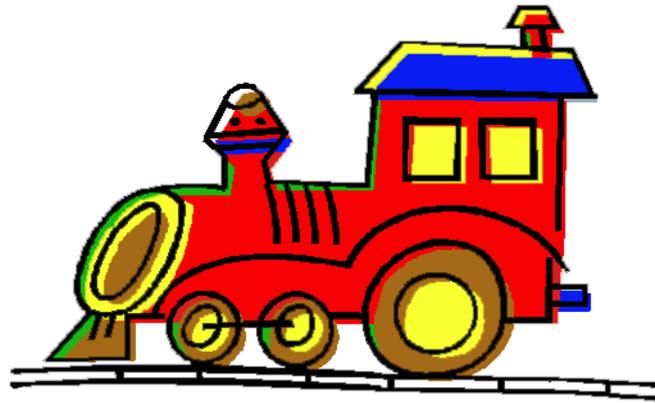


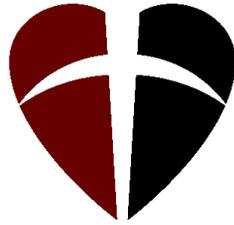
The Little  
Learning Depot  
Preschool

A children's ministry of  
Shirley Hills Baptist Church



2016-2017  
Parent Handbook

Shirley Hills Baptist Church  
615 Corder Rd.  
Warner Robins, Georgia  
478-923-5571



**SHIRLEY HILLS**  
*Baptist Church*

OUR  
MISSION  
STATEMENT

The mission of

**Shirley Hills**

**Baptist Church**

is to love God,  
love one another,  
and love our community  
as committed followers  
of Jesus Christ.

Dear Parents,

Welcome to The Little Learning Depot, the weekday pre-school education program supported and sponsored by Shirley Hills Baptist Church. Our school exists for you and your child, and our goal is to provide continual loving care and guidance that your growing child needs.

Our church values children and families, and as parents, you will play a vital role in our ministry. Cooperation between you, the parents, and our staff will contribute to a successful experience for your child and for your entire family. This handbook is designed to help you understand our school, its strategy for educating and ministering to your child, and the guidelines under which we operate. We hope that this understanding will allow your family to access and to benefit from the many opportunities available in our school and our church.

Shirley Hills Baptist Church sponsors The Little Learning Depot Preschool as a ministry of the church because the Bible stresses the importance of children. Therefore, as a church, we want to provide a learning environment that will help preschoolers grow as Jesus grew. *“And Jesus increased in wisdom and stature, and in favor with God and man.”* (Luke 2:52) We hope that your child will be able to reach greater heights mentally, physically, spiritually, socially, and emotionally at our preschool.

**Tony Whitley**  
Associate Pastor for  
Preschool & Children

**Marsha Gardin**  
Director of  
Weekday Education

# Our Program

A child develops mentally, physically, spiritually, socially, and emotionally. We are committed to providing biblically based, age-appropriate experiences to allow each child to progress in these areas at his/her own level of ability. This is accomplished primarily through hands-on activities in learning centers and positive Christ-like role modeling by the staff.

Children will participate in a variety of learning-center activities which will encourage development of math and literacy skills through art, books, puzzles and manipulatives, nature and science, music, and dramatic play. Our students enjoy teacher directed activities including kinder music, story time and seasonal crafts. Our pre-k students also receive instruction in phonics. Social skills are developed through sharing, taking turns, thinking, reasoning and solving problems. Each unit includes age-appropriate Bible stories and verses. In all of these educational experiences, trained teachers will be close by your child, building positive and influential relationships that will display the love of Christ as each child grows.

## The Little Learning Depot



PRESCHOOL

# Weekday Preschool

## Goals for Children in a Preschool Group

1. To help them to learn about God, his son Jesus, and all of God's creation.
2. To help them develop a good self-image, a wholesome attitude towards their bodies, and a good start toward reaching their potential.
3. To provide opportunities for them to develop their whole personalities through
  - First-hand experiences in social relationships.
  - Physical development of large and small muscles.
  - Finding acceptable outlets for their emotions.
  - Stimulating experiences which encourage them to think, analyze problems, and arrive at different possible solutions.
  - Hearing and learning God's Word.
4. To encourage them to express themselves through materials, movement, and language by providing ample time and adequate opportunities.
5. To stimulate fluent oral language development through hearing and using language.
6. To develop an awareness of their five senses.
7. To encourage independence.
8. To develop a thirst for learning and an opportunity to increase knowledge by asking questions and exploring their environment.
9. To help them develop a sense of curiosity through ample first hand learning experiences.
10. To provide healthy experiences with other children of the same age and to help them develop positive attitudes towards others.
11. To encourage a positive attitude toward teachers, school, and learning.
12. To build a good relationship between the home and the school.

## Registration Requirements

- In accordance with the state requirements for school entrance, a child must be of age on or before September 1 for entrance into each class (i.e. a child must be 2 on or before September 1 for entrance into 2K).
- Children entering into the 3K and 4K programs must be potty trained.
- The school must have all appropriate paperwork on file and the registration fee must be paid.
- Pre-registration for the up-coming school year of the Weekday Preschool shall be scheduled for a date in March .
- The registration fee is payable at the time of registration.
- Full payment of registration fee and all completed forms are necessary in order to hold your child's spot in the program.
- **The registration fee is in addition to any tuition payment and is not part of the August tuition payment or the supply fee . The registration fee is non-refundable.**

## Tuition and Financial Policy

**Tuition is based on our yearly budget divided into 10 payments. The**

Class		Annual	Monthly
2 year olds	2 day (T / Th)	\$810.00	\$ 90.00
2 year olds	3 day (T / W / Th)	\$945.00	\$ 105.00
3 year olds	4 day (T-F)	\$1140.00	\$ 120.00
4 year olds	4 day (T-F)	\$1230.00	\$ 130.00

**number of school days each month does not dictate the amount of tuition due that month.**

- 3 and 4 yr. old May tuition payment will be \$60.00
- We regret that no tuition refunds can be made for either short or long absences.
- Tuition is due and payable in full on the first school day of each month, August through May.
- Checks should be made payable to SHBC Preschool or LLD. Checks and payment envelopes should be placed in the payment box located in the preschool office.
- If paying in cash, please use exact change and get a receipt from the preschool office.
- If tuition is not paid for the month, the student will be withdrawn after the second week of the following month.
- **If you have extenuating circumstances regarding a payment, please speak with the Director.**

## **Orientation**

- Orientation is held the week before the school year begins. A letter and schedule of dates and times for each class will be mailed in the summer. Students attend orientation with their parents so they can see their class and meet their teachers.

## **Forms**

The following forms must be completed and returned during the first week of preschool:

- Signed school/parent agreement form
- Emergency Information File Card
- Immunization Form
- Emergency Medical Form

Parents are responsible for keeping the school informed of any updated information concerning the child during the school year, including telephone numbers, work locations, emergency contacts, child's physician, child's health status, and immunizations records.

## **Policy on Unacceptable Behavior**

We are responsible for providing a safe & healthy environment for your child. Consequently, behaviors such as hitting, kicking, spitting, biting, etc. will not be tolerated. Although we will work with you and try to help in any way we can, we reserve the right to ask any child to leave our program who exhibits consistent behavior that endangers other students or contributes to a hostile environment .

## **Dismissal Policy**

Little Learning Depot Preschool reserves the right to dismiss any child if, after entering the program, the child seems unable to exhibit appropriate behavior in group experiences or if fees have not been paid.

## **Discipline Procedure**

- All students will be encouraged to use appropriate behavior while in school.
- Students who exhibit inappropriate behavior will be redirected, given loving instruction and/or placed in time out. Corporal punishment shall not be used as a form of discipline.
- Students who continue to misbehave in the classroom will be taken to the office of the Director.
- Students causing physical harm to others (hitting, scratching, biting, etc.) while at school will be sent to the office of the Director and parents will be notified of the behavior. At the 3rd offense the parents will be asked by the Director to remove the student from class for two weeks or until such behavior ceases.

## Illness Policy

For protection and well-being of your children, the Illness policy is carefully and consistently enforced. Our policy is in accordance with the guidelines set forth by the Georgia Department of Human Resources. Your cooperation is necessary to help keep all of the children as healthy as possible.

Refrain from bringing your child to school if the child has:

- A fever greater than 99.5 degrees
- Diarrhea or vomiting
- Rashes other than normal skin irritations
- Open sores
- Severe coughing, earache, headache
- Any contagious symptoms (i.e. green nasal discharge, sore throat, severe coughing, etc.)
- Any symptoms related to a communicable illness (infections such as pink eye, strep throat, impetigo, scabies, lice, ringworm, boils, measles and chicken pox, or other illnesses which are spread by person-to-person contact).

If you are notified that your child is ill at school, we ask that you make every effort to pick him/her up within the hour. A sick child may return to school after being symptom free for 24 hours. A child may also return if accompanied by a doctor's note stating that the child is not contagious.

## Emergency Cards

A card for use in case of emergency must be filled out and signed by a parent and placed in our office during the first week of school. The card remains in the office and is used during emergency procedures if necessary.

## Parent Notification Procedure

**ILLNESS/INJURY:** A parent will be notified immediately of any illness or injury requiring professional medical attention. In the event that a parent cannot be contacted, their local emergency contact person will be notified. 911 will be called if an illness or injury requires immediate professional medical attention.

**BITING:** If any student exhibits biting behavior while in a class, his/her parents will be notified. At the third offense, the parents will be asked by the Director to remove the student from class for two weeks or until such behavior ceases.

**BEHAVIOR:** Students who show disrespectful behavior towards other students and teachers such as hitting, kicking or spitting will be sent to the office of the Director and parents will be notified of the behavior. At the 3rd offense the parents will be asked by the Director to remove the students from class for two weeks or until such behavior ceases.

## Drop off and Pick up Procedures

- Doors will open for children to be dropped off at 8:50 a.m. Children must be picked up promptly at noon.
- There will be a \$5.00 late fee for every 15 minutes a parent is late after 12:15 p.m.
- We cannot allow a child to leave the school with anyone unless his/her name is listed on the security card or we have written permission from the parent.
- If someone other than the regular person is picking up your child and we are not familiar with that person, identification will be required. This is for your child's protection and is not meant to offend anyone.
- Never leave a baby or a child in a car unattended, even for the few minutes it takes to pick up your student.

## Parent Visitation

Parents are always welcome to visit; however, for security purposes and so as not to disrupt the classes, we ask that you stop by the preschool office and sign in before visiting the classroom.

When you drop off or pick up your children, please do not use this as a time to have a conference with the teacher. If you need to confer with your child's teacher, please schedule a conference with her.

## Tardiness

The student who is late for arrival at school misses a portion of that day's learning activities. It cannot be overemphasized that prompt arrival and regular attendance enhance the child's preschool experience.

## Clothing

- Dress your child in loose, comfortable clothing that he/she can pull up without assistance.
- Sandals and jellies are not safe to play in on the playground and are not suitable for running and climbing. Please have your child wear tennis shoes.
- Long dresses are discouraged for regular school days.
- Each child will need to bring a change of clothes to school each day. All clothing and bags should be marked with child's name.

## Messages

Please send all messages in writing and pin them to the outside of your child's school bag. We cannot accept verbal statements from children concerning changes in carpool or other information impacting their safety and/or security.

## Birthdays

Birthdays will be celebrated in the classroom at snack time. If you would like to bring a special snack for your child's birthday celebration, please let the teacher know in advance.

## Music

Once a week each 3 and 4 yr. class will have fun with and gain an appreciation for music through our Kindermusik ABC & Me music class, designed especially for preschoolers.

## Chapel

Three and four year old classes will have Bible storytime once a week. We will share simple Bible stories and Christian songs with preschoolers. The stories will be retold and reviewed in the classrooms.

## Prayer Requests

We always want to remember our Weekday Preschool families in prayer. If you have a concern that you would like us to lift up in prayer, let us know. The Shirley Hills Baptist Church Staff will always be open to your ministry needs.



*"Let the  
little children  
come to me ...."*

MATTHEW 19:14

## Holiday Observations

### **Halloween:**

- We celebrate fall in our program by emphasizing nature. We learn about pumpkins and how they grow and how they are used as food. Cats, spiders and bats are studied as part of God's creation.
- We do not use witches, ghosts, goblins, or demons as decorations or for crafts. Please do not send them to school as part of a goody bag or craft as they will not be used.
- The students are all invited to the Family Fall Festival that is offered by Shirley Hills Baptist Church. Please encourage your child to dress in an appropriate fun costume and bring the whole family to this fun night.

### **Christmas:**

At Christmas we celebrate the birth of our Savior, Jesus Christ. Trees decorated with angels, stars and symbols of the birth of Christ are very meaningful and the manger is the focus of our programs and decorations. Because we want the focus to be on the birth of Jesus, we do not use Santa Claus, Rudolph, or elves in decorations or for crafts .

### **Easter:**

Easter is the celebration of Christ's resurrection. The Easter bunny is not used in programs or crafts. We put the emphasis on spring and new life and the resurrection of Christ.



# Celebration!

## WEEKDAY PRESCHOOL CALENDAR

**2016 –2017**

Aug. 24, 2016 .....	First Day of School
Sept. 7, 2016.....	2 yr. Classes Begin
Oct. 7-14, 2016.....	Fall Break/Columbus Day
Nov. 11, 2016.....	Veteran's Day
Nov. 21-25, 2016 .....	Thanksgiving Holidays
Dec.19, 2016—Jan. 6, 2017 .....	Christmas Holiday
Jan. 10, 2017 .....	Preschool Resumes
Feb. 21, 2017 .....	President's Day Winter Break
March 7, 2017.....	Registration for 2017-2018
March 27-31, 2017.....	Spring Break
April 4, 2017.....	Preschool Resumes
May 19, 2017 .....	Last Day of School

**PLEASE NOTE: We follow the Houston County Public School System pertaining to school closure due to snow or other weather emergencies. If Houston County Schools are closed we will be closed. If driving conditions threaten to become hazardous during our school hours you will be contacted to pick up your child as soon as possible.**

### School Procedures for Emergency Preparedness

- Your child's teacher will be instructed in emergency procedures for fire, tornado, etc.
- Your child will be kept at school during school hours unless it is unsafe or inappropriate to do so.
- Should the school need to be evacuated, students will be taken to the nearest safe location available. You can receive this information from your local radio station. Contact will be made with parents as soon as possible.

## **Building Security**

The safety of our children in all our programs is always our primary concern. Our safety policy is not to keep parents out of our classrooms, but rather to monitor everyone on our preschool floors.

- On school mornings the middle door of the building will be unlocked for about 1/2 hour during arrival and dismissal times.
- All other doors into the building will remain locked. When you need access to the building, please enter through the middle door.

## **Opportunities Available**

Parents are invited and encouraged to participate in their child's class. If you have a special talent, interest, cultural background, occupation, or hobby or would like to help with an art project or to be a special reader, please advise your child's teacher. She will schedule a time for your class visit.

## **Helping Your Child Have a Positive School Experience**

When you bring your child to school, you bring him to Christian teachers who know, love, and understand children. You place your child in their hands. Assure your child that you will return for them and then leave promptly. Most children make better adjustments to the group the first days if the parent is not present. If you are nervous or upset they will be also. We understand how difficult it is on mom and dad to leave a crying child, so feel free to stand outside of the classroom and observe your child through the window for a few minutes.

You can help your child learn by reinforcing at home what they are learning at school. Help them learn to put away toys, keep themselves clean, listen when another is talking, take turns, respect property, be polite, obey, and look upon their parents, teachers, and playmates as friends. They can also develop good habits of food and rest and learn rules of safety.

The most important way parents can help their children make a successful adjustment to school is through giving them lots of love and a feeling of security. Such a home provides the child the confidence to face new experiences away from home.

## 2K Objectives

The following is a list of objectives for our 2K classes. All of these objectives will be introduced to your child in a creative learning environment. Your child will be encouraged to learn at his/her own pace and should not feel pressured. It is our goal that he/she becomes familiar with these objectives. Our curriculum offers hands-on experience, and learning through fun, games, art and music.

### Academic

- Recognizes written first name
- Listens to stories
- Recognizes and distinguishes basic shapes and primary and secondary colors.
- Familiar with simple Bible verses, rhymes and songs

### Motor Skills

- Uses crayons and glue
- Jumps and runs
- Throws a ball
- Kicks a ball

### Social Skills

Children will participate in learning activities that promote the development of personal Independence and responsible behavior.

Skills emphasized will include:

- Sharing
- Taking turns
- Playing cooperatively
- Being a helper
- Learning manners
- Listening to and following directions

## 3K Objectives

The following is a list of objectives for our 3K classes. All of these objectives will be introduced to your child in a creative learning environment. Your child will be encouraged to learn at his/her own pace and should not feel pressured. It is our goal that he/she becomes familiar with these objectives. Our curriculum offers hands-on experience, and learning through fun, games, art and music.

### Academic

- Identifies written first name
- Introduction to letters and phonetic sounds
- Introduction to numbers 1-10
- Understands one to one correspondence
- Tells a simple story in correct order
- Puts similar items into simple sets
- Identifies 8 basic colors
- Identifies 4 basic shapes (square, circle, triangle, rectangle)
- Introduction to days of the week in order
- Understands patterning and matching
- Introduction to letters  
Develops prewriting skills
- Familiar with simple songs and finger plays
- Familiar with simple Bible verses
- Familiar with simple Bible stories and Biblical concepts

### Motor Skills

- Introduction to proper use of scissors and glue
- Hops and runs
- Balances on one foot
- Throws a ball
- Catches a ball

### Social Skills

Children will participate in learning activities that promote the development of personal independence and responsible behavior. Specific social skills will be emphasized.

- Sharing
- Taking turns
- Playing cooperatively
- Helping others (being a helper)
- Using manners (please, thank-you, yes/no sir & yes/no ma'am)
- Listening to and following directions
- Putting their book bags and personal items in their designated cubbies or on their hooks
- Using the bathroom unassisted
- Recognizes different emotions

## Pre-K objectives

The following is a list of objectives for our Pre-K classes. All of these objectives will be introduced to your child in a creative learning environment. Your child will be encouraged to learn at his/her own pace and should not feel pressured. Our goal is that your child will be ready to enter public or private Kindergarten at the end of this school year. Our curriculum offers hands-on experience and learning through fun, games, art, and music. We also teach phonics and pre-literacy concepts through teacher directed activities.

### Academic

- Identifies written first and last name
- Identifies numbers 1-20
- Identifies letters of alphabet
- Identifies phonetic sound of each letter
- Understands combining letters to form word (according to readiness)
- Writes letters and numbers (according to readiness)
- Writes first name (according to readiness)
- Tells a simple story in correct order
- Puts similar items into simple sets
- Identifies 8 basic colors & basic shapes
- Recites days of the week, months and names four seasons
- Identifies birthday
- Identifies directional terms (left-right, up-down, behind-in front, on-off, in-out)
- Identifies simple opposites (big-little, light-dark, hard-soft)
- Familiar with simple Bible verses
- Familiar with simple Bible stories

### Motor Skills

- Uses scissors and glue correctly
- Holds pencil correctly
- Hops and runs
- Balances on one foot
- Throws a ball
- Catches a ball

### Social Skills

Children will participate in learning activities that promote the development of personal independence and responsible behavior.

Skills emphasized will include:

- Sharing
- Taking turns
- Playing cooperatively
- Helping others (being a helper)
- Using manners
- Listening to and following directions
- Putting their book bags and personal items in their designated cubbies hooks
- Using the bathroom unassisted