

'In His Hands' Child Development Center

First United Methodist Church

1818 4th Avenue / Canyon, Texas 79015

Office 655-5437 Home 655-1932

Brenda Shepherd, Director

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

STATEMENT OF PHILOSOPHY

'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, and to build a readiness for public school.

Our program is Christian oriented, but not denominationally structured. Children of all races and religions are welcome.

GENERAL OBJECTIVES FOR 2010-2011 PRESCHOOL YEAR

The Preschool program should be flexible with opportunities for meeting individual and group needs as situations arise.

All activities should have purpose in developing readiness for school.

The objectives are to provide each child with:

1. An opportunity 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.
2. An opportunity to have a wide variety of experiences particularly adapted to his/her developmental needs.
3. An opportunity to mesh old and new learning's and in so doing to build for himself/herself a broad base of understanding.
4. An opportunity to be in many situations so that he/she will perceive relationships through problem solving.
5. An opportunity to be in social situations where he/she can feel needed.
6. An opportunity to be in situations where he/she can become increasingly aware of the relationships between freedom and responsibility.
7. An opportunity to have many experiences that will help him/her to grow into reading.

GOALS FOR 'In His Hands' EXTENDED DAY CARE AND PARENTS DAY OUT

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

ADMINISTRATION OF FIRST UNITED METHODIST PRESCHOOL AND 'IN HIS HANDS' EXTENDED CARE

The First United Methodist Preschool is a non-profit organization. Preschool offers classes for three, four and five year old children in three-hour sessions.

Extended day care is offered for ages ranging from birth - pre-kindergarten.

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

Each year parents and church members are selected to serve on the 'In His Hands' Board. The pastor is an ex-officio member.

The 'In His Hands' Director serves as Advisor to the Board.

The Preschool teachers are employed and their salaries set by the Board. They must be fully qualified: a dedicated Christian, and a person of good character, with a teaching degree and teacher's certification and, preferably, with a degree in elementary education and a kindergarten endorsement.

'In His Hands' teachers are qualified thru Texas Department of Regulatory Services.

Fees are also set by the committee, subject to annual review

PARENT-SCHOOL RELATIONS

Enrollment

Registration fees, which are not refundable, are:

<u>Parents Day Out</u>	<u>Preschool</u>
\$75.00	\$75.00

It is requested that you secure and complete an enrollment form providing all information requested as soon as possible.

Preschool Fees

The Preschool Committee sets all registration and monthly tuition fees, subject to an annual review. For the 2010-2011 School Year the fees are as follows:

	Registration	\$ 75.00 (Non-refundable)
Monday-Friday	5-Day Program	8:30-11:30 \$250.00/month
Tues/Wed/Thurs	3-Day Program	8:30-11:30 \$180.00/month
	Extended care is available (7:15-2:30 or 7:15-6:00)	

'In His Hands' Childcare and Extended Care - (see Fee Sheet)

Choice of days Monday-Friday 8:30 - 2:30
Extended care is available (7:15-6:00)

The childcare center offers a 25% discount on the weeks we are closed, for Preschool tuition remains the same, there is no discount.

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 by the 30th 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.

Early Withdrawal

There is no refund for early withdrawal of a student.

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.

Tuition Draft

This is an optional service offered for designated funds to be withdrawn 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.

Admission Requirements

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 1, 2010. Those enrolling for 3 year old Preschool must be age 3 as of September 1, 2010. It is also the policy of the 'In His Hands' 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.**

Preschool Class Schedule

(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 (7:15-2:30 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 **arrive 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 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.**

Parent's Day Out Days and Times

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

Birth - 9 Months	5 Day - Full Time Choice Only	7:15 - 6:00
9 - 15 Months	5 Day - Full Time Choice Only	7:15 - 6:00
15 - 22 Months	5 Day - Full Time Choice Only	7:15 - 6:00
22 Months - 2 $\frac{1}{2}$ Years	Choice of day/days M-F	8:30 - 2:30
2 $\frac{1}{2}$ Years - 3 $\frac{1}{2}$ Years	Choice of day/days M-F	8:30 - 2:30

Extended care is available (7:15-6:00)

For an additional fee children may enroll in our extended care classes. If your child is not enrolled in the extended care classes a **late charge fee of \$2.00 for every 5 minutes will be issued if children are not picked up at their scheduled time.** The late fee will be added to your monthly tuition with the balance to be paid upon receipt. This will help in keeping the teachers from having to stay late, and keeping our numbers in ratio. Thanks for your cooperation.

School Calendar

The 'In His Hands' follows the Canyon Public Schools calendar and will close for all student holidays. The childcare center offers a 25% discount on the weeks we are closed. Preschool the tuition remains the same, regardless of closings, there is **NO** discount.

Supply List

Preschool teachers supply lists will be given out in confirmation packets.

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.

Label

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

Clothing and Possessions

All items of clothing should be marked with the child's name. Clothing for school should be comfortable and durable. Boots and loose sandals or slides often hamper the child's movements. Also, they can pose a safety issue when going up and down the stairs. We play outside when possible so be sure your child has appropriate coat and hood or cap.

The Preschool classes may bring sturdy toys for show-and-tell. Information about the Pre-K classes show-and-tell will be in your parent letter. These toys should be labeled with the child's name.

Guns, knives, and ropes are not appropriate for school.

Toys

Please do not let children bring toys from home because this causes problems between the children. Occasionally teachers may ask children to bring toys for show and tell - make sure the item is labeled. Comfort toys - bears, blankets and so forth may be brought, if needed. Be sure they have your child's name attached. The Preschool classes may bring sturdy toys for show-and-tell. Information about the Pre-K classes show-and-tell will be in your parent letter. These toys should be labeled with the child's name.

Guns, knives, and ropes are not appropriate for school.

Immunization Records

Each child must have a completed medical form and an emergency medical treatment form on file. The child's immunization record must be complete and current at all times. **Please keep the office files updated with current vaccinations**

Allergies

We will do tasting and cooking experiences.
It is very important that we are aware of any allergy problems.

Reports to Parents

Teachers prepared monthly **Newsletters**, which are sent home to keep parents updated on classroom information.

Progress Reports will be sent to the parents periodically through the year in our preschool. Also, conferences may be arranged at the request of the parent or teacher when advisable. **Daily reports will be given out in our Parents Day Out program.** Parents are welcome to visit at anytime. Please stop by the Preschool Office first.

Visiting and Conferences

We hope parents will feel free to visit the classroom. We ask that you stop by the Preschool Office before going to 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 she may not be free to converse with you until after school hours. 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. Call us at any time at 655-5437.

Parent Participation

We are always looking for ways to involve our parents. 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.

Required Releases and Forms

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

Child Release Information	Current Immunizations
Statement of Child's Special Problems or Needs	Drop off Policy
Authorization for Emergency Medical Treatment	Discipline and Guidance Policy
General Transportation Release	Doctor's Statement of Participation

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 story time and outside time. These schedules are posted in the notebook by the child's classroom so the parent can see the events of the day.

Monthly letters are given to parents 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

Your child will need a sack lunch and drink for lunchtime. We encourage you to prepare favorite foods for your child. Prepare finger foods like peeled oranges, cut up foods, etc. This will be most helpful. Bring a small blanket for rest time.

A change of clothing for every child will be needed. There will be outside activities, so dress your child appropriately and make sure to bring jackets as children will be going outside. If your child is well enough to be at school then they will be expected to go outside if the class goes outside.

Snacks and Birthdays

Mid-morning **snacks** are provided for children 2 years old and older. We try to offer a variety of foods and at times the children prepare their own treats.

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 dough, or a toy. The Birthday Child will open the gift and present it in front of their classmates during their birthday celebration.

Invitations to private birthday parties may not be handed out at the school. The Preschool directory will list names and addresses of the children.

Holiday Parties

For holiday parties, Fall Festival, Christmas, Valentines, Easter, and End of year parties, parents may volunteer to bring treats, but it is best to plan with the teacher before the occasion. Parents will be asked to sign up to help with the various parties.

Field Trips

Field trips and excursions from the school premises will be carefully supervised and meet the guidelines as directed in the standards issued by the Texas Department of Protective and Regulatory Services. Children will be appropriately seat-belted in the Canyon Transit when being transported on school-sponsored trips. Children will need to wear their 'In His Hands' T-shirts on field trips. Parents will be notified 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 in the enrollment form.

Preschool Open House

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

OPERATIONAL POLICIES/PROCEDURES

Parents may review and discuss with the childcare center Director any questions or concerns about the policies and procedures of the childcare center. If there is a policy change, parents will be notified in writing at the time of the change with a signed verification of notice.

Security

Each child will be issued an identification number at enrollment. Your child will only be released if this number is known by person picking up your child. If someone other than the parents pick up, that person must know the ID# and leave a copy of his/her driver's license. The teacher will receive your child at the door upon arrival and will be dismissed only to the parent, unless prior arrangements have been made.

Please knock when bringing and receiving your child.

Please **do not enter the room** as this upsets other children.

You are required to sign your child in and out, with the date and signature, along with a **daily** contact number.

Emergency Release

In the rare case in which unforeseen circumstances threaten quality care, ex., majority of staff illnesses, gas leaks, or other safety issues, the school may have to close for the day.

Emergency Procedures for Fire, Fire Drill or Chemical Leak

In the event of a fire, fire drill, or chemical leak all classrooms exit the building at the sound of long continuous ring. The preschool secretary will call the fire department. Classrooms will meet in Ruth Lowe's park (east grassy playground). The upstairs classrooms are divided into two groups. The first group consists of rooms 209, 210, 211, and 213. They will leave, with their class notebooks, down the west stairwell and exit through the west door, walk around the block and meet at Ruth Lowe's park. The second group consists of rooms 212, 214, 215, and 216. They will leave, with their class notebooks, through the middle stairwell (playground) and exit through the playground doors, continue through the gates and around to Ruth Lowe's park. The four classrooms downstairs consist of 114, 115, 116, and 117. They will exit, with their class notebooks, through the church front doors and walk around to Ruth Lowe's park. The church staff and office workers help to carry babies and toddlers to Ruth Lowe's park.

Tornado or Tornado Drill

In the event of a tornado or tornado drill:

- ◆ All the upstairs classrooms 209, 210, 211, 212, 213, 214, 215, 216 exit through the east stairwell and down to the basement.
- ◆ The downstairs classrooms go through the sanctuary and down to the choir room.
 - Rooms 114 and 117 go down the right of the sanctuary and down the stairs.
 - Rooms 115 and 116 go down the left side of the sanctuary and down the stairs.
 - The church staff and office workers help to carry babies and toddlers.
 - Upstairs preschool aids come down to help carry the babies and toddlers.

Fire drills are held once a month.

Disaster drills are held once a semester

Weather Policy

If bad weather causes the Canyon schools to close, have delays, or have early releases, 'In His Hands' will do the same. Be sure to watch the news for indications of what the Canyon Schools are doing, and know that 'In His Hands' will do the same.

Make-Up Days

'In His Hands' will make up the days missed due to weather, **ONLY**, if the make-up day does **NOT** fall on a regular holiday such as Good Friday. In the case of a holiday, 'In His Hands' will **NOT** be opened for a make-up day regardless of the school being open due to the make-up day.

Policy for Intruder

Distract the person by asking questions to see how they can be helped. Try to guide them to the office by offering help. Preschool secretary or staff that sees the intruder does an all church page that a black Volkswagen left its lights on in the east parking lot. BLACK VOLKSWAGEN-

This means for all teachers to take children to their classrooms and close their doors. Person who makes the page immediately calls 911.

Outside Policy

Children do NOT go outside for playground time if the temperature is under 40 degrees or over 90 degrees. They could go outside for brief walks, in and out, but we will make sure to bundle them with coats even for that time. They do need the fresh air if the weather is tolerable, for only for brief outings. Extreme temperatures, under 32 degrees or over 100 degrees children will remain inside. If your child is at school, then he/she will be expected to participate in all activities including outside time.

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

Health Policy

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

1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play.
2. 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.
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in child-care center's activities.
 - ◆ Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
 - ◆ Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
 - ◆ Armpit temperature of 99.4 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 in 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.
4. 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 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 the school that we do not administer medicine.**

Regarding bringing pets or animals of any kind to school. Due to licensing requirements for animals, it is our policy to **NOT** have animals on the premises.

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.
- ❖ A caregiver 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.
- ❖ There must be no harsh, cruel or unusual treatment of any child. 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.

Dismissal of Student for Behavior

IHH will conference and work with parents or guardians to try to correct inappropriate behavior but reserves the right to dismiss students for prolonged or continual inappropriate behavior to include but not limited to:

- Biting
- Hitting
- Scratching
- Any type of behavior that is harmful to other students or teachers.

Dismissal of Student due to Parent

IHH reserves the right to dismiss students when their parents or guardians will not abide by the rules included in this handbook and for:

- Talking negative
- Non-supportive
- Non-payment

Transportation Permission Policy

Release forms are signed at the beginning of the school year by the parent 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 of a given field trip.

Gang Free Zone Policy

Our center is in a gang-free zone and gang related activity is prohibited, and is subject to increased penalty under Texas law. The gang-free zone is within 1000 ft. of our center.

Minimum Standard Guidelines

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

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

CCL Main Number and Intake Line - 806-354-5307

Their web site is www.dfps.state.tx.us/childcare.

Miscellaneous

All teachers and the director will be trained in CPR and first aid procedures.

Vision and Hearing Checks will be done on each child 4 years and older.

Pest Control Treatments are done from time to time.

'IN HIS HANDS' CHILDCARE & EXTENDED CARE CURRICULUM

Your Child Will Learn in Many Ways

Your child will: Hear that he/she is a child of God and a person of worth.

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.

BIRTH -5 YEAR

Pinnacle Religious Curriculum

Weekly activities which are religious based.

Theme topics

PRESCHOOL CURRICULUM

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.

Three Year Olds

For each of the major themes presented each month the following activities will be incorporated into the day:

Learning Centers- Dramatic Play, Manipulatives, Writing, Library, Sciences, Blocks, Art and more.

Discovery Activities

Story Time

Art Activities

Music & Movement activities

Math Activities

Snack

Language

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. 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. Weekly Bible stories and scripture will also be a part of the curriculum. Holiday activities will be supplemented for appropriate times of the year.

4 & 5 Year Olds - Part-Time

(less than 5 day program)

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,
Manipulatives, Science and more

Art Activities

Computer lab

Literature

Social Studies

Music

P. E.

Snack

Math

During the year the children will learn to recognize and name colors, shapes, and numerals to 10 or more, and to recognize the alphabet according to his/her own ability. We also use other ideas, crafts, cooking, music and field trips. The areas of large and fine motor development, language development, social and personal development are also covered. Weekly Bible stories and scripture will also be part of the curriculum. Holiday activities will be supplemented for appropriate times of the year. Formal graduation to the next class is for those students enrolled in the 5 day program. There will be **No** formal "Graduation to the Next Class" for those who are enrolled only part of the week since the majority will attend 5 day preschool the following year.

4 & 5 Year Olds - Full Time

(5 day program)

The curriculum consists of the programmed arrangement of time, materials and tasks. Our environment is structured to meet the individual needs and developmental levels of each child. The curriculum focuses on individual needs within the Texas Essential Knowledge & Skills (TEKS) that are set for Pre-K children. Including specifics in these areas:

1. Fine Motor

4. Self Help

2. Gross Motor

5. Language

3. Social

6. Cognitives

Learning Centers - Dramatic Play, Art, Blocks, Language, Large Motor Skills, Manipulatives, Science, Computer lab, TEK's taught within small groups.

Incorporated activities include Art, Music, Snacks, Games, Storytelling, Math Skills ("Experiences in Math for Young Children"), Science Skills ("Exploring Science in Early Childhood") and more.

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. They will continue to explore the world around them and they will expand their knowledge of colors, shapes and numeral, scissors skills, rhyming words, matching activities, math skills and letter games. Weekly Bible stories and daily scripture will also be a part of the curriculum.

These full time classes will have a "Graduation to the Next Class" ceremony.

COMPETENCIES TO BE DEVELOPED INTELLECTUAL DEVELOPMENT

Language

Most language is intelligible

Knows his name: first, last, parents, 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.)

Is learning to use complete sentences

Uses language for specific purposes (directions, information, show-and-tell)

States happening in sequence

Repeats fingerplays, songs, nursery rhymes

Uses pronouns correctly (he, she, I)

Can point to and name 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

Gradually correct speech due to infantilism (Example: jink for drink, wabbit for rabbit)

Reading Readiness

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

Can locate specific picture in a story

Can predict a simple outcome of a story

Can arrange pictures in sequence

Can answer simple questions about a story

Can interpret meaning of a picture

Mathematics Readiness

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)

Can match sets of objects shown

Demonstrates concept of numbers thru 5

Can construct a set of objects to match a given numeral to 10 (4's)

Science Readiness

- Observe 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)
- Play involving water (describe properties of water; it is liquid, it is transparent, it makes things wet, it can change form, it can be rain, and snow or sleet or ice, it can disappear, evaporate.) 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)
- Use "Mystery Box" to describe objects by sense of feel
- Experiment with various tastes (guess food by its taste while blindfolded)
- Experiment with various odors (guess food by its smell while blindfolded)
- Introduction to direction (right, left, up, down, etc.) (Use in "traffic" in Block City or dramatization)
- Experiment with magnets (sort objects according to attraction to magnets)

Music Experiences

- Sing simple songs
- Sing and dramatize action songs
- Respond to various rhythms (clap, sway, trot, gallop, walk, run)
- Improvise movements to music
- Identify various rhythms
- Play rhythm band instruments and learn to identify instruments
- Attend KinderKonzert in Amarillo (4's)
- Bring and demonstrate toy instruments for show-and-tell

Art Experiences

Paint 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)

HEALTH AND PHYSICAL DEVELOPMENT

Health

Practice good health rules in classroom (wash hands before eating, before cooking, after toilet, after using handkerchief to cover sneezes, etc.)

Practice 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).

Become oriented to own body (Name parts of body, put mannequin together, dramatize activity songs and rhythms using parts of body)

Demonstrate things we can do with our bodies

Help check height, weight, and gains during the year

Observe growth of a plant in the classroom

Learn to use bathroom independently

Practice table manners at snack time

Gross Motor

Make a game of walking on balance beam (forward, sideways, backward)

Makes a game of hopping on one foot: balancing on one foot

Practice climbing steps using alternate feet

Experience skipping (in games or to rhythm)

Use the tricycles in play areas

Climb on climbing apparatus

Play with large ball (throwing, catching and bouncing)
Practice running (in games and races)

Fine Motor

Learning 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
Is learning to cut with scissors
Can 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
Is learning to lace correctly
Is beginning to use pencils, crayons, and brushes

Social Development

Provide opportunities for parents to visit the classroom (to see projects the children are working on, to celebrate birthdays, for open house)
Initiate conversations between children and between children and adults
Children choose work and play activities with peers
Children take turns performing housekeeping duties (provide work-charts with children's names rotated)
Children commend each other for taking turns and sharing
Make a game of putting away materials (practice speaking clearly and loudly enough to be heard)
(4's)
Tell stories or experiences - indicating whether they are real or make-believe
Listen attentively to others tell stories
Commend each other for completing a task
Observe class routines (make it fun)
Play in housekeeping center (role play family relationships, helping each other)

Learn to "plan ahead" what he/she wishes to build or paint or draw
 Dramatize or interpret pictures depicting family relationships
 Play situations, disagreements, and disappointments
 Predict outcome to stories or pictured situations
 Celebrate birthdays of classmates
 Dramatize how members of community help the family (as grocer, storekeeper, postmaster, policeman, fireman, filling stations operator, carpenter, teacher, minister, restaurant operator- to a lesser degree with 3-year olds)
 Distinguish right and wrong in school and family situations and in stories
 Learning to tell the truth (Tell us what really happened.)

SUGGESTED FIELD TRIPS AND RESOURCE PERSONS

Three-year-olds

The Supermarket
 Panhandle Plains Museum
 U.S. Post Office
 Library-Story Time
 Dentist Office
 Police Station
 Pumpkin Patch
 Discovery Center

3 Day Pre-K

Canyon Fire Department
 Panhandle Plains Museum
 KinderKonzert in Amarillo
 U.S. Post Office
 Eye Doctor
 Ambulance
 Police Station
 Restaurants
 Animal Exhibit Tri-State Fair

Pumpkin Patch
 Discovery Center
 Amarillo Library
 Mall

5 day Pre-K

Panhandle-Plains Museum
 Canyon Fire Department
 KinderKonzert in Amarillo
 Discovery Center
 Local Farm
 Dental Hygienist
 U. S. Post Office
 Restaurants
 Pumpkin Patch
 Mall
 Amarillo Library
 Animal Exhibit Tri-State Fair

In Closing

Thank you for choosing 'In His Hands' Child Development Center Preschool and Childcare Programs. We are honored to have the opportunity to serve you and your child during these most precious years of their life. If you ever have questions or concerns, please don't hesitate to call me at 655-5437. We look forward to a wonderful year!

Brenda Shepherd,
Director

Calendar of Events

August

January

Preschool Progress Reports

September

February

Preschool Crime Stoppers ID Service
Valentine's Parties
Preschool Dino Day (4 & 5 Yr Olds)

October

Preschool Progress Reports
Individual Photos
Preschool Fall Festival

March

Preschool Group Photos

November

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

April

Open House
Easter Egg Hunts

December

Santa
Christmas Program
Kinder Konzert
(for 4 & 5 Year Olds)

May

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