

Dear parents,

We are grateful to begin our eighth year at Tiny Town. The program continues to grow and we are honored to serve the Lake Ray Hubbard Community. We are privileged that you have chosen this program for you and your family. It is our sincere desire that your association with our school will be a joyful and rewarding experience.

This handbook has been prepared to help you understand the aims and purposes of our program, to acquaint you in advance with our policies and to promote a good understanding between our school and your home. Please take the time to read it thoroughly and, if you have any questions, please feel free to contact me. We sincerely hope that through working together, we can give your child a solid foundation to build on for future years.

The Tiny Town Staff appreciates you sharing this part of your child's life with us.

If we can be of any assistance to you, please contact us at anytime.

Because of Christ,
Tina McCollum

Director

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Mission and Purpose

Tiny Town is a ministry of Lakeshore Church. It is a planned Christian weekday program for children ages three months through Pre-K. Our desire is to provide a safe and nurturing environment that promotes the physical, social, emotional, educational and spiritual development of young children.

We aspire to see the children experience God's love through loving relationships and a joyful atmosphere. Tiny Town accepts each child as he is, allowing him to grow in his own way, at his own pace, according to his individual needs.

Curriculum

Our teaching staff is dedicated to making the Tiny Town Program a positive learning experience for all age groups.

Our toddlers will learn through Bible stories, lively songs, five senses activities, art and puppets. Daily activities will include opportunities for children to learn colors, shapes, to discover different animals and focus on movement through the use of their large and fine motor skills.

Our classrooms for children age two through four are arranged into play-learning centers. Children are able to make choices and participate in small group activities. We have a well-planned curriculum which provides a teaching topic for each week. These topics are divided into themes (fall, winter, etc.), letters, numbers, colors and much more. The activities are organized around the topics using learning centers that include art, home living, finger plays, building blocks, manipulatives, reading and circle time. The daily schedule also includes both vigorous and quiet indoor activities and playground time.

Bible stories and scripture memorization are used throughout the week. The babies and toddlers enjoy a short Bible Story and songs during their Chapel Time. Students two through four attend a weekly chapel, in the Children's Sanctuary, where we sing songs and have a Bible Story. The teachers follow up with the Bible Lesson through books, scripture memorization and crafts.

Sample Toddler Daily Schedule

<u>Time</u>	<u>Activity</u>	<u>Description</u>
9:00	Table Toys	As the children enter, the table is filled with fun toys for the children to enjoy and to distract them from their caregivers exiting.
9:10	Hands-On Toys	A time for a variety of different shapes, colors and textured blocks, dress-up and other fun toys.
9:20	Snack	Goldfish or Cheerios
9:30	Color Puppet/Shapes	The children sit in a semi-circle where the teacher introduces the color and/or shape of the month. We use a variety of creative ideas such as the Color Puppet, books and songs.
9:45	Music	The Music Teacher comes to the room where she encourages the children to sing, play instruments and participate in movement.
10:00	Diaper Changing Free Time	Diaper Changing/children play with toys and read books
10:15	Chapel	The Chapel Teacher comes to the room and sings songs and reads from the Big Bible Book.
10:20	Physical Activity	The children enjoy playing with the parachute where they bounce balls, run underneath and do a lot of screaming.
10:25	Craft	The children are divided into groups where some do crafts while the others play with toys that promote sorting.
10:40	Numbers/Animals	The children are introduced to the monthly number and letter. We sing songs, count objects and play with these animals.
11:00	Lunch	The children sit together at the table and eat their lunch.
11:20	Nap	The children lie on their mats, listen to music and take a nap.
1:00	Diaper Change/Video	A video is put on (Einstein, Barney, etc.) while the children play and have their diapers changed.
1:20	Snack	The teacher reads them a book and then hands the children books for them to read.
1:30	Book Time	
1:45	Balls	A large tub, with a variety of balls with different sizes and textures, is available for play.
2:00	Home	Parents pick-up their children.

Sample Classroom (2's/3's/4's) Schedule

<u>Time</u>	<u>Activity</u>	<u>Description</u>
9:00	Table Work	As the children enter the classroom they find their name and sit down in their chair. They are then introduced to the number, letter or theme of the week through a small craft or worksheet.
9:15	Circle Time	The children select a picture/object on the rug to sit on and the teacher introduces the theme for the week, reads a book, gives the students their weekly assignments (lunch helper, flag holder, etc.), they sing songs and then participate in dressing the Weather Bear.
9:30	Chapel	On Tuesdays the children all join together in the Children's Sanctuary and on Thursdays the teacher reads the story from the Classroom Bible.
9:45	Snack	The children enjoy a variety of snacks.
10:00	Computer/Discovery	Three's and four's go to the Computer and Discovery Room where they are divided into two groups. Half go to Computer for 15 minutes while the other half of the class enjoys discovery, a hands-on setting, with the Discovery Teacher. After 15 minutes the children switch activities.
10:30	Music	We have set aside a special room for the children to enjoy singing songs, learning to keep beat with instruments and learning movement through rhymes and song.
10:45	Play Scape	The classroom enjoys a break while the children play in this indoor play ground.
11:00	Library	The children are able to check out a book from the Library to take home and enjoy with the family.
11:15	Centers	The teachers divide the room into five centers; home living, blocks, books, puzzles and art. The children are divided into small groups where each one spends 10 minutes in each center.
12:00	Lunch	The children sit together at the table and eat their lunch.
12:30	Nap/Rest Time	The younger classes take a nap while the older classes take in a short video while resting.
1:00	Themed Activity	This activity would be based on the Theme of the Week and would usually incorporate art, books and many other creative items.
1:30	Journal Writing	The students are encouraged to use this time for creative writing or drawing in their journals.
2:00	Home	Parents pick-up their children.

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Days

September 6 - Meet the Teacher
September 8, 2011 - May 17, 2012
Tuesdays and Thursdays

Time

9:00 A.M. - 2:00 P.M.

The doors open at 9:00am and the children begin their day with a wonderful learning activity at the table. **It is very important for your child to arrive on time.** When a child arrives late they not only miss out on planned activities but the classroom interruption is difficult on the other children.

Please sign your child in each day and leave a number where someone can reach you at all times. If you can not be reached we will begin calling the emergency contact numbers for assistance.

Pick-up time is at 2:00pm. If you have more than one child in the program, please arrive early enough to have the last child picked up by 2:00 P.M.

A **\$5.00 late pick-up fee** will be assessed for each child picked up after 2:05 P.M. If a child is not picked up by 2:10pm, they will be brought to the front desk and we will attempt to contact you. An additional **\$2.00 per minute** late fee will then be charged. The late fee will be paid to the front desk, upon picking up your child. This policy must be enforced to allow the teacher adequate time for cleanup responsibilities before retrieving their own children.

We understand that there may be occasions when you might need to talk to your child's teacher concerning a certain situation or event. When this occurs you may want to make an appointment with the teacher or come a few minutes early.

Registration/ Supply Fees
(non-refundable)

Registration	\$75.00
Supply Fee:	
Bakery, Toy Store, Grocery Store, & Library:	\$50.00 due September 8
Post Office, Sweet Shop, Pet Shop, Sports Shop, Fire Station, Airport, and Train Station:	\$50.00 due Sept. 8, 2011 & Jan 5, 2012

The Supply Fee is due the first day of school.

Tuition

Our tuition is based on an annual fee divided into nine equal monthly payments:
September through May

Baby/Toddler Monthly Tuition (Bakery, Toy Store, Grocery Store, & Library)	\$160.00
Two's through Pre-K Monthly Tuition (Post Office, Sweet Shop,	\$145.00
2 nd and 3 rd child discount	-\$10.00 per month

Your monthly tuition will remain the same figure each month as it has been amortized over the entire year. **Payment is due before the 10th of the month.** Please make checks payable to **Lakeshore Church**. If your child is sick or otherwise does not attend during this time, please mail your payment to Lakeshore Church to avoid a late fee. **YOU ARE PAYING FOR THE SPACE RESERVED, NOT THE CHILD'S ATTENDANCE.** The return check charge is \$20.00.

If you are late with your payment, a statement will be printed with the charge added. Please make note of the late charge schedule:

After 10th of the month:	\$15.00 late fee
After 20th of the month:	\$25.00 late fee

Please understand, if you withdraw your child before the end of the school term, we ask that you continue paying your child's tuition until his/her spot is filled. This is necessary as Tiny Town desires to be a self-supporting ministry of Lakeshore Church. Space has been made available for your child in his class. Your child's tuition is to pay the salaries of the teachers hired based upon

the teacher/child ratio of each class.

Holidays and Closings

Tiny Town will break for Thanksgiving, Christmas and Spring Break. These dates are listed below and will be published in the monthly newsletter that will be placed in your child's take-home folder and emailed to you. **In case of Bad Weather Days, please watch your local newscast for Rockwall ISD closings or delays. If they are closed or the schedule is delayed until 10:00am, Tiny Town will do likewise.**

Meet the Teacher Day/Parent Orientation (September 6th)

You and your child are invited to Tiny Town at 9:00am to meet your child's teacher, play in their classroom and be introduced to their classmates. At 9:15 we will have a brief orientation for the Parents in the Lakeshore Sanctuary. After orientation you will need to pick your child up from their classroom. **This is not a regular school day, it is an Open House.**

First Day of School (September 8th)

Other Important Dates

Thanksgiving - November 22 & 24

Christmas/New Year - December 22, 27, 29, Jan. 3 & 5

Spring Break - March 13 & 15

Last Day of School - May 17

Lunches and Snacks

Babies

- * The babies will be provided a "cheerios-like" snack.
- * For lunch we ask that you send age appropriate baby food.

Toddler

*The toddler's are provided a "goldfish-like" snack. Please send a filled spill-proof cup for snack time.

*A lunch should be brought from home, made up of finger foods that can be served with little assistance.

*Please ensure the items in his/her lunch are not a choking hazard. To minimize choking risks, you should keep the following foods off limits to your toddler, with a few exceptions: hot dogs (unless you cut them lengthwise before cutting them crosswise), hard candies, marshmallows, nuts (especially peanuts), grapes and cherries (unless you remove skin and seeds to reduce the risk), firm cookies or biscuits (preferably the melt in your mouth varieties) and whole apples and carrots (unless you cut them into slivers). Other foods that have a high risk of choking are popcorn, peanut butter by the spoon, beans and chickpeas (unless mashed), raw celery and hard raisins. Even though your child may be able to eat these foods, because of the quantity of children, it is safer not to send them.

2's through Pre-K

* The snack will consist of a goldfish/pretzel-like food. Two's need to bring a filled spill-proof cup for snack time.

*Lunches are to consist of a healthy variety of foods.

*Please be aware, that due to peanut allergies, you could be asked not to send peanut items in your child's lunch. Each classroom will be assessed after school starts.

*Please do not bring foods that are difficult to clean up (i.e.: pizza or taco lunchables, etc.).

*If you desire to send a dessert, please send a small portion. Children have their rest time after lunch and sugar does not help this process.

General Information for All Ages

* We ask that your child's lunch be in a Tupperware-like dish with separate compartments. This makes it easier for the teachers to serve multiple children.

*Water will be available for the children who do not bring a drink.

* Please bring drinks that are clear (apple juice, white grape juice, etc.) as we should respect the facilities provided for us by preventing possible stains.

*Please be sure your child's name is on his lunch box, thermos and all containers.

***We are unable to serve lunches that need to be heated.**

Drop-Off and Pick-Up

We ask that the parents do not enter the classroom during drop-off or pick-up times. When bringing your child to Tiny Town, please help your child place their backpack and nap mat in the hallway next to their name and place their lunchboxes in the "Lunch Tub" outside the classroom. This will help your child with an easy drop-off and will assist with the flow of the classroom.

If someone besides yourself is picking up your child, you will need to inform the teacher. The teacher will check photo ID and the person retrieving your child will need to know the password. If for any reason there is a court order against one of the parents picking up your child, we will need a copy of this.

Daily Folder

Your child will be provided with a Daily Folder. In this folder will be classroom work, along with important information for upcoming events. It is very important that you review this folder, each day, with your child. This is Tiny Town's way of communicating with the families.

Rest Time

Birth through 3 years will have a naptime after lunch. Children are not required to sleep, but must lie quietly during rest time so as not to disturb other children who are sleeping. You will need to bring a blanket or mat from home. Because we do not have the storage space for these items, you may leave them on Tuesdays but we ask that you take them home on Thursday afternoon. Four-year olds may have a short quiet time after lunch but are not required to bring a blanket or nap mat. **Please make sure all items are labeled.**

Personal Toys

Please leave your child's toys at home with the exception of a naptime security

item. Toys cause distractions from the learning being fostered in the classroom. We cannot be responsible for any irreplaceable security items (toys, blankets, etc.).

Clothing

- * Dress your child in appropriate clothing for "play".
- * Select clothing that is washable, sturdy and free of complicated fastenings.

Since children enjoy a variety of crafts, we go to great lengths to ensure that we do not stain your child's clothes as we use washable items and wear smocks. However, we have found that some washable products still stain clothes (usually the expensive ones).
- * Your child should wear clothes that they can unhook and take off when going to the restroom.
- * Please send your child in shoes that he/she can easily put back on (Velcro or zipper shoes preferred).
- * The girls must wear shorts under their dresses. If they fail to do this, they will not be permitted to play in the playscape or sit on the floor at circle time.
- * During winter months we ask that you layer your child's clothes. Since they get very hot in the playscape with sweaters on, we ask that they wear t-shirts under their warm clothes.

All Children must have a complete change of clothing (including socks) in their bags every day. Accidents do happen!

Birthdays

We would love for you to celebrate your child's birthday in his/her classroom. Please check with your child's teacher to make the arrangements. If party invitations are to be passed out, please have the teachers put them in the child's folders

Registration Information

Please keep your Information Form updated with current phone numbers, addresses, etc. so that we can contact you. We also ask that you remember your password for emergencies. We will not give this information out over the phone.

Tiny Town Monthly Newsletter

On the first of every month you will find a "Tiny Town Newsletter" in your child's folder and via email through our data base program. This Newsletter will include information concerning upcoming events, monthly themes, changes in the schedule and just fun facts. We encourage you to read this and mark on your calendar any important information.

Toilet Training

We will help the two-year olds learn to use the toilet when they are ready. Children who are being toilet-trained should wear pull-ups in case of an accident.

Due to very busy class schedules, children enrolled in the 3 or 4-year-old classes must be completely toilet-trained. This includes being able to clean themselves and wash their hands.

Behavior/Discipline

We always try to work with any child or parent when a problem arises, but we also must consider what is best for the classroom as a whole.

Crying - Some children will experience sadness when separated from Mom, but most will calm down after a few minutes. If the crying continues, we will ask you to ease your child into the program by only bringing the child for a few hours in the morning. Then when the child is ready, we will slowly ease the child back into a full day. This helps the child realize that Mom is coming back.

Continuous biting, scratching and hitting - If biting, scratching, hitting or pushing occurs the teacher will speak with the child and then the child will sit in time out for a few minutes. If this continues to occur the child will need to go visit Ms. Tina. If this continues to happen we may ask you to withdraw your child from the classroom for the safety of the classroom. (I have never had to ask a parent to withdraw their child).

Disciplinary problems - These are handled on an individual basis according to the

type of problem. We will work with the child and parent to correct the situation. Withdrawal is always the last option, but safety must always be our first concern.

Additional Activities

Music

Children will attend a special music class where they will learn songs, finger plays and creative body movement. The children will also learn to use rhythm instruments, such as rhythm sticks, bells, etc.

Discovery

This class will focus on math and science concepts. The children will learn through "hands-on" and age- appropriate activities. This will include sorting, matching and hands-on experiments.

Chapel

The Chapel program is a very special time for the classes to sing, pray and listen to Gods Word, the Bible. Special devotions and stories are shared to show your child God's plan for their lives as it related from the beginning to the end of the Bible. Your child is taught that he/she is special and that Jesus is his/her friend and wants to be their Savior.

Special Events

We have planned numerous special event-days throughout the year such as Meet the Policeman, Petting Zoo, Pajama Day, Pumpkin Patch and many more days which enhance the planned teaching topics. You will be notified of these events through the Monthly Newsletter.

Computer

The 3's and 4's classes will go to the Computer Lab daily. We use various computer programs to expose the children to computer skills.

Library

Children have the opportunity to attend Library every Tuesday. During this time they are able to look at a variety of books and learn about the importance of reading. They are allowed to check out books to take home and then return them on Thursday. This teaches them responsibility and gives them a chance to read their special book with their family on Tuesday or Wednesday night.

Scholastic

We are excited about books at Tiny Town! Through the Scholastic Book Order Forms we give you an opportunity to build your home library for your children. These books are sold at a discounted price and are age-appropriate. The children love to receive new books and Tiny Town benefits by receiving free books. We host a Scholastic Book Fair in the late fall and spring. Be looking for all of these fun and exciting activities.

Health/Illness

Tiny Town staff assumes that parents will not send a child to school if he or she shows any sign of illness. This is not just for the wellness of your child, but the protection of the other children in the program. **Sick children will not be accepted.** If symptoms of illness are observed, the child will be sent home. Please be aware that the teacher is responsible for making the decision to accept or turn away children due to illness.

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exists (and will not be accepted at Tiny Town):

1. Fever
2. Vomiting and/or diarrhea (even if associated with teething and/or medication)
3. Any symptoms of childhood diseases such as Scarlet Fever, Measles, Chicken Pox, Strep Throat, Flu, etc., or any infectious contagious diseases.
4. Common Cold - from the onset through one week
5. Sore Throat

6. Croup
7. Fifth Disease
8. Any unexplained rash
9. Any skin infection: boils, ring worm, impetigo
10. Pinkeye or other eye infections (the child must be on medication for 24 hours before returning to school.)
11. Any communicable diseases
12. Cloudy or green runny noses, or persistent cough, (even associated with allergies)

We require that a child be free of fever, vomiting and/or diarrhea for 24 hours before returning to school.

Children who appear ill during a session will be isolated and the parents or persons to be contacted will be called to pick up the child. We must be able to locate someone, as we do not have clinic facilities.

If your child has any allergies, peculiarities of foods, has had seizures, etc, please see that we have written information explaining this and what the reactions are.

Teachers are not allowed to administer any medication. Please do not send any medication to school with your child. Tiny Town does not have a nurse on staff.

If your child has allergies that cause them to break out in a rash, please send a doctor's note confirming this.

General Information

Before your child will be accepted into their classroom, we will need the following:

Completed Registration Form

\$75.00 Registration Fee

\$50.00 Supply Fee

Current Shot Record - This can be faxed to the church office at 972-771-1686.

The above forms must be updated in the fall of each year.

Items Needed Daily:

Babies:

Fully-Supplied Diaper Bag

Pacifier (if applicable)

Bottles

Lunch

Snack (if you want something other than Cheerios)

Toddlers:

Fully-Supplied Diaper Bag

A filled **Spill-Proof** Cup for Snack Time

Nap Items: Bottle, Comfort Items, Nap Mat/

Blanket

Change of Clothes

Lunch w/ a Drink in a **Spill-Proof** Cup

Twos and Threes:

Backpack with Daily Folder

Change of Clothes

Lunch

Nap Mat

Fours:

Backpack with Daily Folder

Change of Clothes

Lunch

Starting School

Starting school is a major milestone for children and parents. School is a place away from home where a child experiences challenge and success. It is where growth and development are waiting to happen. At school, a child will learn about himself, his strengths, weaknesses, interests and who he is socially. He will meet social and academic challenges and make friends.

Starting school can be both fun and stressful. Many children show some anxiety about school. If the parents have mixed feelings about sending a child to school, this can add to the child's hesitancy or reluctance. A child's experience of starting school is influenced by his preparation and his parents' feelings and attitude.

What parents can do to help their child:

- ♥ Show interest and be supportive and encouraging.
- ♥ Talk to your child about what to expect — the activities (nap, snack, and story time), the schedule, the toys and the other children.
- ♥ Take your child to school to get used to the layout (where his classroom is, where the bathrooms are, where his lunch goes, etc.) and to introduce him to his teacher.
- ♥ Let your child know it's normal to feel nervous or worried about being away from parents and suggest that he take a family picture to school.
- ♥ Make the getting-ready-for-school ritual as stress-free as possible. For example, lay out his clothes and backpack the night before. Having the child help with school preparations (i.e.: make his lunch) can also reduce stress for everyone.

What to do if your child has difficulties:

- ♥ If your child is having difficulty you might consider picking him up early for the first day or two. Then you can increase the time as he gets more

comfortable.

- ♥ Be firm about the attendance if your child is reluctant.
- ♥ At the end of the school day, make every effort to return when he expects you to; don't make him wait and worry that you've forgotten him.
- ♥ Some children may show regression in some behaviors, such as sleep difficulties, thumb-sucking, bed-wetting and a reluctance to go back to school. These behaviors should be temporary and will be helped by your continuing encouragement and positive expectations.

For some children, the beginning of every school year may be a little bumpy. Change is exciting but it can be scary too. With your understanding and patience, and sometimes a needed but gentle nudge, your child should have an exciting and rewarding school experience.

Children's books on starting school:

What to Expect at Preschool by Heidi Murkoff

D.W.'s Guide to Preschool by Marc Brown

My First Day of Preschool by Justine Fontes

First Day Jitters by Julie Danneberg