

Tuckston Learning Center
*A ministry of Tuckston United Methodist
Church*



Parent Handbook 2009-2010

2009-2010 Church Staff

Senior Pastor----- Dr. Shelia Bookout
Associate Pastor-----Wiley Carney
Youth Minister----- Steven Sauls
Children's Pastor--- Michelle May
Lay Leader----- Wayne Brubaker
Worship Leader---- Dustin Sosbee
Facilities Manager---Norm Fuller
Church Nursery Director----Marie Evans
Preschool Director----- Connie Bowen

2009- 2010 Staff & Room Assignments

Mother's Morning Out-----Kathie Robinson, Crickett Sisson
Two Year olds--- Jody Burgess, Wendy English,
Brittany Johnson, Selyn Wray
Three Year Olds- Kimberly Howard, Karen Thomas
Mary Yeargin Dorothy Dale
Pre-K----Kim Smith, Laurie Tolbert
Fun Friday--- Tracy Chapman, Joan Hurley,
Jody Burgess, Laurie Tolbert

Dear Parents,

Welcome to Tuckston Learning Center(TLC). We are very excited about this school year. We are anxious to get to know you and your child and we are eager to welcome back our friends from last year. We know that all important relationships begin on a foundation of love, comfort, and trust. We will focus on these concepts in order to get to know your child better.

The information in this handbook should be helpful in familiarizing you with the policies, procedures and programs at TLC. Please read it carefully and don't hesitate to contact me or your child's teacher if you have any questions regarding these policies.

Tuckston Learning Center is a ministry of Tuckston Methodist Church. We are dedicated to creating a program to help parents raise children with strong Christian values while equipping them with the skills necessary to enter elementary school. Our goals are to provide the finest program in early childhood education and to promote positive growth in your child in the areas of intellectual, physical, social, emotional and spiritual development.

We are honored to have the privilege of nurturing your child. Helping your child build a strong foundation for his/her academic and spiritual future is an awesome opportunity, which we will cherish. We look forward to sharing this year with you.

Blessings,

Connie Bowen, Preschool Director
Tuckston Learning Center

**Tuckston Learning Center
2009 - 2010 School Calendar**

Monday, August 10: Teachers Report; Teacher Music Workshop at 9:00 am at TLC

Thursday, August 13: Open House; Council and Church Staff come by rooms

Monday, August 17: First Day of School

Monday, September 7: Labor Day Holiday

***September or October TBA:** Preschool Alumni Reunion Celebration
Sunday

Tuesday, September 29 and Wednesday, September 30: Fall Pictures

Monday, October 12: Student Holiday; Teacher Workshop: UGA Cooperative Extension Service Workshop - "Eat Healthy, Be Active"

Saturday, October 24: TLC Yard Sale and Bake Sale

Friday, October 30: Student and Teacher Holiday

Wednesday, November 18: Thanksgiving Celebrations

Wednesday, November 25 - Friday, November 27: Thanksgiving Holidays

Wednesday, December 9: Christmas Program 11 AM Singing For Senior Citizens, Parents Invited

Monday, December 14 - Friday, December 18: Christmas Celebrations

***Thursday, December 17:** Staff Christmas Party

Monday, December 21 - Monday, January 4: Christmas Holidays

Monday, January 4: Teacher Workday in classrooms

Tuesday, January 5: Back to School for students

Monday, January 18: MLK Holiday

***February TBA:** Church and Preschool Chili and Hot Dog fundraiser dinner

Monday, February 15: Student Holiday; Teacher Workshop: UGA Cooperative Extension Service Workshop - "My Healthy Body"

Tuesday, March 2: Bike-A-Thon TBA

Monday, March 8 - Friday, March 12: Spring Holidays

Tuesday, April 6 and Wednesday, April 7: Spring Pictures

Tuesday, April 20: Family Night Picnic 6pm to 8pm

Thursday, May 13: Last Day of School; Graduation 6pm

Friday, May 14: Teacher Work Day - Clean Up!

Summer Program

Monday, June 7: Summer Program Starts

Wednesday, July 28: Summer Program Ends

Rev 8/09

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Tuckston Learning Center Purpose Statement

TLC early childhood education program is a ministry of Tuckston UMC and was established to meet the needs of its congregation and the surrounding community for children 2 to 5 years of age. This ministry is dedicated to creating a program that helps parents raise children with strong Christian values who possess the skills necessary to enter school. The program is governed by the Preschool Council which is comprised of church staff, church members, and teachers.

Mission Statement

Our mission is to reach out to the community by inviting, developing, educating, nurturing, and ministering to children and their families while continually glorifying Jesus Christ.

Belief System

We believe:

- Each child is a child of God.
- Each child should have an equal opportunity to develop emotionally, intellectually, physically, socially and spiritually to his or her fullest potential.
- Each child should be cared for in a safe, secure and nurturing Christian environment.
- Each child benefits from a positive and loving partnership between the home, school and community
- Each child should be encouraged to demonstrate appropriate social skills to help him/her become a responsible member of society.
- Each child should be provided developmentally appropriate activities that help foster emotional, intellectual, physical, social and spiritual growth.
- Each child is entitled to a teacher who is caring, nurturing, loving, and dedicated.

*Jesus said, "Let the children come to me"
(Mark 10:14)*

Admissions

Children who are 2 years up to pre-K are eligible to apply for enrollment in TLC preschool program. Admission requirements and enrollment procedures are as follows:

- TLC preschool welcomes children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities available to the students at the school.
- Children must be of age for the class they are entering by September 1. No exceptions will be made.
- Children may be retained at the parent's request.
- It is highly recommended that children entering the 3 year old program are well in the process of being potty trained.
- Student registration begins in March for all children.
- Preschool classes are filled as openings are available in the following order of preference: Currently enrolled children and their siblings (TUMC members), Currently enrolled children and their siblings (non-members), TUMC members not currently enrolled, and General public.
- Class rosters will be determined based on gender ratio, birthday, teacher recommendations, and overall best interest of the class.
- Parent requests for specific class days will be considered. Specific teacher requests cannot be guaranteed.
- All names of children not placed will be put on a waiting list and vacancies will be filled as they occur.
- Children registering after March will be placed according to the above procedures as openings are available.
- Placement of all children in TUMC is left to the discretion of the Director and the TLC council. Their decisions are final.

Required Records

The following forms must be on file by the first day of school:

1. School Registration Form
2. Copy of Child's Birth Certificate
3. Certificate of Immunization Form #3231 (due 2 weeks from the start of school)
4. Parent-Program Agreement (See Appendix A)

School Staff

The TLC Preschool staff is a group of trained and dedicated Christian professionals. A good number of teachers hold education degrees and/or have strong preschool teaching experience.

All staff is required to participate in Professional Staff Development opportunities that include monthly staff meetings, special workshops, and regular age-level team meetings. All staff receive infant/child/adult CPR and First Aid training as well.

TLC follows the United Methodist Church guidelines and procedures for Safe Sanctuary training. All staff participates in regularly scheduled trainings which are determined by Tuckston United Methodist Church.

While all teachers plan as a team and follow the same program curriculum, each teacher is an individual with a different teaching style. As a school, we embrace these differences and do not require each teacher to duplicate each other teaching styles.

Mutually Happy Environment

TLC Preschool is a "mutually happy" environment. We believe that staff, parents and children's feeling and emotional well-being should always be valued.

Although our staff has the extensive Professional Staff Development training mentioned above, we do not **always** have the staff, materials or equipment adequate for students with **significant** learning disabilities,

emotional disturbances, hyperactive behavior, or severe visual, auditory or learning impairments.

TLC will attempt to make reasonable modification for children with special needs; however, if at any time we believe we are not equipped to provide appropriate programming for your child, we will require additional testing by the local school system to determine appropriate placement or services. For your child to remain at TLC, you will be required to comply. This is done only in the best interest of everyone.

Fees

Tuition is due in advance on the first school day of each month from August through April. Make checks payable to *TLC preschool*. (Do not post date checks.) Please return your tuition check in the TLC mailbox in the preschool office. A **late fee** of \$10.00 will be charged after the 5th. Consistent late payments may result in additional fees determine by director and council. A **bank service charge** of \$20.00 will also be added for all returned checks. Only cash payments will be accepted after two returned checks. It is assumed you are enrolling your child for the entire school year and budgets are set accordingly. After the school year begins, a one month's notice or one month's tuition is required before a child may be withdrawn. WE REGRET THAT WE ARE UNABLE TO MAKE REFUNDS OR ALLOWANCES FOR ABSENCES DUE TO ILLNESS OR VACATIONS.

Tuition Amount: Check with Preschool Office for current rates

Registration Fee is set each year by the TLC Council and Director. They are due at time of registration and are non refundable.

****If for any reason your child is not accepted into the program, your registration fee will be completely refunded.**

Days and Hours of Operation

The Preschool operates five days a week from 9:00AM to 12:00 PM except for the Mother's Morning Out (MMO) program. The MMO program has an adjusted schedule due to state regulations for children under two. The

MMO families may choose to come three days a week from 9:00 until 11:30 or two days from 9:00 until 12:00.

Please check your school calendar in the front of the handbook for the dates of holidays.

Please note that children cannot be dropped off before 8:50 AM as TLC falls under the Georgia state "exempt status for churches and preschools" and is not a licensed daycare. Please do not ask or take for granted that your child may be dropped off any earlier than 8:50 AM. Your understanding and cooperation is appreciated.

Our **holidays and teacher workdays** are in compliance with the Clarke County Public School calendar with the following exceptions: TLC classes start 2-3 weeks after public schools begin in August and conclude 1 week before the public schools end in May. **For specific dates, please refer to the TLC Preschool Calendar.**

School closings due to ice, snow, tornados and other inclement weather will be in accordance with Clarke County School closings. Please check with local radio/television for weather advisories and closings. These closing are reported by all Atlanta TV stations, and local radio stations.

On Staff Meeting days, all students will be dismissed at 12:00 p.m.

Drop Off

For your convenience, we will continue to provide curbside assistance during morning drop-off from 8:50 until 9:05. For the safety of your child, please wait for a teacher to open the car door. A teacher will escort your child into the building.

- If you want to walk your child in to class please park your car away from the car line, and please HOLD his/ her hand.
- For the convenience of others, if you need to unload a car seat, converse with the teacher, or anticipate a more involved drop off, pull forward past the receiving area.

- If you arrive after 9:05, please walk your child into the building through the preschool hall and to their classroom.

Pick Up

Dismissal will be at 12:00 noon. There is no car line service for pick up. You will need to park in the upper parking lot and enter the side preschool hall doors. Your child will be in his/ her classroom waiting for you.

- Please note that the school will only **release your child** to the people you have identified on the release form. A parent must leave a written message with the teacher to authorize any other person to pick up the child. We may require seeing picture identification when someone other than the parent comes to pick up the child. We will not allow your child to leave with anyone unless we have your written permission.
- Each day please make sure you, or your designee, sign your child out on our posted attendance chart noting the time of pick-up.
- Please be prompt in picking up your child. If you see that you will be late, please call to let us know. We will then have your child go to Stay and Play and you will be responsible for the \$5.00 fee for this program. Excessive Tardiness in picking up your will result in a warning and then additional late fees may be added. A fee of \$5.00 will be charged for late pick up after 12:10 p.m., and \$ 5.00 will be charged for each additional 15 minutes.
- Please be considerate of our teachers planning schedules. If you need to have an in depth conversation with your child's teacher please don't use pick up time to do so, but rather schedule a meeting time with her.

Ratios

At TLC our classroom teacher-to-student ratios stay well below Georgia State requirements. The stated classroom ratios may vary slightly throughout the school year. At the Director's discretion, some classes may exceed the stated ratios by a maximum of one child. Also, the school is not

obligated to fill spaces if a class is set below or falls below the stated ratios. Ratios are as follows:

Mother's Morning Out is a 2:10 ratio
2, 3 and 4 years olds are a 2:12 ratio

Program

TLC is a developmentally appropriate preschool ministry which strives to provide children with a fun, safe, and stimulating education environment. Our program provides a theme-based, child-centered program where the teacher structures the environment allowing the child to explore and learn through self-directed, hands-on activities. We provide developmentally appropriate activities and learning experiences that educate the "whole" child spiritually, socially, emotionally, physically and intellectually. This is accomplished through small and large group activities, learning centers, outdoor play and enrichment activities.

Our **preschool curriculum** has been developed using a variety of early childhood resources. We also supplement our teaching with materials and ideas from professional workshops, Community Connection Resource library, NAEYC materials, and UGA staff workshops. We seek to nurture the natural curiosity and sense of self that can serve as the foundation for a lifetime of learning.

The 3 and 4 year old classroom participate in Chapel time one day each week which includes music, worship, Bible stories, and faith foundations. Chapel is lead by pastoral staff.

Stay and Play

Stay and Play is an opportunity for your child to bring a lunch, to **STAY** after class, have lunch with their friends and **PLAY** with their friends when their lunch is over. Stay and Play is offered 4 days a week Monday - Thursday for children 2 years old - Pre - K.

Stay and Play ends at 1:00 sharp. If at anytime pickup is after 1:00 a late pick up charge of \$5.00 will be added. There is a \$20.00 registration fee that will apply to the cost of your child's stay and play account. The cost

of each stay and play day is \$5.00. The children will bring their lunch with the \$5.00 inside the lunchbox. You may also pre-pay in your tuition check for the month for lunch bunch. The office will keep a running balance and let you know when your child's account is getting low. Make sure your child's lunch box is labeled with their name.

Dress

Children should wear comfortable, washable play clothes. During the winter months, please dress your child in layers. All clothing items brought to school must be labeled! Each Child must bring a change of clothes including underwear and socks in a gallon zip lock bag with the child's name on the bag. Also, if your child is potty training, please do not dress him/her in bib overalls or snap-under outfits. Clothing that is easy to manage will assist the teacher in quickly attending to your child's toileting needs.

Please do not send any toys or other distracting items to school unless it is your child's assigned Show and Tell day. Thank you for your cooperation.

Parent Communication

Children will need to bring a bag or backpack label with his or her name. This bag is used for all correspondence sent between school and home.

Please check it daily! Parents will be provided information regularly through teacher newsletters and office memos. The monthly, school-wide newsletter will also provide important information to you.

It is the policy of our school not to endorse any products, services or activities from other private or public institutions. Only those activities pertaining to our preschool and church will be publicized.

Parents are welcome at TLC at all times. Parents are encouraged to schedule visits throughout the year and to openly communicate with teachers and staff. Opportunities to visit include attending special functions and holiday parties, assisting with special art projects, and other volunteer work.

You must stop by the office to sign in and obtain a visitor nametag before going to your child's classroom. This policy is for the safety of the children.

There will be two **parent-teacher conference** opportunities for 3 year and 4 years old. Upon request, there will be an end of the year parent- teacher conference for 2 years old.

Either the parent or teacher may request additional conferences at any time there is a **special concern** regarding the child. Any concerns regarding the program should be brought directly to the Director.

We issue a **developmental checklist** for each preschool child at conference time and at the end of the school year. (See Appendix B, C & D) Because there are many developmental aspects with young children, it is not particularly meaningful to assign "grades" which are used in later years. Parents should not rely on checklists alone to judge their child's learning. Monitoring what children do, what they produce and the manner in which they go about their school responsibilities are often better indicators of progress in young children.

Field Trips

Due to safety concerns and car seat regulations, there will be no field trips off the school grounds. In lieu of field trips there will be in house programs planned. A nominal fee may be requested to cover costs for these special in house programs.

Food

Children should eat breakfast before they arrive for school in the morning. If your child will stay for the Stay and Play program, we ask that you pack nutritious lunch.

We may have several children with **severe food allergies**. For the safety of these children, you may be sent a restricted list of products that may not be sent to school for snacks and lunches. Your understanding is greatly appreciated in this matter.

Birthdays are a special day for your child. If you would like to furnish a special snack on your child's birthday, please contact the teacher. No candles, balloons or party hats are permitted at the school for safety reasons. Please refrain from party favors. You are invited to come share this special experience with the class. Birthday invitations may only be distributed at school if there is one for each classmate.

Health Policies

The Director is responsible for observing the health and development of children, handling illness, implementing accident prevention and emergency procedures, and keeping student health records current. Some of these duties may be delegated to other staff if necessary.

The State Immunization Law, House Bill 427, requires all children in our school to have a signed **Certificate of Immunization (Form #3231)** on file in our office. Children cannot be admitted to preschool if this form is not on file within two weeks from the start of school. Every effort is made to protect the health and safety of each child. Your cooperation is needed.

No child who arrives noticeably ill will be admitted for that day. Please keep your child home if he/she has any symptoms of a **contagious disease** such as:

- NAUSEA OR VOMITTING
- DIARRHEA
- SEVERE COLD OR COUGHING
- SORE THROAT
- RASH OR SKIN ERUPTIONS
- FEVER OF 100 DEGREE OR HIGHER

We will call you to pick up your child if he/she exhibits any of these or other contagious conditions. Children should not return to school until they are 24 hour free of fever or symptoms. **Notify us** at once if your child has a contagious illness or one of the following **communicable diseases**: Chicken Pox, Conjunctivitis (pink eye), Diarrhea, Fifth Disease, Giardiasis, Hand, Foot, Mouth Disease, Hepatitis A or B, Impetigo, Lice, Measles, Meningitis,

Mumps, Pertussis (Whooping Cough), Pinworms, Respiratory Illness, Ringworm, Roseola, Scabies, Streptococcal sore Throat, Thrush, or Scarlet Fever.

If your child becomes sick or injured while at preschool, you will be notified as soon as possible. If your child receives a bump, scratch or minor injury while at school, every effort will be made to notify at pick up or by a note that will be attached to your child's school bag.

No teacher or volunteer will administer medications to any child. Exceptions must be approved by TLC Council and may only be administered by the Director. **Epi-Pens and inhalers** for emergency use are permitted for children with severe allergies and must be left with the Director at the school office.

We ask that you respect our request that there be **no smoking** in the church building or anywhere on the church grounds. Little lungs are busy developing and we appreciate your understanding and cooperation in this area.

Behavior Management

At TLC, children are constantly engaged and involved in activities that interest them. We encourage and reinforce positive behavior, by using several strategies:

1. **Redirection and Substitution** - Channel the child's attention elsewhere and offer something else to do when applicable.
2. **Model and Problem Solve** - Show examples of expected behavior and offer suggestions.
3. **Logical Consequences** - Match the consequence to the behavior being corrected. (i.e. If a child is throwing blocks instead of building he may be asked to play in another center.)

4. **Quiet Time** - Time alone in sight of a teacher helps the child get feelings under control.

5. **Office Visit** - If negative behavior continues, a quiet time with the Director in her office may be helpful. This gives the child even more time to get feelings under control. At this point a note to a parent may be necessary.

Fundraisers

Tuckston UMC and the TLC preschool program do not permit any "door-to-door" sales for fundraisers. Instead, we raise a modest amount of additional funds through optional sales of certain products and services. Some of our school "fundraisers" are highlighted below:

School Pictures- Professional photographs will be taken twice a year. Individual pictures are taken in the Fall and individual and class pictures are taken in the Spring.

TLC Garage Sale- This fundraiser takes place in the fall in the Church gym. Tables are for rent for people who want to sell their own items. There are usually several tables full of donated items for TLC sales. All funds raised go to the preschool program and are usually spent on a specific project, or need for the preschool program.

Bike a Thon: This fundraiser happens in the Spring. It is a fun time by all. The children get pledges from friends and family to come ride their bike. Any money raised at the bike a thon goes to the preschool program and are usually spent on a specific project, or need for the preschool program.

We make every attempt to keep our monthly tuition affordable to families and hesitate in asking for additional funds. Because there is always a need for enhancing and updating our program and equipment, **donations** are greatly appreciated at any time during the school year. Charitable donation forms for tax purposes are available upon request at the school office.

Appendix A

Skills-Concepts for Two-Year-Olds

A child who is 24 to 36 months of age tends to develop skills rapidly. The following abilities will usually emerge as the child approaches age three. Some children may or may not exhibit all of these skills during the school year. The rate of development varies for each child.

Cognitive:

Jan. May

- Finds own play area or activity
- Enjoys looking at books
- Begins to place large puzzle pieces in appropriate slots
- Points to common object on command
- Knows that different activities go on at different times of the day
- Understands the idea of waiting for someone else to go first
- Identifies own gender
- Identifies self from a photograph
- Points to six body parts when named (nose, mouth, ears, eyes, hands, feet)
- Identifies loud and quiet, hot and cold, wet and dry, hard and soft
- Points to big and little objects
- Identifies circle and square
- Groups things together by size
- Points to appropriate color upon command: red, blue, green, yellow, orange, brown, white, black
- Names primary colors: red, blue, yellow
- Understands the concept of one
- Counts two (Ex. "Can you give me two blocks?")
- Groups things together by size or color
- Stacks three rings by size

Communication/ Language:

- Uses words to express wants and needs
- Engages in conversation with teacher
- Engages in conversation with other children
- Gives first name when asked
- Follows simple directions
- Enjoys listening to short stories

Personal:

- Comes to table and sits in chair
- Can eat and drink with minimal assistance
- Helps put things away
- Shares with others
- Participates in group play (in classroom and on playground)
- Learns to line up when moving from place to place
- Usually separates from parent/caregiver easily

Fine Motor:

- Turns single pages
- Applies glue and pastes pieces
- Paints with large brush
- Strings five large beads
- Colors with large crayon
- Builds a six-block tower
- Draws lines with large crayon
- Draws curves with large crayon
- Rolls, pounds, and squeezes clay
- Fills and dumps containers with sand and water

Appendix B

Skills-Concepts for Three-Year-Olds

A child who is 36 to 48 months of age continues to expand his or her cognitive, affective and physical growth. The following abilities will usually emerge as the child approaches age four. Some children may or may not exhibit all of these skills during the school year. The rate of development varies for each child.

Cognitive:

Jan. May

- Points to and/or identifies colors: red, green, blue, brown, yellow, orange, black, white, pink and purple
- Points to body parts: head, hands, arms knees, legs, chin, feet, eyes, nose, ears, mouth
- Tells gender and age
- Knows first and last name
- Places objects on their outline
- Puts two halves together to form a simple picture
- Recognizes first name in print
- Enjoys looking at books
- Understands prepositions: in, out, over, under, on, off, top, bottom, in front of, in back of
- Understands concept of full and empty
- Understands big/little, tall/short
- Points to and/or identifies shapes: circle, square, triangle, rectangle, heart, star, diamond, oval
- Recognizes numerals 1, 2, 3, 4 and 5
- Understands number concepts (when presented with a given number of objects, child can tell how many there are up to 5)
- Rote counts to 10 (or higher _____)
- Pairs related objects and or pictures (ex. shoes and socks)
- Draws a person with recognizable parts (ex. facial features, stick arms/legs)
- Sorts objects into two given categories by size, shape or color
- Constructs sets of blocks when shown a model of 3 to 4 blocks

Communication/ Language:

- Speaks in 4 to 6 word sentences
- Uses I, you, me, he and she correctly
- Engages in conversation with teacher
- Engages in conversation with other children
- Verbalizes needs and wants
- Listens to short stories and simple poems
- Follows oral directions
- Is attentive during Circle Time

Social Emotional

- Usually separates from parent/caregiver easily
- Participates in simple group activities
- Willing to try new tasks and skills
- Joins in play with other children
- Follows class rules and routines
- Lines up properly and stays with group moving from place to place
- Respects others
- Shares with others
- Shows responsible use of toys

Self-Help

- Willingly participates in clean-up (snack and play)
- Washes and dries hands
- Puts on coat with ease
- Feeds self properly
- Uses toilet independently

Fine Motor:

- ___ ___ Makes balls and snakes with clay
- ___ ___ Applies glue appropriately
- ___ ___ Strings at least five half-inch beads
- ___ ___ Screws and unscrews nuts, bolts and lids of various sizes
- ___ ___ Holds crayon with fingers rather than fist
- ___ ___ Paints with large brush on large piece of paper
- ___ ___ Begins to work simple puzzles
- ___ ___ Copies horizontal lines, vertical lines, circles and crosses
- ___ ___ Uses scissors with control to cut along a straight line
- ___ ___ Manipulates zippers, buttons and snaps

Appendix C

Skills and Concepts for Four and Five-Year-Olds

A child who is four to five years of age typically demonstrates a large increase in vocabulary and physical abilities. The following abilities will emerge as the child approaches age five. Some children may or may not exhibit all of these skills during the school year. The rate of development varies for each child.

Cognitive:

- ___ ___ Recognizes and names 10 colors: red, green, blue, yellow, brown, black, orange, purple, pink, white
- ___ ___ Knows full name and age
- ___ ___ Points to body parts (head, eyes, hands, arms, feet, legs, nose, mouth, ears, neck, ankle, knee, shoulder, wrist, elbow, heel, eyebrow, chin, palm, hips, right hand, left foot)
- ___ ___ Draws a human figure with major body parts
- ___ ___ Understands size concepts: big, little, tall, short
- ___ ___ Understands body concepts (“What do you do with your eyes, legs, hands, mouth, nose, ears?”)
- ___ ___ Knows birthday
- ___ ___ Knows address
- ___ ___ Knows phone number
- ___ ___ Knows left/right

Pre-reading

- ___ ___ Recognizes first name in print
- ___ ___ Recognizes last name in print
- ___ ___ Writes first name with appropriate uppercase and lowercase letters
- ___ ___ Verbally identifies letter in first name
- ___ ___ Identifies many uppercase letters (18 or more)
- ___ ___ Identifies many lowercase letters (18 or more)
- ___ ___ Demonstrates knowledge of position words (in, out, over, under, on, off, bottom, top, in front of, behind, between, near, far, up, down)
- ___ ___ Sequences 3 – 4 pictures
- ___ ___ Can identify some consonant sounds
- ___ ___ Begins to hear rhyming words
- ___ ___ Begins to recognize environmental print (“stop” sign)

Self-Help:

- ___ ___ Uses toilet independently
- ___ ___ Puts on coat with ease
- ___ ___ Washes and dries hands
- ___ ___ Feeds self properly
- ___ ___ Cleans up after snack and play

Math

- ___ ___ Rote counts to 10

- ___ Rote counts to 20
- ___ Classifies objects by color, size, shape and texture
- ___ Recognizes shapes: triangle, circle, square, rectangle, diamond, oval
- ___ Continues simple patterns
- ___ Matches objects with one-to-one correspondence
- ___ Orders and compares size differences
- ___ Counts sets 1 – 10
- ___ Recognizes numerals 0 –10
- ___ Distinguishes between more, same, fewer by comparing equivalent and non-equivalent sets
- ___ Compares objects as to weight (Which is heavier? Which is lighter?)

Communication/Language:

- ___ Uses appropriate speech (no baby talk/whining)
- ___ Speaks in sentences of 6 or more words
- ___ Listens to stories of at least 10 minutes in length
- ___ Listens to directions for games and activities
- ___ Can verbally express personal needs
- ___ Participates in show and tell
- ___ Follows oral directions in group settings
- ___ Follows oral directions on one-to-one basis
- ___ Engages in conversation with teacher
- ___ Engages in conversation with other children

Social/Emotional

- ___ Exhibits self-control
- ___ Works and plays effectively with others
- ___ Follows classroom rules
- ___ Participates in group activities
- ___ Works well independently
- ___ Completes tasks
- ___ Shares and takes turns
- ___ Uses and cares for materials

Fine Motor/Eye-Hand Coordination:

- ___ Grasps pencil/crayon correctly
- ___ Colors with control
- ___ Uses scissors with control to cut along a straight line and a curved line
- ___ Controls brush and paint
- ___ Assembles a puzzle of 9 or more pieces
- ___ Strings 10 small beads
- ___ Pastes and glues appropriately
- ___ Manipulates zippers
- ___ Fastens and unfastens buttons
- ___ Screws and unscrews nuts, bolts, and lids of various sizes
- ___ Connects a dotted outline to make a shape
- ___ Reproduces simple shapes (circle, square, triangle, rectangle)
- ___ Folds and creases paper two times
- ___ Follows a sequence of holes when lacing