

Welcome to the PromiseTown

*Tribe of Benjamin
Toddlers (T2) Classroom*



Teacher(s):

Tribe of Benjamin

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
- **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 2's Daily schedule

6:30a -8a	Morning Drop- off in room 303
(730a -8a)	Breakfast
8:05a	Transition to Classroom
8:05a -8:30a	Free play & Music/Diapers & bathroom break
8:30*- 8:50	Transition* / Welcome & Morning Meeting
8:50a	Transition to Worship
9a -9:30a	Worship/Bible Time in Sanctuary
9:30a	Transition for AM Snack/Hygiene
9:40 - 10a	AM Snack/Hygiene
10a - 10:30a	Circle Time/Skills Development Bathroom break
10:30a – 11a	Outside/Gym (structured P.E. M/W)
11a-11:15a	Transition to classroom/ Hygiene
11:15a -11:45a	Language Development (M/W/F); Numbers & Concepts (T/R)
11:45a - 12p	Free play in room / Bathroom break
12:00p	Transition for Lunch/Hygiene
12:10p -12:45p	Lunch Time
12:45p	Transition to nap/Bathroom break*
1p- 3p	Naptime
3:00p	Transition to snack /Bathroom break *
3:15p -3:45p	P.M. Snack/ Hygiene
3:45p - 3:55p	Closing Circle
4:00p	Transition to Table time
4p -4:15p	Table Time: Math games/Science (M/W/F/); Art/Puzzles (T/R)
4:20p - 5:15p	Outside/Gym (free play)
5:15p	Transition/Bathroom break*
5:20p - 6:00p	Free play in room 300 until pick-up

*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 Benjamin (Two Year Old Classroom 24months – 36months)

“Benjamin – Son of My Right Hand”

The Two Year Old Classroom is designed to meet the expanding needs of our young learners. Our basic goal for toddlers is to provide developmentally appropriate activities, which encourage spiritual, social, emotional, physical and language development.

Ample opportunities are given for solitary and parallel play, which leads to cooperative play. Activities are also planned to enhance large and small muscle development. Self-help skills and toilet training are a very important part of the daily program.

In addition to our daily A-Beka Curriculum, your child will experience activities such as finger painting, book reading, storytelling, singing, dancing, and exploring outside.

- Motor Skill Development — outdoor games, dancing, movement.
- Language Development — recognizing and forming letters, story time, speech.
- Sensory Development — textures, understanding the senses, descriptive activities.
- Imaginative Development — arts and crafts, dramatic play, storytelling.
- Social Development — large- and small-group activities, sharing, politeness.

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 housekeeping, art, fine motor activities, book corners, blocks, and cars.

Our center provides developmentally appropriate learning areas for our classroom. The following are the learning areas and activities in the Two Year Old Room:

Self Help Skills: We will help your child throughout the day to learn to clean up after activities and work on self-help skills whenever possible and appropriate throughout your child’s day.

Art: Many materials are provided for the children to allow them to be individually creative. Some of the supplies are; chalk, paint, glue, markers, play dough, shaving cream, crayons and more! Children are encouraged to express themselves creatively.

Music: Music time includes playing rhythm instruments, singing songs and dancing to music.

Story-Time: Stories may be told by reading books and making up stories. Our favorite stories are about Jesus!

Manipulative Area: Puzzles, stringing toys, and various other games are among the options in our manipulative area.

Dramatic Play: We play dress up, have telephone talks, play with babies and do a lot of pretend cooking! (Teachers set up dramatic play to encourage social skills and role playing while also learning a variety of other skills).

Outdoor Play: Outdoor play is a special part of our child's day. Fresh air and exercise are important to your child's health and to the curriculum. Gross motor development is supported through our outdoor playground. Outside we have climbers, slides, and great space for running around. Fine motor activities develop eye-hand coordination and finger/hand muscle strength.

Science: Science is explored all through the day in a multitude of ways. Children will take a nature walks, learn about animal habitats, or plant a seed.

Math: Goals for math include shape recognition, object matching, counting, and categorizing and sorting, quantitative skills, sequencing, and 1:1 correspondence. We achieve these goals through calendar, puzzles, blocks, pattern blocks, beads, and much more.

Language Development: Through daily stories, Bible verses, songs, finger plays, as well as conversational interactions, we support language development.

Social/Emotional Development: Our staff is committed to making each child feel welcomed and loved in their classroom. This helps foster proper self-esteem and peer friendships, which lead to a fun learning environment!

Spiritual Development: Bible stories are taught every morning, as well as weekly memory verses. Teachers help the children to apply what they've learned throughout the day. Bible verses and concepts are referenced when correcting a child's behavior. Every day we strive to show the children we love them, but most importantly, Jesus loves them!



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 Benjamin (2's)

Language Arts	Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science. Recognition of name, sound, and picture for short vowels and consonants. Formation of vowels and constants in upper and lower case
Numbers	Counting 1-30 Concepts 1-15
Bible	Daily lessons Hymns/choruses Weekly Memory verses
Music; Arts & Crafts	Traditional and fun songs. Colors, shapes, eye-hand coordination

Circle Time

Circle Time provides a framework in which language, cognitive, and social skills can develop naturally. During circle time children have the opportunity to communicate with others by asking and answering questions; participating in songs, stories and other forms of expression. They experience patience, taking turns within other children and positive interaction with teachers who listen and respond to them.

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.