

WESLEY GROVE PRE-KINDERGARTEN

2007 / 2008 SCHOOL YEAR

HANDBOOK

1320 DORSEY RD.
HANOVER, MD. 21076
410-787-0745

SUSAN RUSSO, DIRECTOR
HOME PHONE: (410) 969-2904

GOALS AND OBJECTIVES

The Wesley Grove Pre-Kindergarten welcomes you and your child to our Early Childhood Education Program. In developing our program we have endeavored to keep in mind the growth and development patterns of two, three and four year - old children. We hope to instill in each child a true love for learning in our child-centered environment. Our ultimate goal rests in the continual nurturing of a positive self- concept in each child.

A child learns through play. Through examination and exploration of his or her environment, the young child establishes the foundation for future attitudes, habits, and methods of skill - building. In well-planned group experiences, the child will learn:

- To share and take turns.
- To be sensitive to the needs of others.
- The art of listening and following directions.
- The art of problem solving.

We are concerned with each child as an individual. Therefore, we have developed a flexible learning environment, which seeks to strengthen physical, mental, and social capabilities within each child. Through loving and accepting relationships, the young child will develop initiative and imagination, as well as feelings of courage and security. In his / her early years, the child will begin an educational process, which, if nourished throughout life, will help him / her to become a productive, worthwhile, and responsible person.

Wesley Grove Pre-Kindergarten is a self- supporting and non-profit part of the Wesley Grove United Methodist Church. We do not actively proselytize, but as part of a Christian Organization, the Christian message is incorporated into our daily activities: We say grace at snack time, we re-enact the Nativity at Christmas, we sometimes sing songs which mention God, and at times we will ask for your child's participation in some church activities. Nevertheless, we do welcome children of all faiths.

CURRICULUM

The curriculum of our pre-school is broad and varied to provide for the expanding needs of young children, but is also highly individualized. Our program stresses first-hand, concrete experiences in which the child can formulate and acquire understanding in various content areas. Learning experiences focus on basic concepts — size, shape, color, hand coordination, effective listening, left-to-right progression, developmental tasks, and visual discrimination. Specific activities will include language arts, numbers and sets, dramatic play, large and fine motor activity, and opportunities to visit community resource facilities as well as talk with community helpers. Field trips are scheduled periodically throughout the year.

The Wesley Grove Pre-Kindergarten does celebrate holidays such as Halloween, Thanksgiving, Christmas., St. Valentines Day, St. Patrick's Day, and Easter. We will incorporate activities related to the above mentioned holidays into our daily activities.

A typical day at Wesley Grove Pre-Kindergarten would include the following:

- Circle Time " Introduction of units, calendar, weather. Pledge to the Flag, story-time, etc.
- Activity Hour - Small group and individual instruction.
- Clean Up - Required of all children!
- Snack Time
- Outdoor Play (Indoor play if weather does not permit outdoor play.) Please remember that sometimes our indoor activities in the classroom do not always permit enough time to go outdoors everyday. We will certainly try, however, it is not always possible.

Parent - Teacher conferences are scheduled in November of e ach year to keep parents informed of their child's progress. Of course, parents may request additional conferences at any time. We try to foster the free and easy flow of information by the use of the Parents' Bulletin Board and periodic newsletters.

To enroll in our Pre-Kindergarten program, (2007/2008) children for the two year old class must be two by September 1st of the school year, children for the three year old class must be three by September 1st of the school year, and children for the four year old class must be four by September 1st of the school year. Please note this change

*****FACILITIES AND STAFF*****

The classrooms of Wesley Grove Pre-Kindergarten invite exploration by the child. The rooms are colorful and have rugs for warmth. We have a multitude of educational materials and equipment for use by the children. You will observe that each room has various centers: blocks, books, housekeeping, music, science and discovery, work, craft, games and displays.

Children need to spend time outdoors, free from structural confines. We have an enclosed playground in a lovely tree - shaded area, offering opportunities for climbing, jumping, sand play, etc. We use the large church hall for indoor play during the winter months.

Our teachers are professional persons with college degrees who are knowledgeable in all areas of the curriculum for young children. They are chosen for their warmth and concern in providing a positive experience for each child. Teachers are kept up - to - date on new ideas in pre-kindergarten education through relevant pre-school literature, academic courses, seminars, and workshops sponsored by the nurture section of the United Methodist Church. We ask that you remember that all people are different, and in being different they often have other methods of teaching and relating to others. You may at times see different activities going on in classrooms other than your child's, and this is OK! Our teachers are people too, and therefore different in their methods and ways of teaching!

Each teacher is assisted by an aide. This allows us to maintain an appropriate adult-child ratio. Aids are chosen on the basis of prior pre-school or elementary experience, and team-working abilities. Like our teachers, they are encouraged to update their skills and ideas through workshops, etc. The established adult-child ratio allows substantial opportunity for individual instruction.

*****CALENDAR*****

Wesley Grove Pre-Kindergarten follows the same calendar as the Anne Arundel County School System, however, at times we will make exceptions such as: final closing dates of the school, teacher workdays, and religious holidays. You will receive a Wesley Grove "Tentative Calendar" for the school year. Every month we will send home a class calendar and also post it on the Parent's Bulletin Board. Please check your child's individual class calendar each month.

****PROCEDURES FOR INCLEMENT WEATHER****

We will follow the decisions of the Anne Arundel County Schools. If we decide otherwise, your child's teacher will contact you by phone. A detailed letter on inclement weather will go home the beginning of December.

We do not follow Anne Arundel County for "heat" closings. Our school is air-conditioned.

*****PARENTAL INVOLVEMENT*****

We actively encourage parents to participate in the life of Wesley Grove Pre-Kindergarten. Special projects, parties, and presentations require additional help, and we welcome volunteers. Sign-up sheets for parties are posted on the Parent's Bulletin Board.

Parents are welcome to visit their child's class. If you would like to spend a morning at school, contact the teacher in advance to make arrangements for a mutually convenient day. If you wish to discuss any problem or concern, please call the director to arrange a conference.

Please notify your child's teacher of any changes in family routine due to death, separation, parent on extended business trip, divorce, possible moves, hospitalization of family members, or any other situation which might impact your child. This information is extremely helpful to the teacher in relating to your child, and sensitive news will, of course, be held in strictest confidence.

*****DISCIPLINE*****

The concept of discipline is very important to the smooth running of any school. It is essential to a learning atmosphere. We do not give the child a long list of "DO'S" and "DON'TS", but we do insist on certain standards of behavior: sharing, obedience to instructions, class cooperation, and respect for property, teachers, and other classmates. When a child is uncooperative, he / she is required to sit in a chair for "time out" until he / she modifies his / her behavior. We do not use corporal punishment, but if the child's behavior cannot be modified, parents are informed and encouraged to take steps to remedy the situation. If the behavior remains consistently unmodified, the parents will be asked to remove their child from the program.

When a child first starts in our program, it is not uncommon for crying and balking to occur. That is not normally considered a discipline problem, but of course it is disturbing for all concerned. Usually it is best to allow the teacher and aide to cope with the child and settle him / her into the class routine.

*****DRESS*****

Parents should dress their children in comfortable, WASHABLE clothing. Shoes should be of the rubber-soled type, to facilitate jumping, climbing, running, etc., during play - time. Please remember to send gloves or mittens for cold weather. For all our children a backpack is required as craft items, letters, etc., are sent home daily. Three and four year old children **MUST BE COMPLETELY POTTY-TRAINED BEFORE** they enter the pre-school. Two-year-old children do not have to be completely potty trained; however we encourage efforts to start training and will do the same at school. Our two-year-old children must have 2 diaper/pull up changes, sanitary wipes, and a clothing change inside their backpack. Please label all children's clothing, (2, 3 and 4 year olds) coats, hats, book-bags, etc. with their first and last names.

*****ILLNESS*****

If your child shows signs of a cold, elevated temperature, or generally feels unwell, please keep him / her home until he / she feels better. A child should have NO fever for 24 hours (without medication) before returning to school. We have to consider the other children in our program. Also, please advise us if your child contacts a contagious disease. If your child is absent more than two days, please notify us, as we do worry.

*****FIELD TRIPS*****

Field trips are an important part of our curriculum. Each child must have a parent or other responsible adult accompany it on these pre-arranged trips.

*****MONEYFOR SPECIAL EVENTS*****

When you send money into school via your child for field trips, class pictures, etc., please put the correct amount (cash if noted) into an envelope with the child's name on front. (Checks are not always acceptable) Your child's teacher or aide check backpacks daily. Please note that tuition payments should NOT be sent in your child's book bag, or handed to teachers or aides. (Tuition payments should be paid by check or money order.) There is a tuition box where you may place your payments, or you can mail them directly to our treasurer. Our treasurer's address is located on page 8 of this handbook.

REGISTRATION AND TUITION

FEES:

Registration:

(Non-Refundable) PER YEAR, PER CHILD

2"Day'2's, 2 Day 3's, 3 Day 3's, 3 Day 4's and 5 Day 4's

No reduction for 2nd child.....\$35.00

Tuition for 2 Day 2's class per month.....\$125.00

Tuition for 2 Day 3's class per month.....\$125-00

Tuition for 3 Day 3's class per month.....\$145.00

2-Day 2's classes are Tuesday and Thursday, AM & PM

2-Day. 3's classes are Tuesday and Thursday, AM & PM (if Needed)

3-Day 3's classes are Monday, Wednesday and Friday, AM & PM.

Times are : *AM - 9:00 to 11:30

*PM-12:15 to 2:45

Tuition for 3 day 4's class, per month.....\$145.00

Tuition for 5 day 4's class, per month.....\$185.00

3-Day 4's classes are Monday, Wednesday & Friday AM & PM.

5-Day 4's class is Monday through Friday, AM only.

Times are: *AM - 9:00 to 11:30

*PM-12:15 to 2:45

Late pick-up fee (after 2 late pick-ups).....\$15.00

(WHICH WILL BE ENFORCED)

*Times are subject to change by approximately 15 minutes either way. In case of a time change, you will be notified as soon as possible.

Any returned checks will require a \$25.00 fee to cover expenses we acquire from our bank and accountant.

Parents who enroll two children in the same school year (i.e., one childTme3's and one child in the 4's) receive a 25 discount on the younger child's tuition.

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The tuition covers all materials and supplies and some snacks. Parents are asked to bring snack for their child's class once a month. Snack sign-up sheets will be posted on the bulletin board. Parents who do help by bringing snacks, also help us to keep our tuition costs down. There will be a \$10.00 per child or \$15.00 per family snack fee per year to cover some of the perishable snacks that we must provide. Tuition is due on the 1st of the month. The first payment of the school year is due at registration, (the second payment is due on August 1st, the 3rd due on September 1st, etc...) with the final payment due March 1st, for a total of nine payments.

A grace period is extended, when necessary, until the 10th of the month. Tuition checks received after the 10th of the month are subject to a late charge of \$ 10.00.

At registration, you will receive a tuition payment booklet. Please enclose a payment coupon, properly filled out, with EACH tuition payment. (Otherwise, things can get very confusing!!) It would be appreciated if all payments are made by check. You may send checks (no cash) with coupon to:

Mrs. Nancy Murphy
3139 Blackberry Lane
Prince Frederick, MD 20678
410-586-8790

If tuition payments are to be made in cash, they may be handed to the Director, but teachers and aides are NOT authorized to accept payments. There is a Tuition Box, where you may safely deposit your payment. Wesley Grove reserves the right to request withdrawal of any child whose tuition is 30 days in arrears. If you are in arrears of 30 days or more, your child will not be able to participate in graduation ceremonies or end of year picnics.

TUITION REIMBURSEMENT

The first month's tuition is due at registration with the \$35.00 registration fee. The first month's tuition and registration fee are NON-REFUNDABLE DOLLARS. This money will NOT be refunded for any reason. If your child needs to be withdrawn from our program, a two week notification is needed. If there is no notification of withdrawal, you will be responsible for the entire month's tuition. We will gladly refund tuition for unattended months of school (payments 2 through 9) if you are transferred or moving, but notification must be given.

REGISTRATION

Yearly registration takes place in March, on a date set by the Pre-k Committee. The number of classes and the class assignments are decided on the basis of the number of children registered. Vacancies that occur during the year will be filled on a waiting list basis.

CHECKLIST FOR REGISTRATION

You will need—

- A photocopy of your child's birth certificate.
- The Registration form.
- Signed form that Registration Fee & First month's tuition are non-refundable.
- Our Information Sheet, both sides, completely filled out.
- Our Emergency Form, both sides, completely filled out.
- Making The Difference For Your Child clip-off.
- The "ALL ABOUT ME" Form, both sides, completely filled out.
- The \$35.00 Registration fee and the first month's tuition.

The registration fee and first month's tuition are NON-REFUNDABLE in the case of withdrawal.

**Prior to school starting in September, we will need a completed lead test form, immunization record and health inventory. All of these forms must be completed by your physician and received by Wesley Grove before the beginning of the school year.

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*****TEACHER - PARENT - CHILD*****
*****ORIENTATION*****

Parents will be contacted by their child's teacher prior to starting school to arrange a mandatory parent - child - teacher orientation / conference. This will be the last week or so in August. This conference will last approximately twenty minutes and you and your child have the opportunity to meet your child's teacher and aide.

*****LICENSE*****

Wesley Grove Pre-Kindergarten is licensed by the State of Maryland, Department of Human Resources Child Care Administration.

*****TRAINING*****

The staff at Wesley Grove is certified in both CPR and Basis First Aid.

*****SOME FREQUENTLY ASKED QUESTIONS*****
ABOUT WESLEY GROVE PRE-KINDERGARTEN

HOW LONG HAS WESLEY GROVE PRE-KINDERGARTEN BEEN IN OPERATION?

We will be entering our 30th year of educating young children.

WHAT IS YOUR ENROLLMENT LIMIT?

We can accommodate 140 children, assuming the classes are divided amongst 2, 3, and 4-year-old children. Limiting factors are, of course, our staff levels, which we assess for the next school year after every registration drive.

DO I HAVE TO BE A MEMBER OF WESLEY GROVE CHURCH IN ORDER FOR MY CHILD TO ATTEND?

No, definitely not. But it is policy that if we ever have a waiting list situation after Open Registration, first consideration is given to church members, returning pupils, and siblings.

MAY I COME AND LOOK AT YOUR FACILITIES?

By all means - YES!! We are here to serve the community, and consider the time well spent in showing you around, especially if this is your first time as a pre-school parent. Please call ahead to be sure the Director will be available to show you around and answer any questions you may have.