seeds, measure growth, water and place in sun, root cuttings, grow a sweet potato or carrot top)
- Describes properties of water; (liquid; transparent, it makes things wet, can change form, it can disappear/ evaporate, can fall as rain, snow, sleet or hail; sustains life) Living things need water.
- Play involving air (describe properties of air, it is transparent, it pushes things, it sometimes makes a noise, moving air is wind, wind moves clouds.) Make pin wheels.
- Observe insects, spiders, and praying mantis; (discover what foods they like, set them free after observation)
- Collect different types of rocks and sand
- Identify sounds (rhythm band instruments, common objects in room, street sounds, household noises)
- Experiment with various tastes (guess food by its taste while blindfolded)
- Experiment with various odors (guess food by its smell while blindfolded)

- Introduction to directions (right, left, up, down, etc.) (Use in “traffic” in Block City or dramatization)
- Experiment with magnets (sort objects according to attraction to magnets)

Music

- Sing simple songs
- Sing and dramatize action songs
- Respond to various rhythms (clap, sway, trot, gallop, walk, run)
- Improvise movements to music
- Identifies various rhythms
- Plays rhythm band instruments
- learns to identify instruments
- Bring and demonstrate toy instruments for show-and-tell

Art

- Paints with various media (crayons, tempera, finger-paint, chalk, felt pens)
- Use brushes, fingers, sponges, string, potato prints, cookie cutter prints
- Experiment with paper, paste and play dough
- Make hand puppets (from paper bags, socks, etc.)
- Make designs with seeds or string and collages of various materials
- Make seasonal decorations (leaves, pumpkins, Christmas decoration gifts Valentines, Mother’s and Father’s Day gifts)

Physical

Health Practices

- Practices good health rules in classroom (washes hands before eating, before cooking, after toilet, after using handkerchief to cover sneezes, etc.)
- Practices safety rules (look both ways before crossing street or getting out of car, lock car doors when making field trips, hold to rail when climbing steps, do not run in the classroom, use playground equipment properly).
- Becomes oriented to own body (Names parts of body, puts mannequin together, dramatizes activity songs and rhythms using parts of body)
- Demonstrates things we can do with our bodies
- Helps check height, weight, and gains during the year
- Observes growth of a plant in the classroom as a way to demonstrate his/her growth
- Learns to use bathroom independently
- Practices table manners at snack time

Gross Motor Skills

- Makes a game of walking on balance beam (forward, sideways, backward)
- Makes a game of hopping on one foot: balancing on one foot
- Practices climbing steps using alternate feet
- Experiences skipping (in games or to rhythm)
- Uses the tricycles in play areas
- Climbs on climbing apparatus
- Plays with large ball (throwing, catching and bouncing)
- Practices running (in games and races)

Fine Motor Skills

- Learns to button buttons, zip zippers, tie shoes (4's only)
- Pounds and rolls clay
- Puts together puzzles/parquetry
- Places pegs in pegboard holes
- Places pegs to form designs
- Learns to cut with scissors
- Use paste (without over using)
- Places coat on hook
- Maintains simple rhythmic beat
- Participates in finger plays
- Strings large beads
- Copies circle, square, etc. and other large simple patterns
- Learns to lace correctly
- Begins to use pencils, crayons, brushes

Spiritual

- Listens to Bible stories
- Memorizes Scripture
- Sings Christian songs appropriate for his/her age
- Learns motions to Christian songs