

Welcome to the Ellington Christian Nursery School. ECNS is a non-profit organization within the Ellington Wesleyan Church. We are a ministry offered by the Ellington Wesleyan Church as a service to the town and our surrounding communities. This handbook is designed to give you important information about our school and policies. We hope this information is helpful and will make your experience at ECNS more enjoyable!

Ellington Christian Nursery School

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PURPOSE

Our school's purpose is to help each child reach his/her potential in all areas of development. As a Christian Nursery School, we introduce the children to Christ's love for them and guide them to the understanding that He cares for them and watches over them. Our program integrates school readiness learning and consists of hands-on experiences with developmentally appropriate materials. Activities are designed to foster cooperation and creativity.

GOALS

Spiritual: To have the children be aware that God loves and cares for them and to help them grow to love and please Him.

Emotional: To make the children aware of their feelings and to guide them in appropriate ways of expressing them.

Social: To help the children work in a group and recognize and respect the needs of others.

Physical: To promote the healthy physical growth of each child and the development of both fine and gross motor skills.

Cognitive: To promote optimum cognitive growth through exposure to experimentation and discovery with classroom materials.

REGISTRATION

A child must be 3 or 4 years old on or before December 31st of the nursery school year. All students must be toilet trained according to our State of CT licensing requirements. A registration form with a non-refundable \$50 registration fee must be completed and sent back to the Director to hold a place for your child. First month's tuition is due by August 1st in order to secure your child's registration.

Accommodations for students with specific learning needs and/or medical or dietary needs can be made if the Director is notified in advance of registration.

As mandated by the State of Connecticut, no child will be able to begin our nursery school unless a current medical form is on file. In addition, the E.C.N.S. Board requires all other forms to be completed and on file in order for a child to begin our program.

SCHEDULE

E.C.N.S. is in session from September through May with the following time schedule:

Three Year Old Program	Tues/Thurs.	9:00-11:30 a.m.
Four Year Old Program	Mon/Wed/Fri	9:00-11:30 a.m.

Our nursery school will basically follow the Ellington Public School calendar thus observing the same vacation and holiday schedule, except Teacher in-service days. ECNS will have a regular scheduled day when Ellington Public Schools have their teacher in service days. There will be 60 guaranteed days in the 3 year old program and 90 guaranteed days in the 4 year old program.

TUITION

PAYMENTS

- Tuition payments are made on the first day of each month. The same amount is due each month regardless of holidays, school and personal vacations or illnesses. Tuition is based on a yearly rate. Checks should be made payable to "ECNS" and placed in the tuition mail slot located in the downstairs hallway.

Three Year Old Program = \$165.00/per month

Four Year Old Program = \$190/per month

DISCOUNTS

- Families who have more than one child in the program will receive a 10% discount, on the lowest rate(s), of the second or subsequent children.

ALLOWABLE ADJUSTMENTS

- Long term absences of 2 weeks or more due to hospitalization of the child or by recommendation of the child's physician (a doctor's note is required) will result in a consideration of an adjustment of that month's tuition. In order to be considered for this adjustment, you must contact the Director regarding your child's situation. The Director will bring the matter before the Board for discussion. The decision by the Board is final.

LATE FEES

- Any payment not received by the 15th of the month is subject to a \$20.00, per week late fee.
- A \$35.00 fee will be charged when a check is returned because of insufficient funds.

LATE PICK UP FEES

- Parents who are late in picking up their child at the end of the program or more than 30 minutes late in picking up an ill child, will be charged on each occurrence. A \$1.00 per minute, per child, after a five minute grace period will be charged. This payment must be given in cash.

ARRIVAL

- 1) Please enter through the upstairs double doors and proceed downstairs.
- 2) Please sign-in your child, in the book provided, using your initials and record the time you arrived. This is per order of the State of Connecticut.
- 3) Use the baby wipes to wipe your child's face and hands. This is a precaution we take in order to minimize the risk to children in our care who may have food allergies. This also helps us to keep a healthy classroom environment.
- 4) Saying goodbye to your child in the hallway works best. This allows your child to transition into our care through the doorway. For children who are having difficulty separating from their parents, our policy is to call you within 15 minutes if we cannot engage your child in any classroom activities.

DISMISSAL

- 1) We will dismiss your child beginning at 11:30 a.m.
- 2) Please sign out your child and record the time in the sign-out book.
- 3) If you must pick up your child early, please notify us at the beginning of the class and gently knock on the door when you arrive.
- 4) Anyone picking up your child must be listed on the release form. If another parent is picking up your child, please fill out the "Alternate Pick Up" form located on our sign in/out table.
- 5) Please pick up your child promptly and call us if you are going to be late. (Refer to the Late Pick Up Fee policy above)
- 6) If a child has not been picked up within fifteen (15) minutes of our closing time, a staff person will attempt to call the child's parents at their work and home numbers. If they cannot be reached, the staff person will attempt to call the emergency and alternate people listed on the emergency cards. The police will be called after one hour if parents or other adults specified on the permission to release forms cannot be reached. At that time the child may be released to the police. Two staff members, at least 18 years of age or older, will remain with the child at all times.

PARENT COMMUNICATION

Check out the “Parent Corner” bulletin board for updates and information. Above the cubbies is a bulletin board that also contains important information. Please check it daily.

Also, emails are sent out regularly to update you on current events, reminders etc. Please provide us with an email that works best for you. You can also include a work email too and emails can be sent to both work and home. Please let us know if you would like to receive emails to multiple addresses.

CUBBIES

Each child will be assigned a cubby for their belongings. These will be marked with his/her name and a pictorial symbol for easy reference.

CLOTHING

Please dress your child in comfortable playwear. An extra outfit, left in the child’s backpack, is helpful for spills or accidents. All outerwear and additional clothing must be labeled with your child’s name. Children will not be allowed to climb on equipment in long dresses, sandals or inappropriate shoes, clothing with cords, or other inappropriate footwear. Parents are reminded that art projects and outdoor play can result in soiled clothing.

In the winter the “Call Tree” will be used to let you know when a sledding or snow play day will be. On those days you can bring in boots, snow pants, mittens, hats and scarves. Children are not allowed to wear boots in the classroom so please bring appropriate shoes to change in and out of.

HEALTH AND SAFETY

HEALTH/ILLNESS

In the interest of all children and staff, it is best to keep a sick child home. Children who are well enough to attend our school will be allowed to play outside. Children who cannot participate in the normal daily activities will not be allowed to attend the center. Children may **not** attend the center with

1. A fever (100 degrees F or higher by mouth), must be fever free for 24 hours in order to return
2. Diarrhea
3. Vomiting
4. Rash with or without a fever
5. Sore throat with fever or swollen glands

As a parent, you know best when it is more appropriate for your child to be comforted by you rather than being sent to school. When the child is sick, please notify the school in the morning. Leaving a message on the answering machine is also acceptable.

When a child becomes sick at school, the parent will be contacted as soon as possible and arrangements for pick-up will be made. If a child is started on an antibiotic, the child must stay home for at least 24 hours after the antibiotic is started. Thank you for helping us keep all children and staff in our care as healthy as possible.

ADMINISTRATION OF MEDICATION

The health and safety of the children is our first concern. According to State Regulations ECNS is not allowed to administer over the counter medications or ointments as we are not medical professionals.

ECNS will store and administer prescribed inhalers, epi-pens, and EMERGENCY oral medications (i.e. Benadryl) with the parent's consent. An authorization form and an Emergency Health Care Plan form must be signed by an authorized prescriber & parent.

The form includes information such as:

- The child's name, address and birth date
- The drug name
- The prescribed dosage
- The method of administration
- The time to be administered
- The side effects
- The prescriber's name and address

Medications must be in their original container and clearly labeled. All medications will be locked in the kitchen cabinet. Emergent, first line of defense medication will be stored unlocked but in a safe manner & inaccessible to children and to allow for quick access in an emergency.

ECNS will keep accurate documentation of all medications administered. Included in the documentation are:

- The date the medication was administered
- The time it was administered
- The dose that was administered
- The signature of the staff administering
- Any comments necessary

Parents will be notified when/if a child has been administered any medication. Staff is trained in the administration of prescribed medications by a trained nurse consultant. This training is renewed every three years. Training for injectables is repeated once per year. At no time is an untrained staff member allowed to administer medications.

BUILDING SAFETY

1. Please have your child walk with an adult through the parking lot, into or leaving the building.
2. Children need to be accompanied by an adult to their classrooms until greeted by a teacher.
3. Please remind your child to walk in the hallways so everyone is safe.
4. All visitors must report to the Directors office.
5. All classroom doors must stay closed at all times during session.
6. All doors in the classroom leading to the outside are locked at all times.

SUPERVISION OF CHILDREN

Children must be supervised at all times. No student is ever left unattended in any classroom or on the playground. The class size shall not exceed 20 children and a ratio of 1:10 (teacher : children) will be maintained.

EMERGENCY PROCEDURES

ACCIDENT/INJURY REPORT

In the event that a child becomes injured during school and requires first aid, a Child Injury Report will be completed, signed, and given to the parent to sign by dismissal time of the day when the injury happened. The signed report is then filed in the student's folder. The form can be copied and given to the parent if requested.

FIRE DRILLS/EVACUATION EMERGENCIES (Done monthly)

In the event of a fire, the following procedures will be followed:

1. At the sound of the smoke alarms, or at any other indication of a fire in the building, a staff member will take the first aid kit containing the class list and the parent emergency information sheets and shut the door upon leaving with the class.
2. The staff will escort the children to the light post located at the parking lot. Children will line up, shoulder to shoulder and attendance is taken.
3. The children will be counted and checked against the class list. Missing children will be reported to the Director immediately.
4. The children will always be accompanied and supervised by at least one staff person.
5. At the end of the fire drill one teacher will go back into the classroom, shut off the alarm and signal "all clear" for children to return to the classroom.
6. Attendance is again taken to make sure all children have returned safely.

Weather Emergencies

On snow days, or during other hazardous weather emergencies, ECNS will follow the Ellington Public School closings. On delayed opening days we will continue to open at our regular time (9:00am) unless notified by the call tree. Parents will be notified via phone & email by ECNS staff or by the Parent Call Tree if we need to close early due to inclement weather.

If we need to close early ratios will be maintained at all times and two staff members will remain until the children are all picked up. In the event the conditions require ECNS to shelter children, we will have additional resources (flashlights, water, food, clothing etc.) available. In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. Parents will be notified after the immediate danger has passed.

Evacuation Emergencies

In the event that the school must evacuate, the children will be taken to the Parsonage located behind the school at 77 Cider Mill Road. Notes will be posted to alert parents of the location of the children. Parents will also be notified via phone to pick up their children. Ratios will be maintained at all times and two staff will remain with the children until all children are picked up.

LOCK- DOWN PROCEDURE

In the event of a Lock-Down the following procedures will be followed:

1. All doors are closed and locked immediately. If needed, children will be moved to the kitchen where there are no windows or outside doors.
2. Teachers will wait for an "all clear" by the police before leaving the kitchen.
3. The Director will contact the parents.

DISCIPLINE POLICY

Should there be a discipline problem, it will be handled by our teachers who will use a variety of strategies such as distraction, placement of child in a different activity, verbal warnings, and when necessary, we use a "Think about It" chair enabling the child to take a break from the current situation. When the child is ready, he/she will be able to return to the group. If behavioral problems should continue, the staff will request a conference with the parents. Together, we will work on ways to resolve the issue. We will never dismiss a child from the program without the direction of the ECNS Board of Administration.

CHILD ABUSE & NEGLECT POLICY

The Ellington Christian Nursery School has a no tolerance approach to abuse and/or neglect. We believe that children are a gift from God and need to be treated with tenderness, respect, and love. With God's help, the staff of ECNS will do all that we can to ensure the safety and well-being of each precious child in our care.

Definitions

The following are definitions of abuse and neglect as stated in Connecticut's General Statutes 46b-120.

Child Abuse is defined as: a child who has had non-accidental physical injury(ies) inflicted upon him, or has injuries which are at variance with the history given of them, or is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

Child Neglect is defined as: a child who has been abandoned, is being denied proper care and attention physically, educationally, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being.

Suspected Abuse at Home

If the staff of ECNS has reasonable cause to suspect or believe that a child in our care has been abused and/or neglected by a person responsible for the child's health, welfare or care, or by a person given access to the child by the responsible person, we are mandated by the Connecticut General Statutes, Section 17a-101 to file a report. Oral reports to DCF (1-800-842-2288) or a law enforcement agency must be made within 12 hours of suspicion of abuse or neglect (Public Acts 02-106 and 02-138). Within 48 hours of making an oral report, a written report must then be made to DCF. Any staff providing information related to a report of abuse and neglect will be protected from discrimination or retaliation according to Connecticut General Statutes, Section 17a-101e.

Suspected Abuse at School

Anyone that believes that a child has been abused or neglected by one of our staff members must report directly to DCF or police, and also notify the Director of our Nursery School. The Director will immediately suspend the staff member from the classroom with pay until the investigation is complete. The Director will then immediately notify the child's parent (or other person responsible for the child's care) and the ECNS Board of Administration and let them know that a report has been made. Our Pastor will then offer support and guidance to the family. While an investigation is being conducted by DCF, the ECNS Board will conduct its own investigation by interviewing and observing staff, parents, and/or children. If, after the two investigations are complete, there is reasonable cause to believe that a child has been abused by one of our staff, the suspension of the individual will remain in effect until the ECNS Board of Administration takes action.

Protection of Children during an Investigation

During any investigation of abuse and neglect, we will do all that we can to ensure the protection and anonymity of all children involved. If in the event that a child is in need of medical services due to abuse and neglect, the Director, Head Teacher, or a member of the ECNS Board will either accompany the child to a local medical facility or contact the medical consultant to discuss an appropriate course of action. DCF, the law enforcement agency, and/or the ECNS Board will coordinate activities to minimize interviews with any child. Consent of the parent, guardian, or person responsible for the child's care will be obtained for any interview, unless there is strong reason to believe that such person or member of the child's household is the alleged perpetrator. When such consent is not required, ECNS will do all it can, to conduct the interview in the presence of a "disinterested adult" (typically, a person who is impartial and has no self-interest in the case).

Staff Awareness and Training

The above Discipline Policies will be reviewed annually, and then as needed, during Teacher In-Service meetings. Also reviewed will be indicators of physical abuse, sexual abuse, emotional abuse, and neglect.

"Children are a gift from God." Psalm 127:3

Parent Awareness

A brief statement regarding the adoption of these policies for our facility and a brief discussion of the components will be discussed with all new and returning parents during an annual Orientation in September.

SNACKS

We provide healthy snacks for the children that include foods from at least two food groups. Our snack list for the month will be posted on the bulletin board above the cubbies. If your child has a food allergy or sensitivity, please notify the director immediately. Accommodations will be made to our selection or you will be asked to provide an alternative snack.

BIRTHDAYS

We enjoy celebrating your child's birthday at school. We ask the parents to provide a special snack. We will provide juice, a special hat/crown, and a small gift. Please have your child bring a special show-n-tell item to share with his/her friends on their day.

For children with summer birthdays we will celebrate their ½ birthday.

SCHOOL PERFORMANCES

In the four year old program we will have a Christmas Performance where the children will re-tell the story of the birth of Jesus as well as sing songs that they have been learning during their school day. More information will follow as we get close to Christmas.

We will also have a Graduation Ceremony for the four year old class. The children will dress in a cap & gown, provided by ECNS, and sing songs they have learned throughout the school year. Children will also receive a diploma and a small gift.

Children will arrive at school, on performance days, at 9:40am instead of the regular scheduled time.

SNOW DAYS/DELAYS

Cancellations of school due to inclement weather will also be the same as the Ellington Public Schools. Please listen for these announcements.

Delays or Early Closings by the public schools will **NOT** be observed by E.C.N.S. We will be open the regular school hours.

FIELD TRIPS

Field trips will be taken by the four year old class. We depend on voluntary drivers. Sign-up sheets will be available on the sign in/out table. Insurance falls on the driver as primary coverage and the church as secondary coverage. The law requires that all children through 6 years of age and 60 pounds must be in a car seat. Therefore, parents are asked to bring in their child's booster seat or car seat labeled with your child's name on the day of the field trip. If you are a driver, we request that you make other arrangements for younger children.

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CLASSROOM VISITATION

We have an open door policy. Parents do participate by providing special snacks, donating items listed on our Wish List, chaperoning field trips, volunteering on sledding days and classroom parties.

CLASSROOM OBSERVATIONS

If there is a concern about your child, the teacher or director will contact you to set up an appointment that is mutually convenient. If, however, you have a concern about your child or the program, please feel free to contact the Director.

The Educational Consultant is also available to observe your child if you have a specific concern. The Head Teacher or Director will request that you fill out a Referral Form so that we have your permission to specifically observe your child in writing. Please do not use arrival and dismissal times as conference times for the sake of other parents and our students. We are here to help you and want to work with you.

TRANSPORTATION

Transportation is the parent's responsibility. School staff cannot be responsible for transportation. Carpooling is left to the parents' initiative, but please make sure that anyone who will be picking up your child is listed on your Information Sheet. We cannot release your child unless they are listed on this form.

PARKING

Please park in the designated spaces in the parking lot. We request that you turn off your car and please **DO NOT LEAVE CHILDREN UNATTENDED IN YOUR VEHICLE**. There is to be **NO PARKING** at the top of the turnaround.

COMPLAINTS

Most problems within a day care center are non-life threatening and can be resolved by:

1. Discussing the problem with the classroom teacher.
2. Discussing the problem with the program director.
3. If the problem is not resolved you may contact the Department of Public Health.

COMPLIMENTS

Are always welcome and so is your feedback that we are meeting or exceeding your expectations.

ADMINISTRATION

The Ellington Christian Nursery School is a ministry of the Ellington Wesleyan Church. ECNS is supervised by both a Board of Administration made up of members of the Ellington Wesleyan Church and also the ECNS Board. The ECNS Board is made up of the Pastor, Director, Treasurer, and an Ellington Wesleyan Church member. The Board meets regularly throughout the year.

Revised: February 2011

Four Year Old Curriculum Scope & Sequence	Cognitive Skills	Number/ Math Sense	Bible Themes	Social/ Emotional
<u>September</u> Welcome to School, Fun with Dinosaurs, The season of autumn	Children will learn the classroom rules, learn about the season of autumn, recognize printed name, learn the month of the year, and have fun and explore with dinosaurs.	Rote counting 1-10, Graphing	Creation	Adjustment to school routines, sharing, friendship and playground safety
<u>October</u> Apples, Pumpkins, Fire Safety, Colors	Identifying fall colors (red, green, yellow, orange, brown), Children will learn the days of the week. Children will learn about fire safety.	Comparing weight, identifying shapes; small, medium, large; big, bigger, biggest, etc.; counting 1-10	Life of David-obedience to God's call.	Sharing, taking turns, friendship skills
<u>November</u> Thanksgiving, Harvest, Native Americans/ Pilgrims	Children will learn about the holiday of Thanksgiving. Children will learn about Native Americans and how they used God's creations to meet their needs.	Patterning and counting 1-15	Thanking God for family and what God provides.	Manners, Having a heart of gratitude

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<u>December</u> Christmas	Children will learn that Christmas is when we celebrate the birth of Jesus, Begin Printing own name with appropriate capitalization and letter formation.	Story Sequence (first, next, last), counting backwards, AB patterning	Christmas Story- Jesus' Birth, giving	Happiness and Joy
<u>January</u> Winter Nutrition	Children will learn about healthy foods and healthy habits. Begin an introduction to phonics	Comparisons, counting and identifying sets of 4 and greater	Jesus was a child like me	Helpfulness Healthy Habits
<u>February</u> Transportation, Valentine's Day, Dental Health	Love, Spatial concepts, Dental Health, America, Valentine's Day, Learning the pledge of Allegiance (red, white and blue colors)	Counting with one to one correspondence, String 20 beads, spatial awareness	Jesus' Love for all kinds of people	Expressing kindness to others
<u>March</u> All About Me Weather	Children will learn about self awareness and body parts, feelings and five senses. Begin to identify numerical age. Children will discuss weather patterns, changes in the weather, ice, snow.	Start using terms more than, less than. Start to understand differences and similarities.	Jesus' Miracles;	Communicating personal feelings/preferences, Identify feelings of happiness, sadness, anger, frustration, and surprise

<p><u>April</u></p> <p>Life Cycles</p> <p>Spring</p>	<p>Children will identify the characteristics of Spring. Children will discuss growth cycles.</p>	<p>Counting backwards using monthly calendar; exposure to symmetry and opposites</p>	<p>Easter Story</p>	<p>Review Playground Safety</p>
<p><u>May</u></p> <p>Community Helpers</p>	<p>Children will discuss who lives in our community and what kinds of jobs they have. Children will learn about bus safety, library awareness and the fire station</p>	<p>Review of past skills, review of upper and lower case alphabet</p>	<p>Prayer</p>	<p>Prayer Anywhere</p> <p>End of the school year</p>

Three Year Old Curriculum Scope & Sequence	Cognitive Skills	Number/ Math Sense	Bible Themes	Social/ Emotional
<u>September</u> Welcome to School, Fall, Dinosaurs	Children will learn the classroom rules, meet and greet friends, Learn about the season “fall”, and have fun with dinosaur discoveries.	Exploration with counting	God made everything	Adjustment to school routines, Playground safety, sharing and friendship
<u>October</u> Pumpkins, Apples, Fire Safety, Colors	Identifying primary colors, identify printed name, learn about fire safety	counting 1-5 objects; exposure to patterning	David and Joseph	Sharing, taking turns, friendship skills
<u>November</u> Thanksgiving, Harvest	Children will learn about the holiday of Thanksgiving and its significance. Learning to thank others.	Counting objects 1-10; classifying objects as same/different; sorting by color or size	Thanking God for families and our favorite things	Manners
<u>December</u> Christmas	Children will learn about the Christmas Story, children will identify Christmas as Jesus’ birthday.	Introduction into AB patterning. Comparing lengths	Christmas Story- Jesus’ Birthday!	Happiness/joy
<u>January</u> Winter	Children will identify winter as a season (cold, weather, snow, ice) Begin letter recognition.	Experiment with weight; small, medium, large	Daniel	Helpfulness, Story time listening skills.

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<p><u>February</u></p> <p>Transportation,</p> <p>Valentine's Day,</p> <p>Dental Hygiene</p>	<p>Children will express love/kindness through making/sending valentines. Children will learn about different types of transportation. Children will learn about the importance of good dental hygiene.</p>	<p>Children will start to string 10 beads, learn about spatial awareness.</p>	<p>Jesus' Love for all kinds of people</p>	<p>Expressing kindness to others.</p>
<p><u>March</u></p> <p>All About Me,</p> <p>Weather</p>	<p>Self-awareness/ body parts, Feelings, Children will identify their Five Senses.</p>	<p>Graphing</p>	<p>Jesus' Miracles;</p>	<p>Identifying all feelings (happy, sad, mad, etc.)</p>
<p><u>April</u></p> <p>Animals,</p> <p>Spring</p>	<p>Children will discuss spring and its characteristics. Children will learn about various animals and their homes.</p>	<p>Sorting Animals, Pair objects</p>	<p>Easter Story; Noah's Ark</p>	<p>Reviewing playground safety</p>
<p><u>May</u></p> <p>Summertime,</p> <p>Mother's Day</p>	<p>Children will learn about summer safety and camping safety.</p>	<p>Review of past skills; Number recognition</p>	<p>Jonah</p>	<p>End of the school year, Prayer Anywhere!</p>

ECNS PARENT HANDBOOK AGREEMENT FORM

The ECNS Parent Handbook was developed as a tool of reference. Policies may be added or changed by the ECNS Board of Directors and/or Director as needed with notification to parents through email and/or bulletin postings.

I have received a personal copy of the ECNS Parent Handbook. I agree and understand the Discipline Policy, which was discussed with me, and I have carefully read, understand and agree to all the policies of ECNS.

Parent/Guardian’s Name (Please Print)

Parent/Guardian’s Signature

Date: _____
(Please return this signed agreement form during the first week of school)

PARENT VOLUNTEER OPPORTUNITIES

_____ I am interested in bringing in special snacks occasionally.

_____ I am interested in volunteering in the classroom.

_____ I am interested in helping prepare holiday treats.

_____ I would be willing to drive on Field Trips.

_____ I would like to coordinate community outreach projects.

_____ I could be called to help with occasional seamstress projects.

_____ I would like to contribute to items on the Wish List.

_____ I would like to help coordinate fundraisers and projects.

Parent/Guardian’s Name

Date