

Welcome to the PromiseTown

*Tribe of Joseph
Toddlers (T1) Classroom*



Teacher:

Tribe of Joseph

We are pleased that you have chosen PromiseTown Childcare & Preschool Ministry as your “partner” in the care and education of your child. Like you, we are devoted to the holistic development of your child. We are committed to providing a quality childcare and preschool experience for your family. Our goal is to cultivate Christian virtue and academic merit.

Please take a moment and read this Welcome Packet as it will help you familiarize yourself with your child’s daily routine as well as the overall spiritual, educational, social, and emotional objectives of our Ministry.

Included:

- **Classroom information**
 - Daily Schedule
 - Class Goals
 - Curriculum
 - Circle Time
 - Sign Language
- **General Ministry Information**
 - Prayers & Songs
 - Communication
 - Discipline Policy
 - Menus

Our Philosophy:

-What we believe about educating young children...

Interactions: Children learn best through their interactions with the world and others. This definition includes interactions between children, between children and adults, and children and their environment.

Empowerment: We believe in the potential and ability of every child. We challenge children and trust them to rise to that challenge. This empowerment encourages social/emotional well-being and a sense of independence.

Environment: We believe a child’s experience is enriched not only by those around him/her, but also by their setting. Therefore, our classroom environment seeks to reflect natural beauty through physical space, as well as create learning spaces that are aesthetically appealing, inviting, and engaging.

Lifelong Learning: We believe that every member of our community should be committed to lifelong learning. This means that there is the potential for every one of us, children and adults, to change and grow.

The 1's Daily schedule

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6:30a -830a	Morning Drop- off in room 303
(730a -8:00a)	Breakfast
8:05	Transition to room 305/306
8:05a -8:30a	Free play & Music/ Diapers*
8:30a	Transition to classroom
8:40a – 8:50	Transition/Diapers
9a -9:30a	Outside/Gym (structured P.E. M/W)
9:30a	Transition for AM Snack/Hygiene
9:40 - 10a	AM Snack/Hygiene
10a - 10:30a	Morning Meeting/Bible Time
10:30a - 11a	Activity Play: Music (M/W); Dramatic Play (T/F)
	Large Blocks (R)/ Diapers*
11a -11:15a	Circle Time/ Habits
11:15 -11:30a	Fine motor skills (M/R); Gross motor skills (T/W/F)
11:30a - 12p	Free play in room / Diapers*
12:00p	Transition for Lunch/Hygiene
12:10p -12:45p	Lunch Time
12:45p	Transition to nap/ Diapers*
1p- 3p	Naptime
3:00p	Transition to snack /Diapers*
3:15p -3:45p	P.M. Snack/ Hygiene
3:45p - 3:55p	Gym/Outside Time
4:00p	Transition
4p -4:15p	Reading/center exploration
4:20p – 4:30p	Diapers*
4:30 – 4:45p	Closing circle
4:45p- 5:15p	Late Afternoon Snack
5:15p	Transition to room 300 for pick up
5:30p - 6:00p	Free Play

*Please note: class sizes in the afternoon may affect transition times and/or locations.
Please view classroom “where are we?” sign for class location.*

The Tribe of Joseph (One Year Old Classroom 15months – 24months)

“Joseph – May He Add”

Get ready to dance, play, and learn about getting along with friends! The one's teachers focus on facilitating social growth/relationships with other children, cognitive growth using the A-Beka curriculum, spiritual growth through familiarity with simple Bible stories, physical exercise, as well as exploring outside.

This classroom will participate in our enrichment program Movement & Music, exercise planned and designed for toddler bodies. Because children are always exploring and moving, our classroom is designed for active play. There are activity centers to explore which include art, fine motor activities, book corners, blocks, and cars.

- Motor Skill Development — tossing, catching, rolling, crawling, walking, body awareness, bilateral coordination, push toys and outdoor play.
- Language Development — reading time and speech development, social development
- Music and Movement — sensory awareness, listening skills, dancing, singing, rhythm awareness, mimicking sound, social development.
- Basic Concepts — helping notice and make sense of basic concepts, such as shapes and colors.
- Artistic Development — tactile stimulation, eye-hand coordination, visual stimulation & development,

Daily reports help to encourage a parent/teacher team that creates the best possible learning environment.

- **Spiritual Development:** Bible stories are taught every morning. Every day we strive to show the children we love them, but most importantly, Jesus loves them!
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CURRICULUM

The A Beka Curriculum and textbooks are built on the foundation of Academic Excellence and Christian Character Training. Its traditional educational approach introduces academic content in a sequential manner to allow for acquisition of factual knowledge as a necessary basis for higher-level learning and critical thinking. The textbooks and teaching materials that reflect the very best in traditional education, comprehensive curriculum, and eternal truths.

A Beka Scope & Sequence: The Tribe of Joseph (15 to 24 months)

<u>Language Arts</u>	Circle Time, Reading time, Finger Play, and Sign Language
<u>Numbers</u>	Counting 1-10
<u>Bible</u>	Daily Bible stories, Hymns/choruses
<u>Music; Arts & Crafts</u>	Introduction to colors & shapes, eye-hand coordination

Sign Language

Sign Language helps your toddler to facilitate communication. It is an educational tool that not only lessens frustration, outburst, biting, etc. but also fosters speech development. With sign language your child is able to express their wants/needs until verbal pronunciation has developed (please see attached for helpful examples).

Communication:

Your Child's Teacher and the PromiseTown Office

Families

- We take the idea of a partnership with our families very seriously. It is only through the strong partnership of the home and the school that a child can have the richest preschool experience.
- Parents are encouraged to read the class and school newsletter so they can better discuss with the children the different topics they are studying. In addition, each child has a specific learning style, strengths and areas of growth. When a child receives the same messages and consistent support from both home and school, there is a greater possibility of success for the child.
- Parents are invited to school and class celebrations and events so that the home/school connection is strengthened.
- Communication is essential to a strong home/school relationship. Teachers can be available throughout the week to speak to parent, if either the parent(s) or the teacher has concerns

Day to Day

- Each child will be provided a communication folder for the school year. This folder is sent home daily and is expected to return the next school day. Your child's teacher(s) will use the folder to inform you of your child's day with the following information:
 - class activities (seat & art work)
 - child's behavior
 - eating and resting times
 - potty & diaper changes (nursery – T2)

This folder will also communicate upcoming events and any classroom needs.

Messages / Newsletters

- Messages to Director, Office Personnel, or Teachers in writing: Messages can be sent via communication folder, hand delivered or placed in office drop box.
- The parent bulletin board & information station (located at the end of the sign-in table) contain items pertaining to fundraisers, conferences, parent involvement, general information, and many other items we feel may be of interest to you.
- A bi-monthly newsletter will be published and placed at the information station
 - Located outside of the PromiseTown Office

Parent Evaluations

- Parent Evaluations will be sent home during the school year. Please fill out these evaluations as honestly as possible. We take your feedback seriously and use it to help grow and enhance our program.

Parent Teacher Conferences

- We encourage parents and teachers to keep open lines of communication throughout the school year. Parent Teacher Conferences are scheduled once a year. See the 2013-2014 preschool calendars for scheduled time periods. Parents or teachers may request additional informal conferences if necessary.

Assessments & Screening

Each child will be administered the Early Childhood Developmental Assessment- Head Start Guidelines and the Early Childhood Developmental Screening – Ages & Stages Questionnaires twice per year in the infant and toddler rooms and once per year in the preschool. These tools along with observation and portfolio collection will be used to guide your child's development. Information collected will be available to parents upon request and for use at conference time.

- An **assessments** interprets a child's development overtime, and uses many different methods to gather information
- A **screening** is a tool to evaluate a child's development, using pre-determined criteria for a "snapshot" of development.
- Why Assessments & Screenings?
 - These processes identify the areas of strength of each child.
 - They reduce the number of children who may be "falling through the cracks"
 - Allow providers to use results for intentional planning and accurate/appropriate referrals for early intervention.

Child Discipline Policy

Child training and discipline are to be handled with kindness, understanding, and in accordance with Christian principles as set forth in the Scriptures. Believing that discipline is necessary for the welfare of the child, as well as the entire school, each teacher is given the responsibility of making and enforcing classroom and playground regulations. A positive environment is important to stimulate positive behavior and a good self-image.

- Policy for Discipline Problems
 - Warning appropriate to the situation will be given to stop the negative behavior
 - To avoid embarrassment, the child will be separated from the other children and talked with about his/her behavior.
 - If negative behavior continues, the child will be separated from the group for a period of one (1) minute per year of the age of the child.
 - Not appropriate under 2 years
 - 2 years—2 minutes
 - 3 years—3 minutes
 - 4 years—4 minutes
 - Etc.
 - No child is to sit longer. “Time out” should only occur only in public places (ie: classrooms, eating areas, gym, or playgrounds).
- **When discipline problems continue to disrupt** the classroom and/or the daily routine of the Ministry, then following steps will be taken:
 - Parents will be involved in the situation by the way of daily reports, notes, phone calls, and/or meetings.
 - Parents will be called and will be expected to come to the school to discipline the child if the discipline problems continue.
 - If extreme problems still continue to exist, the parents will be given a two-week prior notice of the dismissal of their child. (This two-week notice may be waived, if the situation is deemed unmanageable.) The child will be dismissed for a period of up to three (3) weeks, or until the behavior has been corrected.
- **Corporal punishment is prohibited at all times.** Staff will be terminated for using corporal punishment. Any and all cases of corporal punishment observed must be reported to the PromiseTown Administration immediately.
- **Parents will be asked to encourage their child, via positive reinforcement** when they have demonstrated good behavior at school. Likewise, they will be encouraged to follow-up with their child at home for any negative behavior demonstrated at school. We will adopt the motto: **“Celebrate what you want to see more of!”** This means that we will encourage our children to display behavior that we want to continue.