

# Little Knights Learning Center



## Parent Handbook

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## **Mission Statement:**

Little Knights Learning Center will provide quality, Christian education in a community of grace where students are known and loved.

We offer a traditional Preschool classroom education, which provides a quality educational experience, while encouraging and enabling children to mature spiritually, intellectually, physically, emotionally, and socially in accordance with Luke 2:52.

*“And Jesus grew in wisdom and stature and in favor with God and men. Luke 2:52”*

## **Program Philosophy of Education:**

1. The Word of God instructs us to “train up a child in the way he should go; and when he is old, he will not depart from it.” Proverbs 22:6. As Christian educators, we endeavor to train the whole child: academically, physically, and most importantly, spiritually with all knowledge and skills necessary to fulfill God’s purpose for their lives.
2. We must realize that Christian education begins in the home where parents instruct their children in biblical principles and set goals for their educational experiences. Little Knights Learning Center serves as an extension of the home, working together in unison with the parents and church to provide a total Christian education.
3. Although biblical principles and Godly character training are core to our educational program, we realize children learn best by example. Therefore, we seek to employ Godly men and women skilled in their profession to teach and train our students and serve as Christian role models.
4. We believe that we must strive for excellence in all areas of the educational process, constantly monitoring and evaluating ourselves and our students to ensure that we are meeting the academic, physical, and spiritual goals set before us. Scripture instructs that anything our hands find to do, we should do it as unto the Lord. With this principle as our basis, we are destined for success.
5. The Word of God tells us that children are a heritage of the Lord- Psalms 128:6. At Little Knights Learning Center, we realize that we have been entrusted with the world’s most important resource, our children. Through concentrated effort, unwavering support, mutual respect, and Godly training encompassed with prayer, we can produce a generation of young men and women going forth to light a spiritually dark and dying world.

## **Statement of Faith:**

1. We believe the Bible as originally given to be inspired, the only infallible, authoritative, inerrant Word of God (2Tim.3:16; 2Pet.1:21)
2. We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Gen1:1; Mt.28:19; Jn.10:30).
3. We believe in the deity and humanity of Christ (Jn.10:33)
  - His virgin birth (Is.7:14; Mt.1:23; Lu.1:35)
  - His sinless life (Heb.4:15; 7:26)
  - His miracles (Jn.2:11)
  - His vicarious atoning death (1Cor.15:4)
  - His bodily resurrection (Jn.11:25)
  - His ascension to the right hand of God (Mk.16:19)
  - His personal return in power and glory (Acts 1:11; Rev.19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by grace and through faith alone are we saved. (Jn.3:16-19; Rom.3:23; 5:8-9; Eph.2:8-10; Titus 3:5)
5. We believe in the present ministry of the Holy Spirit by whose indwelling and continuous filling the Christian is enabled to live a godly life and is empowered with gifts of the Spirit as He wills. (Acts 1:5-8; Rom.8:13-14; 1Cor.3:16; 1Cor.12-14)
6. We believe in the reality and personality of Satan and the eternal judgment of Satan and his angels. (Mt.25:41; Rev.20:10-15)
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation. (Jn.5:28-29)
8. We believe in the spiritual unity of all believers in our Lord Jesus Christ. (Rom.8:9; 1Cor.12:12-13; Gal.3:26-28)

## **Program Overview:**

At Little Knights Learning Center, we are committed to the Christian Fellowship School mission of partnering with parents to provide quality Christian education to prepare students for a lifetime of Christian service. This means we will work with parents and students in a personal and professional manner that demonstrates Christ-like love, respect, and kindness. We provide a high quality, academic program that is age appropriate, makes learning enjoyable, and teaches biblical truth and Christian values in a safe and nurturing environment. Our instructional goals are designed to train students in three primary areas: Knowledge, Faith, and Character.

We recognize that every child is fearfully and wonderfully made (Ps. 139:14). Therefore, every child requires learning activities and instruction that addresses his or her unique needs, talents, and gifts. To maximize learning, we follow a structured, daily routine that addresses multiple learning styles and student interests. We make every effort to provide an environment that allows students to develop trusting relationships with teachers and peers so that as we introduce new activities and skills, students have the confidence to take learning risks and make choices that open doors to new and exciting learning experiences.

A significant aspect of any early childhood program is to provide a foundation for personal and social development. Using scriptural truths and Biblical principles, teachers at Little Knights Learning Center gently and lovingly guide students to grow in sharing, serving, showing kindness, and conflict resolution. It is emphasized to students that while God exhorts us to reflect his goodness by our good conduct in deeds, He loves us and accepts us because we belong to Him, not because of our behavior.

## **Non-Discriminatory Policy:**

Little Knights Learning Center does not discriminate on the basis of race, color, national or ethnic origin, or disability, particularly in regard to employment and students admission policies, procedures, and practices.

## **Teacher/Parent Communication with “Brightwheel”:**

At Little Knights Learning Center, teachers work hard to communicate with parents on a regular basis. Drop-off and pick-up times are good for quick conversations and check-ins, but we find it is important to keep parents in the loop at all times about how their child is doing. That is why your child's teacher will be communicating with you primarily through the Brightwheel app. for iPhone and Android users as well as the web.

Once your child is enrolled in LKLC, you will receive an email inviting you to “join” your child's classroom with a parent invite code. You will create a parent account by installing the free app from the Apple Store or Google Play Store to your cell phone or tablet. Once you have installed the app, you will need to create your parent account and enter your parent invite code. You will be linked to your child and Little Knights Learning Center.

Once all set up, you will be assigned a “check in/check out” code. This code MUST be used to check your child in and out each day. A QR code will be posted at the door of each room. You can use the QR code with your cell phone or enter it via the app from your cell phone.

Your child’s classroom teacher will also send out a newsletter via the Brightwheel app. This will include a very brief overview of what your child has been working on in class as well as information regarding any upcoming events, important dates and any classroom needs.

## **Enrollment Policy:**

To begin the enrollment process:

1. Parents will complete the online Inquiry Form through Brightwheel.
2. An appointment will be arranged with the Center Director and/or Head of School. At this time the parents/guardians and the child will be given a tour of the facilities and an overview of the program.
3. Complete online enrollment and pay the non-refundable deposit equal to one week’s tuition. This fee will be used for the child’s last week of tuition at the end of their time on the program.

The following items **must be completed and on file** before your child will be able to start:

1. Deposit paid (\$250)
2. Application/Enrollment with all forms completed and signed.
3. Emergency Contact Form
4. A physical exam with up-to-date immunizations for all children.
5. A copy of your child's birth certificate.
6. Medication Administration Permission Form (if applicable)

### **Program Options:**

Little Knights Learning Center serves children ages 3-5 years.

***Full-Day/Year Round:*** Monday-Friday, 7:30 am - 5:30 pm

\*\*Program will run August-August with a 1 week break between sessions.

***Full-Day/School Year:*** Monday-Friday, 7:30 am - 5:30 pm

\*\*Program will run August-May

~ Families enrolled in the School Year option and wish to re-enroll their child for the following school year, **MUST** pay a deposit of \$250 to hold the spot. All fee rules apply. The deposit is non-refundable if you decide for any reason that your child will not attend our program.

### **Hours of Operation:**

Daily hours for Little Knights Learning Center are from 7:30 am to 5:30 pm, Monday through Friday. The Learning Center will be closed for holidays and a few other days per the dates on the center closures calendar.

## **Tuition Rates:**

- \$250 per week

If your child is not present during the week for any reason, tuition is still charged. All Holidays and Teacher In-Service days are factored into tuition costs. Parents must fill out the on-line enrollment and pay a non-refundable deposit equal to one week's tuition. The deposit will be used for your last week of care at the end of your child's enrollment. The deposit guarantees that your child will have a spot. If you choose to not pursue enrollment after the deposit has been made, your deposit will be forfeited.

## **Payment:**

Payments will be processed in advance on the Friday before each week. All payments will be processed through Brightwheel Tuition Management.

## **Returned Payments:**

There will be a **Returned Payment Fee of \$30.00** assessed each time an electronic withdrawal is attempted and insufficient funds are available to make the withdrawal. This fee will be assessed and collected by electronic withdrawal along with the missed payment upon resubmission, which will automatically take place in 5 days, then again in 20 days. \*Returned payment fees will not be assessed if resubmission attempts are unsuccessful.

After 2 weeks of non-payment, students will be asked to stay home. Students may return to school once tuition is paid in full. After 3 weeks, students may be dismissed from the program.

## **Termination of Services:**

Families who choose to withdraw from Little Knights Learning Center must provide two weeks' written notice. When two weeks' notice is provided, your deposit will be used as your last week's tuition payment. If two weeks notice is not provided, you WILL still be charged tuition for the entire two week period after notification.



## **Potty Training:**

Preschool children should be potty trained and able to tell the teacher when he/she needs to use the restroom. Children must only wear underwear to school. Teachers and staff understand that potty accidents happen and will assist children in the restroom to change clothing.

## **Arrival and Departure Procedures:**

Children must be accompanied by an adult at all times. No child may be left at the center without being properly signed in. Parents are responsible for their child during drop off/pickup times so please maintain parental supervision of your child(ren) at all times. For their safety, children are not permitted to go out to their car or run out the door unattended at pick up time. Staff members will only release your child(ren) to the parent/guardian or someone else you designate. If someone else is to pick up your child, please notify us ahead of time. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them, we will need to see a photo ID. Please Note: If there is a court order keeping one individual away from the child(ren), we must have a copy to put in the child's file. Otherwise, we cannot prevent the parent from picking up the child(ren).

When dropping off and picking up children, please remember:

Park your car in a parking space and walk your child into the building. Refrain from parking in the school drop off lane.

**Arrival:** Little Knights Learning Center opens its doors at 7:30 am.

- Parents must walk their child into the building and to the classroom.
- Sign your child in each day using the Brightwheel app.
- Children are encouraged to unpack their own belongings and transition into the classroom smoothly.
- Separation from parents may be hard for some students. We ask that parents help to make this a quick transition.
- Please refrain from being on electronic devices while in the building. This will allow staff members to communicate with parents when needed and that parents main focus is on transitioning children to and from the center safely.
- Families are asked to arrive each day before 8:45 am.

**Departure:**

- **Little Knights Learning Center closes at 5:30 PM.** Please arrive on time to pick up your child.
- Parents must sign their child out before leaving the school using the Brightwheel App.
- Check your child's cubby each day and take any necessary items home.
- Preschool children **WILL NOT** be released to older siblings.
- Adults other than parents **MUST BE** on the approved pickup list and show their ID at the time of pick up.

**Late Pick-Ups:**

- Please note that students picked up after **5:30 p.m.** **WILL** be assessed a late fee of \$1.00 per minute.
- We realize that an occasional emergency will arise which could cause your child to be picked up late. In the event of an emergency, please let us know as soon as possible so arrangements can be made with a staff member to stay.

**Child Restraint Policy:**

Due to the passage of the child passenger restraint law (RSMo 307.182; Senate Bill 872) the following procedures must be followed during transportation of students to and from school and during field trips.

Children (ages 4-7) who weigh less than 40 pounds must be secured in a child passenger restraint system appropriate to the child.

Children (ages 4-7) who weigh at least 40 pounds, but less than 80 pounds, and are less than 4 feet 9 inches tall must be secured in a child passenger restraint system or booster seat appropriate for that child.

**Attendance:**

Regular attendance for children enrolled in Little Knights Learning Center is absolutely necessary if the child is expected to achieve success in the preschool program. A child who is absent cannot participate in the learning experiences planned for the day. In addition, children who are routinely absent or absent for extended periods of time could have difficulties during learning time, which places an extra burden on the teacher, as well as being disruptive to the other children.

When any child enrolled in the Little Knights Learning Center is unexpectedly absent for any reason, a parent/guardian will need to inform the child's teacher via Brightwheel by 9:00 a.m.

### **Tardiness:**

Children will be considered tardy after 8:45 a.m.

To be punctual is to show respect for God's principle of stewardship and the respect of the time of others. This is a character trait that we endeavor to impart via the curriculum and in personal practice.

When a child is tardy in the program, several areas are affected.

- The classroom instruction is disrupted.
- An important part of the child's day is missed.
- An uncomfortable start to the day may result in the remainder of the day being affected.

### **Meal Times:**

Little Knights Learning Center serves a morning and afternoon snack and a hot lunch. Our kitchen staff prepares and serves nutritious, well balanced, meals. Menus will be posted on the Brightwheel.

Morning snacks will be served from 8:00-8:20 each morning. If your child will be arriving after this time, please ensure that you have already provided them with a snack.

### **Dress Code:**

Children must arrive at school each day dressed appropriately for the weather. During the cold weather season, children will need to bring a warm coat, hat and mittens. During warmer weather, children will need to wear cooler clothing. Shorts must be worn under skirts and dresses. **Flip flops or any open-toed shoes of any kind are not permitted.**

- Each child will need to have at least two changes of clothing placed in a ziploc bag and labeled with their name.

## **Personal Belongings:**

Children must bring a water bottle to school each day, labeled with the child's name. Toys and other personal items should be left at home. We will have specific days, set up by your child's teacher, in which they can bring in special items from home.

## **Rest-Time Policy:**

Children will be provided with a rest time mat and fitted sheet. Children are allowed to bring in a small blanket or beach towel as well as a small stuffed animal for rest time purposes only. Staff members have the right to send home any items that are too big or do not meet these guidelines.

In Missouri, state licensing requires full-day programs to provide children with supervised nap times. All children will be provided with the opportunity to nap or rest without disruption. Children are not required to sleep each day, but are encouraged to rest quietly so the peers around them are able to.

## **Classroom Parties:**

At Little Knights Learning Center, we love to celebrate holidays and birthdays. Teachers will communicate with parents about upcoming events and celebrations. Sign-up sheets for classroom party snack items will be posted ahead of the event.

Parents desiring to bring treats for their child's birthday or a classroom party are requested to bring low sugar, healthy snack items. All food items brought in **must** be in commercially prepared packages and be bakery fresh.

**\*\*Please check with your child's teacher for food allergies in the classroom before bringing in food items.**

## **Field Trips:**

We enjoy enriching our students in and outside of the classroom. We will be taking periodic field trips that enhance the academic influence of the preschool curriculum, community events, as well as holidays. Information and permission slips will be sent home prior to trips. Children **MUST** have a signed permission slip to attend field trips. Some trips will require small admission fees. Fees will be billed through Brightwheel.

## **Visitors/Guests:**

Parents are welcome to visit their child's classroom. Scheduling visits in advance will help us plan for a staff member to be available to answer any and all your questions without causing an interruption in the classroom instruction. Any parent or other guest visiting the school is asked to adhere to the following procedures:

- Report to the school office.
- Sign in the Visitor Guest Log.
- Obtain a visitor badge that must be worn at all times while in the building.
- Return to the school office before leaving the building.
- Sign out in the Visitor Guest Log.

We ask that you avoid visiting during nap/rest time as much as possible. (12:30 pm – 2:30 pm). If you need to pick up your child during nap/rest time, please let us know in the morning so we may have your child waiting for you, so as not to disturb the other children.

## **School Closing Due to Inclement Weather:**

School will be closed if weather conditions pose a hazard to parents and students. You may tune into KOMU-TV 8 or KMIZ-TV 17 to check for school closing. The school office will also send a text alert to parents and staff. If you have not been getting alerts from the school via text message, please notify the office. PLEASE NOTE: Little Knights Learning Center will make weather closure decisions independent of Columbia Public School due to our lack of busing concerns.

If early dismissal is necessary due to inclement weather, a Parent Alert will be sent out. Parents are encouraged to pick up their children as quickly as possible to avoid possible unsafe travel conditions for them and for the staff.

## **Health Regulations:**

### **Immunizations:**

As per Missouri licensing regulations: No child shall be permitted to enroll in or attend any day care facility caring for ten or more children unless the child has been immunized adequately against vaccine preventable childhood illnesses specified by the department in accordance with recommendations of the Immunization Practices Advisory Committee. The parent or guardian of the child shall provide satisfactory evidence of the required immunizations. Satisfactory evidence means a statement, certificate or record from a physician or other recognized health facility or personnel, stating that the required immunizations have been given to the child and verifying the type of vaccine and the month, day and year of administration.

A child who has not completed all immunizations appropriate for his/her age may enroll, if. 1) Satisfactory evidence is produced that the child has begun the process of immunization. The child may continue to attend as long as the immunization process is being accomplished according to the ACIP/Missouri Department of Health recommended schedule; or 2) The parent or guardian has signed and placed on file with the child care administrator a statement of exemption which may be either of the following:

- A medical exemption, by which the child shall be exempted from immunization requirements upon certification by a licensed physician that the immunization would seriously endanger the child's health or life.
- A parent or guardian exemption, by which a child shall be exempted from immunization requirements if one parent or guardian files a written objection to immunization with the day care administrator. Exemptions shall be accepted by the day care administrator when the necessary information as determined by the department, is filed with the child care administrator by the parent or guardian.
- In the event of an outbreak or suspected outbreak of a vaccine-preventable disease in the facility, the administrator of the facility shall follow the control measures instituted by the local health authority or the department, or both the local health authority and the department.

## **Child Medical Examination Report:**

All children enrolled in Little Knights Learning Center must have a medical examination report (well-child check up) on file, signed by a licensed physician or a registered nurse within 30 days of admission.

## **Illness:**

When a child becomes ill while attending Little Knights Learning Center, the child will be removed from the classroom and the parent/guardian will be notified and arrangements will be made for the child to be picked up. An ill child should be picked up within thirty minutes of the phone call to the parent/guardian. The child will be kept isolated from the other children while awaiting the parent/guardian's arrival.

Children will be sent home under the following circumstances:

- A temperature of 100.4 degrees or more
- Two or more loose bowel movements
- Vomiting (on two or more occasions)
- Symptoms of Pink Eye
- Head lice
- Severe coughing to where the child gets red or blue in the face or makes high-pitched croup or whooping sounds after coughing.
- Yellowish skin or eyes
- Unusual spots or rashes
- Sore throat or trouble swallowing
- An infected skin patch(es)
- Headache or stiff neck

\*Children who have been ill may return to school under the following conditions:

- Fever free for 24 hours, without the use of fever reducing medication.
- Diarrhea or vomiting has not been present for 24 hours.
- Child has been on an antibiotic for 24 hours.
- Child has no eggs (nits) present in the hair or on the scalp. A staff member must examine the child for nits before they are allowed to return to school.

\*Children returning to school too soon can infect the children in their class as well as their teacher, so it is imperative that parents abide by the "24 hour free" policy.

## **Medication Administration:**

All over-the-counter medications and medicines prescribed by a physician will be maintained and administered by the staff under the following circumstances:

- All medications must be in the original container and have complete instructions from the physician.
- Parents are required to fill out and sign a Medication Authorization Form in the school office. This states the child's name, age, dosage, when the medication is to be administered, and refrigeration instructions, if applicable.
- Parents/guardians must retrieve unused portions of prescription medication at the end of the day or treatment regime. Prescription medications will be held until the expiration date after treatment. All medications not collected will be disposed of in the presence of a witness and documentation made in the child's file.

## **Communicable Diseases:**

Children that have been diagnosed with a communicable disease will not be permitted to return to school without written permission from the child's doctor. Parents will be notified of any communicable disease that has been reported in the center and/or school. If you become aware of a communicable disease involving your family, please inform the Center Director or school office.

## **Accident/Incidents:**

Any time a child is injured during their day at Little Knights Learning Center, the parents will be informed via the Brightwheel App or by phone. An accident report will be filed. If the child receives a bump on the head or it appears that the child should be seen by a physician, the parent/guardian will be notified. If the parent/guardian cannot be reached, first aid will be provided and efforts will be continued to notify the parent/guardian. If the injury is of a serious nature and the parent/guardian cannot be reached, the director and/or the administrator of Little Knights Learning Center will escort the child to the hospital preference on file in the school office.

\*\*A first aid kit has been placed in each classroom at Little Knights Learning Center. Staff members have completed and are certified in Child First-Aid and CPR.



## **Child Abuse/Neglect:**

Teachers, administrators and staff members of Little Knights Learning Center are mandated reporters of abuse and neglect. We have a legal and moral obligation to the well-being and safety of children.

## **Emergency Preparedness Drills:**

Routine fire, severe weather and intruder drills are practiced at Little Knights Learning Center. In the event of evacuation of the building due to fire or other emergency, parents/guardians will be notified as quickly as possible to inform them where their children may be picked up.

**Fire** - in case of fire, it is imperative that the building be emptied quickly and calmly. The signal for a fire drill is a repetitive blast of a horn. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

**Severe Weather** - when a severe weather warning is given, the classroom teacher will lead students to a designated area within the building. Teachers will be well versed regarding proper emergency procedures and will dismiss students from the designated area only when an "all clear" signal is given. Severe weather warning drills will be conducted periodically.

## **Ongoing Assessments and Parent Teacher Conferences:**

Students will receive 3 assessments throughout the school year. Reports will be sent home in your child's folder and parents will review and sign indicating that they have received the assessment.

Parent-Teacher Conferences will be held in October. Each parent is encouraged to sign-up with their child's teacher for a conference time. Additional conferences may be requested by the teacher and or parents throughout the year.

## **Disciplinary Philosophy:**

A significant aspect of any Early Childhood Program is to provide a foundation for personal and social development. Using scriptural truths and Biblical principles, teachers at Little Knights Learning Center will gently and lovingly guide students to grow in sharing, serving, showing kindness, and conflict resolution. We will emphasize to students that, while God exhorts us to reflect His goodness by our good conduct and behavior, He loves us and accepts us because we belong to Him, not because of our good behavior.

## **Classroom Rules/Expectations:**

1. Be Safe
2. Be Kind
3. Be Responsible
4. Be Respectful

\*\*These rules and expectations are center wide and allow children to know what is expected of them at all times.

## **Classroom Management:**

Children will be reminded of the classroom rules daily during our classroom meeting. To start the school year off we will discuss what each rule is and what it looks like to do each. We will practice walking in the halls, putting our toys away and sitting safely on the carpet. If an expectation is not followed:

1. Verbal Warning
2. Intervention from Teacher/Aide
3. Think Spot
4. Contact with Preschool Director or Head of School
5. Parent contact will be made.

**\*\*Severity Clause:**

If a child is physically abusive to the teachers or peers or a child does not respond to the above steps, the child will be escorted to the center Director. If the child continues to exhibit inappropriate behavior, then the parent/guardian will be notified and possibly asked to pick up the child for the day. If a child is sent home for behaviors on more than 2 occasions, parents will be asked to have a conference with the teacher and Center Director. Little Knights Learning Center reserves the right to terminate a child from their care if behaviors are deemed unsafe for their peers and staff.

The following methods of discipline will NEVER be used on any child at any time:

- **Children will not be subject to corporal punishment.**
- **Children will not be subject to emotional abuse.**
- **Children will not be punished for lapses in toilet habits.**
- **Children will not be punished by withholding food, light, warmth, clothing, or medical care for unacceptable behavior.**
- **Children will not be subject to physical restraint, unless it is necessary to physically hold a child to protect the child or others from harm.**
- **Children will not be subject to mechanical restraint: Example: tying**
- **Children will not be separated from the group unless the specific steps are followed as stated in the discipline policy.**

## **Classroom Schedules:**

Individual classroom schedules will be posted in your child's classroom. Parents will receive a copy of their child's daily schedule during orientation.

## **Sample Daily Schedule:**

- 7:30-8:15 Arrival and Free Play
- 8:15-8:30 Handwashing and Morning Snack
- 8:30-8:40 Morning Message
- 8:40-8:50 Music & Movement
- 8:50-9:05 CORE Learning
- 9:05-9:15 Bathroom/Handwashing
- 9:15-9:45 Recess
- 9:45-9:55 Bathroom/Hand Washing
- 9:55-10:15 Bible, Praise and Worship
- 10:15-10:30 Handwriting/Literacy Activity
- 10:30-11:00 Learning Center Time
- 11:00-11:10 Clean Up Time
- 11:10-11:20 Shared Reading Groups
- 11:20-11:30 Bathroom/Handwashing
- 11:30-12:00 Lunch
- 12:00-12:10 Bathroom/Handwashing
- 12:10-12:45 Recess
- 12:45-1:00 Bathroom/Rest Time Transition
- 1:00-2:30 Rest Time
- 2:30-2:45 Wake up/Bathroom/Hand Washing for Snack
- 2:45-3:00 Snack Time
- 3:00-3:30 Afternoon Activity/Recess/Dismissal of Students
- 3:30-5:30 Learning Centers and/or Recess