

Parent Handbook

for

Hillside Preschool & Kindergarten

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Dear Parents,

Welcome to Hillside Preschool and Kindergarten. The information in this handbook should be helpful in familiarizing you with the policies, procedures and programs here at Hillside. Please read it carefully and don't hesitate to contact me or your child's teacher if you have any questions regarding the policies.

Hillside Preschool and Kindergarten is a ministry of Hillside UMC and is dedicated to creating a program to help parents raise children with strong Christian values while equipping them with all the skills necessary to enter elementary school. Our goal is to provide the finest program in early childhood education and to promote the positive total development of your child in all areas of growth: intellectual, physical, social, emotional and spiritual.

We are recognized by the North Georgia Preschool Association as a *Program of Excellence for Young Children* because Hillside is committed to meeting and exceeding the guidelines set by the association. As a parent you can feel confident that you have selected the highest quality program and a place where your child will be happy and secure.

Sincerely,

A handwritten signature in black ink that reads "Beth Weltz". The signature is written in a cursive, flowing style.

Beth Weltz
Director of School

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Hillside Preschool & Kindergarten Purpose Statement

Hillside UMC's early childhood education program is a non-profit ministry of Hillside UMC and was established to meet the needs of its congregation and the surrounding community for children 2 to 5 years of age. This ministry is dedicated to creating a program that helps parents raise children with strong Christian values who possess all of the skills necessary to enter elementary school. The program is governed by the Preschool & Kindergarten Board which is made up of Hillside UMC's Senior Pastor, Director of Children's Ministries, and members of the congregation.

Hillside Preschool & Kindergarten Mission Statement

To reach out to the world for Jesus Christ by attracting, inviting, developing, caring for and ministering to children and their families while continually magnifying God's name.

Hillside Preschool & Kindergarten Belief System

We believe:

- Each child is a child of God.
- Each child should have an equal opportunity to develop emotionally, intellectually, physically, socially and spiritually to his or her fullest potential.
- Each child should be cared for in a safe, secure and nurturing Christian environment.
- Each child benefits from a partnership among the home, school and community that has the best interest of the child in mind at all times.
- Each child should be encouraged to demonstrate appropriate social skills to help him/her become a responsible member of society.

- Each child should be provided developmentally appropriate activities that help foster emotional, intellectual, physical, social and spiritual growth.
- Each child is entitled to a teacher who is caring, nurturing and loving.

Jesus said, "Let the children come to me"
(Mark 10:14)

Admissions

Children who are 2 years up to kindergarten are eligible to apply for enrollment in Hillside's preschool program. Admission requirements and enrollment procedures are as follows:

- Hillside UMC Preschool and Kindergarten welcomes children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities available to the students at the school.
- Children must be of age for the class they are entering by September 1. No exceptions will be made.
- Children may be retained at the parent's request.
- Children must be fully potty-trained to enter the 3 year old program or higher.
- Student registration takes place in February for all children.
- Preschool classes are filled as openings are available in the following order of preference: Currently enrolled children and their siblings (Hillside UMC members), Currently enrolled children and their siblings (non-members), Hillside UMC members not currently enrolled, and General public.
- Class rosters will be determined based on gender ratio, birthday, teacher recommendations, and overall best interest of the class.
- Parent requests for specific class days will be considered. Specific teacher requests cannot be guaranteed.
- Children applying for the Transitional 4/5's program must have attended at least one year of preschool and be recommended to the class by their current teacher to be eligible. These children should be 5 years of age by December 1. Exceptions will be made at the discretion of the Director.
- Kindergarten classes will be filled using a separate application process that includes teacher/community references, individual student assessments, and detailed applications.
- All children not placed will be put on a waiting list to fill vacancies as they occur.
- Children registering after February will be placed according to the above procedures as openings are available.
- Placement of all children in Hillside Preschool & Kindergarten is left to the discretion of the Director and the Administrative Staff. Their decisions are final.

Required Records

The following forms must be on file by the first day of school:

1. School Registration Form
2. Recommendation Forms (T 4/5's & K only)
3. Copy of child's Birth Certificate
4. Certificate of Immunization form #3231 (due 2 weeks from the start of school)
5. Parent-Program Agreement (See Appendix A)
6. Carpool Form

School Staff

The Preschool and Kindergarten staff is a group of highly trained and dedicated Christian professionals. Most teachers hold education degrees and/or have extensive preschool teaching experience.

All staff participates in Professional Staff Development opportunities that include monthly staff meetings, special workshops, and regular age-level team meetings. All staff receives infant/child/adult CPR and First Aid training as well.

While all teachers plan as a team and follow the same program curriculum, each teacher is an individual with different teaching styles. As a school, we embrace these differences and do not require each teacher to duplicate one another.

Mutually Happy Environment

Hillside Preschool and Kindergarten is a "mutually happy" environment. We believe that staff, parents and children's feeling and emotional well-being should always be valued.

Although our staff has the extensive Professional Staff Development training mentioned above, we do not have the staff, materials or equipment adequate for students with significant learning disabilities, emotional disturbances, hyperactive behavior, or severe visual, auditory or learning impairments.

If at any time we feel we are not equipped to provide appropriate programming for your child, we will require additional testing to determine appropriate placement or services. For your child to remain at Hillside, you will be required to comply. This is done only in the best interest of everyone.

Fees

Tuition is due in advance on the first day of each month from **August through April**. Make checks payable to *Hillside Preschool*. Do not post date checks. Please return your tuition check in the provided envelope found in your child's book bag. A late fee of \$10.00 will be charged after the 10th, with an additional \$5.00 charge added for each additional five days that tuition is delayed. A family may be dismissed from the program if their account is more than 30 days past due. Please make arrangements with the office manager if you are unable to pay tuition on time. A bank service charge of \$15.00 will also be added for all returned checks. Only cash payments will be accepted after two returned checks. It is assumed you are enrolling your child for the entire school year and budgets are set accordingly. After the school year begins, a one month's notice is required before a child may be withdrawn. WE REGRET THAT WE ARE UNABLE TO MAKE REFUNDS OR ALLOWANCES FOR ABSENCES DUE TO ILLNESS OR VACATIONS.

Tuition Amount: Check with Preschool Office or on the Preschool page at www.hillsideumc.org for current rates.

Registration Fees are equivalent to one month's tuition (based on class placement for the upcoming school year) and are due at the time of registration. This fee is non-refundable after May 31. Before May 31, a \$50 Administrative and Processing Fee will be withheld if a child is withdrawn. If for any reason your child is not accepted into the program, your registration fee will be completely refunded.

Financial Assistance forms are available at the school office. The School Board will consider applications for financial assistance on a case-by-case basis.

Parents who are late in picking up their children after school are subject to a **late pick-up fee** of \$5.00 per 10 minutes, beginning at 10 minutes past the hour. Please call us if you are going to be late. A "charge" slip for late charges will be placed in your child's bag.

A one month's notice is required when a child is to be **withdrawn** from the program during the school year.

Days and Hours of Operation

The Preschool is in session from 9:00AM to 1:00PM, Monday through Friday. The Kindergarten is in session from 9:00AM to 1:00PM, Monday through Friday.

Children cannot be dropped off before 8:55 AM as Hillside falls under the Georgia state “exempt status for churches and preschools” and is not a licensed daycare. Therefore, we cannot legally operate for more than four hours per day. Please do not ask or take for granted that your child may be dropped off any earlier than 8:55 AM. Your understanding and cooperation is appreciated.

Our **holidays and school closings** are in compliance with the Cherokee County Public School calendar with the following exceptions: Hillside classes start 2-3 weeks after public schools begin in August and conclude 1 week before the public schools end in May. We are also closed in observance of Good Friday. For specific dates, please refer to the Hillside UMC Preschool and Kindergarten Calendar.

School closings due to ice, snow, tornados and other inclement weather will be in accordance with Cherokee County School closings. Please check with local radio/television for weather advisories and closings. (WSB 750 AM, WSB TV Channel 2 ABC, WCHK 1290 AM, Sunny 100.1 FM, WLJA 1560 AM, 93.5 FM and Adelpia Communications)

Ratios

At Hillside, our classroom teacher-to-student ratios stay well below Georgia State requirements. The stated classroom ratios may vary slightly throughout the school year. At the Director’s discretion, some classes may exceed the stated ratios by a maximum of one child. Also, the school is not obligated to fill spaces if a class is set below or falls below the stated ratios. Ratios are as follows:

2 YR. OLD CLASSES (2&3 DAY)	2:10
3 YR. OLD CLASSES (2&3 DAY)	2:12
4 YR. OLD CLASSES (3 DAY)	2:14
4 YR. OLD CLASSES (4/5 DAY)	2:16
T 4/5 YR. OLD CLASS (5 DAY)	2:16
KINDERGARTEN (5 DAY)	2:18

Program

Hillside Preschool and Kindergarten is recognized by the North Georgia Conference Preschool Association as a certified Program of Excellence for Young Children. Our program provides a theme-based, child-centered program where the teacher structures the environment allowing the child to explore and learn through self-directed, hands-on activities. We provide developmentally appropriate activities and learning experiences that educate the “whole” child spiritually, socially, emotionally, physically and intellectually. This is accomplished through small and large group activities, learning centers, outdoor play and numerous extra curricular activities.

Our **preschool curriculum** has been developed using a variety of early childhood resources. We have adopted the Developmental Learning Materials (DLM) Early Childhood program by SRA/McGraw Hill as our primary curriculum. DLM is a holistic child-centered program that provides a wealth of materials and ideas to foster the social, emotional, intellectual, aesthetic and physical development of children. At the same time, it nurtures the natural curiosity and sense of self that can serve as the foundation for a lifetime of learning. DLM is based on the principle that children construct knowledge from active experiences in their environment. Language arts/phonics, pre-math skills, fine motor development, social studies, science, art, and music are incorporated into weekly and monthly units of study.

Our **kindergarten curriculum** is a combination of several outstanding programs including Ready Readers by Modern Curriculum Press, Plaid Phonics, Success in Reading and Writing and Math Their Way.

A variety of **extra curricular activities** including Music, Discovery Room, Spanish (4's-K), Science (4's-K), Art (K), Character Education (K) are included in our program. Chapel is held on the last Wednesday and Thursday of each month. Bible stories and Christian basics are taught regularly as part of our preschool and kindergarten program curriculum. Gospel Light's *Bright Beginnings* is the primary Bible curriculum used for the Preschool.

Dress

Children should wear comfortable, washable play clothes. During the winter months, please dress your child in layers. We prefer mittens instead of gloves. All clothing items brought to school must be labeled! Also, if your child is potty training, please do not dress him/her in bib overalls or snap-under outfits. This will assist the teacher in quickly attending to your child's toileting needs.

Please do not send any toys or other distracting items to school unless it is your child's assigned Show and Tell day. Thank you for your cooperation.

Parent Communication

Children will receive a school **tote bag** the first year they attend HUMC Preschool and Kindergarten. This same bag will be used each year the child attends Hillside. The tote bag is used for all correspondences sent between school and home. Please check it daily! Parents will be provided information regularly through teacher newsletters and office memos. The monthly, school-wide newsletter, *Hillside Happenings*, will also provide important information to you. It is the policy of our school not to endorse any products, services or activities from other private or public institutions. Only those activities pertaining to our preschool and church will be publicized.

In order to help provide a safe environment for our children, we do not allow parents to drop in unannounced during preschool hours. Parents are encouraged to **schedule visits to the school** throughout the year and to openly communicate with teachers and administrative staff. Opportunities to visit include attending special functions and holiday parties, assisting with special art projects, substitute teaching and other volunteer work. You must stop by the office to sign in and obtain a visitor nametag before going to your child's classroom. This is for the safety of the children.

There will be one formal **parent-teacher conference for preschool** children who attend 3's -kindergarten in January/February. Teachers will schedule the conferences. Either the parent or teacher may request additional conferences any time there is a **special concern** regarding the child. Any concerns regarding the program should be brought directly to the Director.

We issue a **developmental checklist** for each preschool child at conference time and at the end of the school year. (See Appendix B, C & D) Because there are many developmental aspects with young children, it is not particularly meaningful to assign "grades" which are used in later years. Parents should not rely on checklists alone to judge their child's learning. Monitoring what children do, what they produce and the manner in which they go about their school responsibilities are often better indicators of progress in young children.

Kindergarten students will be assessed four times during the school year through a more traditional **report card** type evaluation. **Parent-teacher conferences** will also be scheduled for kindergarten children.

Gifts for teachers at special times throughout the year are certainly appreciated but never required. If a parent organizes a class gift, please request donations rather than a specific amount. Some parents may prefer to give an individual gift in lieu of a class gift.

Field Trips

Due to safety concerns and car seat regulations, field trips will be "in-house" for preschool children. A nominal fee may be requested to cover costs for these special in-house programs.

Carpool

There are three separate locations for carpool at Hillside and carpool numbers/locations correspond with each age group's assigned color. To ensure that carpool runs quickly and efficiently you must use your correct carpool location. All **2's and 3's (Blue)** will carpool from the **Bell Tower** entrance. All **4's (Green)** will carpool from the **Celebration Hall** covered drive-under. **Transitional 5's and Kindergarten (Yellow)** will carpool from the **Upper Sanctuary** covered drive-under. (See maps Appendix E) Bell Tower/Upper Sanctuary carpool should enter and exit from Towne Lake Parkway entrance only. Celebration Hall carpool should enter and exit from Rose Creek Library entrance only. For safety purposes, we will not permit any crossover traffic except for siblings using separate carpool locations (see below). Carpool is available in the mornings from 8:55 a.m. to 9:10 a.m. and after school from 12:55 a.m. to 1:10 p.m.

We encourage you to drop siblings off at their own carpool location in the morning however you may drop them at the youngest child's location if you choose. **Each sibling must be picked up from his or her own carpool location.** The only "cross-over" traffic that should occur is that of carpoolers with siblings using separate locations. If you are dropping off or picking up siblings from separate locations please do so in the following order: 1. Upper Sanctuary 2. Bell Tower 3. Celebration Hall. This will help the traffic flow.

When **dropping off** do not allow your child to ride in your lap or stand through the window or sunroof. Please have your child ready to exit the car as quickly as possible on the passenger side for the Bell Tower and Upper Sanctuary locations and on the driver's side for the Celebration Hall location. (We will not walk around cars for drop off or pick up due to safety concerns.) Always place your car in park and please remain in your car! School staff will be there to open car doors and see that the children go to the proper location. (We will not open doors of cars with dogs inside as we have had problems in the past with defensive dogs.) If you arrive after carpool has concluded, you must park and walk your child to the classroom.

When **picking up** children, pull as far forward as possible while waiting in line. Colored carpool numbers must be visible to the staff assisting with carpool. We recommend hanging carpool numbers on the rear view mirror. We have found children's pant/clothing hangers with clips work very well for hanging numbers. After your child is in the car, quickly move out of the direct carpool line to buckle car seats. Use your correct location to exit the parking lot. If you arrive after carpool has concluded, your child will be taken to the school office to wait for you.

During light or moderate **rain**, we will attempt to keep your child as dry as possible by using umbrellas to and from the building. During severe weather the Bell Tower carpool may be moved to the church office covered drive-under. You should still enter and exit from Towne Lake Parkway. The staff will re-direct you to the church office covered drive-under if necessary.

You are encouraged to use carpool, however, you are always welcome to **walk your child to the classroom** if you prefer. When doing this, please park your car in the church office parking lot or the gravel parking lot. No child may enter the building unsupervised; you must walk your child to the classroom. Walk-in times should be between 8:55 a.m. and 9:15 a.m. for morning drop-off and before 12:45 a.m. for afternoon pick-up as not to interfere with carpool. Never remove a child from the premises without the teacher being notified.

The school will only **release your child** to the people you have identified on the release form. If someone new is to pick up your child, or if your child is not riding in his/her carpool, please send a note to the teacher. It would be helpful if the person picking-up has your child's carpool number. We will ask to see picture identification without your carpool number. We will not allow your child to leave with anyone unless we have your written permission.

Children follow by our example. As a Christian parent, you are expected to display **appropriate behavior** towards teachers and other parents. At carpool, verbal confrontation, rude gestures, or otherwise inappropriate behavior may result in your child's dismissal from the program. Grievances or concerns should be brought to the Director.

Food

Children should eat breakfast before they arrive for school in the morning. All children will eat lunch during class time. Parents should send a nutritious, simple **bag lunch** to school each day. Please check with your child's teacher regarding lunch policies as this may differ slightly from teacher to teacher.

We have several children with **severe food allergies**. For the safety of these children, we request that **NO peanut butter or peanut products** be sent to school with your child. Your understanding is appreciated!

Birthdays are a special day for your child. If you would like to furnish a special snack on your child's birthday, please contact the teacher. No candles, balloons or party hats are permitted at the school for safety reasons. Please refrain from party favors. You are invited to come share this special experience with the class. Birthday invitations may only be distributed at school only if there is one for each classmate.

Health Policies

The Director is responsible for observing the health and development of children, handling illness, implementing accident prevention and emergency procedures, and keeping student health records current. Some of these duties may be delegated to other management staff if necessary.

The State Immunization Law, House Bill 427, requires all children in our school to have a signed **Certificate of Immunization (Form #3231)** on file in our office. Children cannot be admitted to preschool if this form is not on file within two weeks from the start of school. Every effort is made to protect the health and safety of each child. Your cooperation is needed.

No child who arrives noticeably ill will be admitted for that day. Please keep your child home if he/she has any symptoms of a **contagious disease** such as:

- NAUSEA OR VOMITTING
- DIARRHEA
- SEVERE COLD OR COUGHING
- SORE THROAT
- RASH OR SKIN ERUPTIONS
- FEVER OF 100 DEGREE OR HIGHER

We will call you to pick up your child if he/she exhibits any of these or other contagious conditions. Children should not return to school until 24 hours fever/symptom free or until the period of contagion has passed. **Notify us** at once if your child has a contagious illness or one of the following **communicable diseases**: Chicken Pox, Conjunctivitis (pink eye), Diarrhea, Fifth Disease, Giardiasis, Hand, Foot, Mouth Disease, Hepatitis A or B, Impetigo, Lice, Measles, Meningitis, Mumps, Pertussis (Whooping Cough), Pinworms, Respiratory Illness, Ringworm, Roseola, Scabies, Streptococcal sore Throat, Thrush, or Scarlet Fever.

If your child becomes sick or injured while at preschool, you will be notified as soon as possible. If your child receives a bump, scratch or minor injury while at school, every effort will be made to notify you before carpool. If you are unavailable, a note will be attached to your child's school bag and you will be notified at carpool.

No teacher or volunteer will administer medications to any child. Exceptions must be approved by the School Board and may only be administered by the Director.

Epi-Pens and inhalers for emergency use are permitted for children with severe allergies and must be left with the Director at the school office.

We ask that you respect our request that there be **no smoking** in the church building or anywhere on the church grounds. Little lungs are busy developing and we appreciate your understanding and cooperation in this area.

Behavior Management

At Hillside, children are constantly engaged and involved in activities that interest them. Therefore, negative behavior is seldom an issue. Positive behavior is encouraged through several strategies:

1. **Redirection and Substitution** – Channel the child’s attention elsewhere and offer something else to do when applicable.
2. **Model and Problem Solve** – Show examples of expected behavior and offer suggestions.
3. **Logical Consequences** – Match the consequence to the behavior being corrected. (i.e. If a child is throwing blocks instead of building he may be asked to play in another center.)
4. **Isolate** – Time alone helps get feelings under control.
5. **Office Visit** – If negative behavior continues, a visit with the Director and parent notification may be necessary

Biting:

If a biting incident occurs in your classroom, the following guidelines will be implemented:

1. **1st offense** or infrequent biting (ex. Biting in September and then again in December) an accident report will be sent to all children involved.
2. For biting incidents that occur more frequently:
 - 2nd offense** – biting forms from office will be sent home.
 - 3rd offense** – Conference with parents.
3. If biting becomes habitual, further action may be taken by the Director.

Fundraisers

Hillside UMC Preschool and Kindergarten does not permit any “door-to-door” sales for fundraisers. Instead, we raise a modest amount of additional funds through optional sales of certain products and services. Some of our school “fundraisers” are highlighted below:

Scholastic Book Club- Book order forms will be sent home periodically for your review. If you choose to purchase books, orders are due by the designated due date each month. Checks should be made out to *Scholastic* rather than Hillside Preschool.

School Pictures- Professional photographs will be taken twice a year. Individual pictures are made in the Fall and individual and class pictures will be taken in the Spring. Cap and Gown pictures will be available for all children in 4’s-Kindergarten. Optional black and white portraits are taken in the winter.

Original Works- This company uses your child’s original artwork to make creative keepsakes that make great gifts!

Box Tops For Education- Participating schools receive cash based on the amount of box tops received.

Funding Factory- This organization recycles used inkjet/laser cartridges and old cell phones for schools and companies.

We make every attempt to keep our monthly tuition affordable to families and hesitate in asking for additional funds. Because there is always a need for enhancing and updating our program and equipment, **donations** are greatly appreciated at any time during the school year. Charitable donation forms for tax purposes are available upon request at the school office.

PARENT-PROGRAM AGREEMENT

This agreement is made between the named parent(s) and Hillside United Methodist Church Preschool and Kindergarten Program.

The following conditions involved in the care of _____ are understood and agreed upon between Hillside UMC Preschool & Kindergarten and _____.
(Parent or guardian)

The program agrees that:

1. In return for the sum which the parent agrees to pay, the program will give regular care to the above named child from 9:00 a.m. to 1:00 p.m. for ____ days per week, except for Saturday, Sunday and the holidays and closings included in the Cherokee County School Calendar and Good Friday.
2. The Director or a teacher will examine the children daily for symptoms of contagious diseases or illnesses before they are admitted for the day. If a child has a fever of 100 degrees or higher and/or other contagious illness, that child will not be admitted until free of a fever for 24 hours.
3. The school will exercise reasonable care and judgement in all matters related to the welfare and safety of the child.
4. In case of an accident or illness to the child, the teacher or assistant will promptly take such reasonable measures as are, in his/her judgement, in the best interests of the child and will notify the parents as soon as possible.
5. The program will not release the child to anyone other than the parent or guardian unless written permission is received from the parent or guardian.
6. The school will provide resources in sufficient quantity to allow for a variety of play and learning activities during the day. Children may share favorite books and tapes.

The parent agrees that:

1. The parents will pay the school in advance on the first day of each month (August – April) the sum of \$_____ for regular care given to the above named child from 9:00 a.m. or 1:00 p.m. for _____ days per week, plus \$10.00 late charge for monthly fee paid after the 10th of the month and \$5.00 per 10 minutes late for daily pickup. Responsibility for the payment on time is that the parent or guardian who signs the entrance agreement form. If the parent or guardian sees that the tuition or fees cannot be paid on time, he or she had the responsibility to make acceptable arrangements for the delayed payment with the Office Manager before the payment is due. If acceptable arrangement for payment has not been made upon payment due date plus a 30 day grace period, the contract for services to the child will be immediately terminated.

2. If a child needs a prescribed medicine during the day, he/she will not be brought to the program without a written note for the school file from the doctor stating that the child is able to be in a group situation. No medications will be administered at school without Director approval.
3. In case of illness or accident when the school is unable to contact a parent and if in the judgement of the teacher or Director, the illness or accident requires a physician, the pediatrician may be called at the parent's expense.
4. In the event that a child has a contagious illness, the parent will notify the school. The child will not be allowed to return until all danger of contagion is gone.
5. In all emergencies, the program has permission to take such reasonable measures as are, in the judgement of the teacher or director, necessary for the welfare and safety of the child.
6. 3's-K parents are expected to participate in at least one conference with the child's teacher during the year at announced times.
7. The weekday program reserves the privilege of dismissing the child if, after entering, he/she seems unable to participate in classroom experiences.
8. Liability for a child's action while under the care of the program is the parent's responsibility.
9. The program is not liable for accidents or illnesses occurring to the child while he/she is in its care, unless proof is presented that the accident or illness was the direct result of the worker's negligence.
10. If the Preschool requires additional testing or assessments to help in your child's programming the parents are expected to comply or the child will be dismissed.
11. The parent will give one month's notice when the child is to be withdrawn.
12. The registration fee of one month's tuition is non-refundable.

Both parties, Hillside United Methodist Church Preschool & Kindergarten and parent, understand and agree that:

This agreement is a contract binding for both school and parent.

Signature of parent or guardian

Date

(Appendix A)

Hillside UMC Preschool and Kindergarten

Skills-Concepts for Two-Year-Olds

A child who is 24 to 36 months of age tends to develop skills rapidly. The following abilities will usually emerge as the child approaches age three. Some children may or may not exhibit all of these skills during the school year. The rate of development varies for each child.

Cognitive:

Jan.

May

- ___ Finds own play area or activity
- ___ Enjoys looking at books
- ___ Begins to place large puzzle pieces in appropriate slots
- ___ Points to common object on command
- ___ Knows that different activities go on at different times of the day
- ___ Understands the idea of waiting for someone else to go first
- ___ Identifies own gender
- ___ Identifies self from a photograph
- ___ Points to six body parts when named (nose, mouth, ears, eyes, hands, feet)
- ___ Identifies loud and quiet, hot and cold, wet and dry, hard and soft
- ___ Points to big and little objects
- ___ Identifies circle and square
- ___ Groups things together by size
- ___ Points to appropriate color upon command: red, blue, green, yellow, orange, brown, white, black
- ___ Names primary colors: red, blue, yellow
- ___ Understands the concept of one
- ___ Counts two (Ex. "Can you give me two blocks?")
- ___ Groups things together by size or color
- ___ Stacks three rings by size

Communication/ Language:

- ___ Uses words to express wants and needs
- ___ Engages in conversation with teacher
- ___ Engages in conversation with other children
- ___ Gives first name when asked
- ___ Follows simple directions
- ___ Enjoys listening to short stories

Personal:

- ___ Comes to table and sits in chair
- ___ Can eat and drink with minimal assistance
- ___ Helps put things away
- ___ Shares with others
- ___ Participates in group play (in classroom and on playground)
- ___ Learns to line up when moving from place to place
- ___ Usually separates from parent/caregiver easily

Fine Motor:

- ___ Turns single pages
- ___ Applies glue and pastes pieces
- ___ Paints with large brush
- ___ Strings five large beads
- ___ Colors with large crayon
- ___ Builds a six-block tower
- ___ Draws lines with large crayon
- ___ Draws curves with large crayon
- ___ Rolls, pounds, and squeezes clay
- ___ Fills and dumps containers with sand and water

(Appendix B)

A child who is 36 to 48 months of age continues to expand his or her cognitive, affective and physical growth. The following abilities will usually emerge as the child approaches age four. Some children may or may not exhibit all of these skills during the school year. The rate of development varies for each child.

Cognitive:

Jan. May

- ___ Points to and/or identifies colors: red, green, blue, brown, yellow, orange, black, white, pink and purple
- ___ Points to body parts: head, hands, arms knees, legs, chin, feet, eyes, nose, ears, mouth
- ___ Tells gender and age
- ___ Knows first and last name
- ___ Places objects on their outline
- ___ Puts two halves together to form a simple picture
- ___ Recognizes first name in print
- ___ Enjoys looking at books
- ___ Understands prepositions: in, out, over, under, on, off, top, bottom, in front of, in back of
- ___ Understands concept of full and empty
- ___ Understands big/little, tall/short
- ___ Points to and/or identifies shapes: circle, square, triangle, rectangle, heart, star, diamond, oval
- ___ Recognizes numerals 1, 2, 3, 4 and 5
- ___ Understands number concepts (when presented with a given number of objects, child can tell how many there are up to 5)
- ___ Rote counts to 10 (or higher _____)
- ___ Pairs related objects and or pictures (ex. shoes and socks)
- ___ Draws a person with recognizable parts (ex. facial features, stick arms/legs)
- ___ Sorts objects into two given categories by size, shape or color
- ___ Constructs sets of blocks when shown a model of 3 to 4 blocks

Communication/ Language:

- ___ Speaks in 4 to 6 word sentences
- ___ Uses I, you, me, he and she correctly
- ___ Engages in conversation with teacher
- ___ Engages in conversation with other children
- ___ Verbalizes needs and wants
- ___ Listens to short stories and simple poems
- ___ Follows oral directions
- ___ Is attentive during Circle Time

Social Emotional

- ___ Usually separates from parent/caregiver easily
- ___ Participates in simple group activities
- ___ Willing to try new tasks and skills
- ___ Joins in play with other children
- ___ Follows class rules and routines
- ___ Lines up properly and stays with group moving from place to place
- ___ Respects others
- ___ Shares with others
- ___ Shows responsible use of toys

Self-Help

- ___ Willingly participates in clean-up (snack and play)
- ___ Washes and dries hands
- ___ Puts on coat with ease
- ___ Feeds self properly
- ___ Uses toilet independently

Fine Motor:

- ___ Makes balls and snakes with clay
- ___ Applies glue appropriately
- ___ Strings at least five half-inch beads
- ___ Screws and unscrews nuts, bolts and lids of various sizes
- ___ Holds crayon with fingers rather than fist
- ___ Paints with large brush on large piece of paper
- ___ Begins to work simple puzzles
- ___ Copies horizontal lines, vertical lines, circles and crosses
- ___ Uses scissors with control to cut along a straight line
- ___ Manipulates zippers, buttons and snaps

(Appendix C)

Skills & Concepts for Fours & Five Year Olds

20__ to 20__

Name: _____

AC- Accomplished; IP-In progress; NE- Not Evident

May	<u>AC</u>	<u>IP</u>	<u>NE</u>	<u>Comments</u>
<u>Cognitive Skills</u>				
Recognizes basic colors				
Knows full name and age				
Draws human figure with major body parts				
Knows left/right				
Knows birthday				
Knows address				
Knows phone number				
<u>Pre-Reading Skills</u>				
Recognizes first name in print				
Recognizes last name in print				
Write first name with appropriate upper/lower case letters				
Verbally identifies letters in first name				
Identifies 18 or more uppercase letters				
Identifies 18 or more lowercase letters				
Can identify 13 consonant sounds				
Sequence 3-4 pictures				
Begins to hear rhyming words				
<u>Math Skills</u>				
Rote count to 10				
Rote counts to 20				
Sorts objects by color, size and shape				
Recognizes triangle, square, circle, rectangle, diamond & oval				
Orders and compares size differences				
Continues simple patterns				
Matches objects with 1-1 correspondence				
Counts sets 1-10				
Recognizes numerals 0-10				
Recognizes numerals 11-20				
<u>Fine Motor/Eye Hand Coordination</u>				
Grasps pencil/crayon correctly				

Colors with control				
Uses scissors with control				
Controls brush and paint				
Glues appropriately				
Assembles a puzzle with 10 pieces				
Manipulates zippers				
Fastens and unfastens buttons				
Can trace simple shapes				
Reproduces simple shapes				
Follows a sequence of holes when lacing				
<u>Social Skills</u>				
Speaks in complete sentences to express thoughts to others				
Understands and follows 2 step directions				
Able to sit and listen to a story				
Participates in songs, rhymes & fingerplays				
Shares classroom materials with others				
Follows class rules				
Uses words instead of being physical when angry or frustrated				
Separates from parents without crying				
Maintains eye contact when speaking or spoken to				
Transitions smoothly				
Plays well with others				
Manages bathroom needs				

See Website (www.hillsideumc.org) or e-mail attachment

(Appendix E)