

Miracle of Minds Preschool at Wilkins Learning Center



Parent Handbook 2011 -2012

Owners/Directors: Sharon Wilkins ~ Melissa Wilkins-Wostl ~ Jennifer Wilkins
397 S. Gilbert Road, Suite 140 & 160
Gilbert, AZ 85296
480-813-2796

Website: www.WilkinsLearningCenter.com

MIRACLE OF MINDS PRESCHOOL admits students of any race, color, national or ethnic origin.

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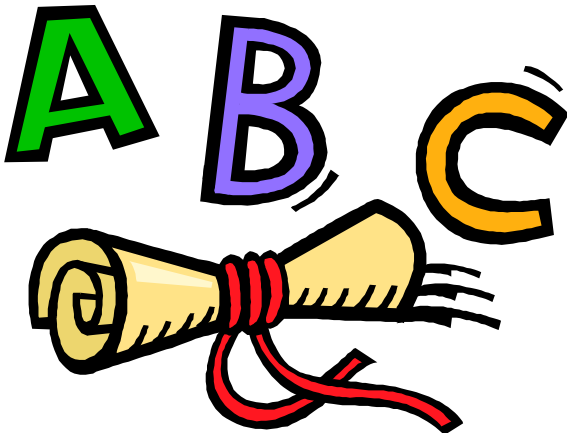
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STATEMENT OF SERVICES

Wilkins Learning Corporation Miracle of Minds Preschool

PURPOSE

Miracle of Minds Preschool at Wilkins Learning Center was established to provide a school environment that furthers this vision:

- We are committed to working for the benefit of everyone in a setting where children and families of all walks of life can come together to learn and grow.
- Miracle of Minds Preschool values each person for their uniqueness of intellectual, social, and spiritual nature.
- Through loving kindness and compassion, everyone is encouraged to *Climb the Mountain of Knowledge* in an environment that is fertile ground for new “seeds” of life.
- We believe children should be respected and nurtured with the power of caring and that they, in turn, need to see teachers and parents model respect and caring toward others!
- Each child will develop self-respect and respect for others in a spirit of cooperation.
- Families will come together to be “cheerleaders” for everyone in the program.
- Curriculum will be constantly evolving to provide children with a well rounded education of academic, social, and humanitarian knowledge.
- In this loving environment, each child develops self-control, learns to listen, follow simple directions, get along with others, learn about solving problems respectfully, and grow in confidence.
- Parents are encouraged to take an active part in their child’s school experience by helping in the classroom at least one day a month. This will help make it a true “school family community” for learning.
- With our developmentally appropriate curriculum that engages the minds of children, they will love learning and coming to school.

We provide positive experiences for the young child in a friendly atmosphere. Parents are involved and given the opportunity to be active participants in the classroom with master teachers.

DESCRIPTION OF SERVICES

AGES:	2½, 3, 4 and 5 year old children	RATIO: 1:5
TIME:	<u>2½ year old program</u> 11:35 am – 1:05 pm	Tues (<i>scheduled start date January 2012</i>)
	<u>3 year old program</u> 8:15 am - 11:15 am	Tues / Thurs
	(3 by Oct. 1) 8:45 am - 11:45 am	Tues / Thurs
	1:20 pm - 4:20 pm	Tues / Thurs
	<u>4 year old program</u> 8:15 am - 11:15 am	Mon / Wed / Fri
	(4 by Oct 1) 8:45 am - 11:45 am	Mon / Wed / Fri
	1:20 pm - 4:20 pm	Mon / Wed / Fri
	PreK Class 11:00am - 2:00 pm	Mon-Thurs
	11:00am - 1:00 pm	Fri

PLACE: Wilkins Learning Center www.WilkinsLearningCenter.com
397 South Gilbert Road, Suite 140 & 160
Gilbert, Arizona 85296
Business Phone: 480.813.2796

TUITION & FEES:

	<u>2 ½ yr old</u>	<u>3's Program</u>	<u>4's Program</u>	<u>PreK</u>	
Non-refundable Registration Fee	\$57	\$153	\$153	\$255*	Due at registration
Materials Fee	\$27	\$91	\$91	\$147	Due July & January
Tuition	\$55	\$199	\$297	\$398**	Due 1 st of each month

*\$100 goes towards 1st month's tuition

**\$315 per month if choosing the 12 month payment plan starting in June

PAYMENT REQUIREMENTS AND LATE FEES:

Tuition payment is due the 1st of every month payable to Wilkins Learning Center.

A late fee of \$20 will be added to the monthly fee if payment is made after the 7th of the month.

This applies regardless of whether or not your child is able to attend school every day.

Parents are encouraged to pick their children up promptly at the end of each school day. Your cooperation and respect will help the staff prepare and be the best they can be for the next class.

If this is not honored, a late fee of \$20 per quarter hour will be added to the next month's payment.

ENROLLMENT:

To enroll a child, a parent/guardian must submit a completed registration form and current immunization information. A fully completed blue emergency form must be on file before a child may be left at preschool.

DIS-ENROLLMENT:

A child may be dis-enrolled for the following reasons:

1. Failure to pay tuition
2. Child is not current on immunizations
3. Child cannot acclimate successfully to the class
4. Child continually uses inappropriate physical behavior toward other children or adults

Parents may dis-enroll their children from the facility without penalty by submitting their request in writing to the Preschool office two (2) weeks prior to dis-enrollment.

PARENT RESPONSIBILITIES:

Preschool parents are an asset to a child's education. Parents are asked to work in their child's classroom once a month during the school year. With a Fingerprint Clearance Card, parents may help with small groups/centers. Without a FPCC, they can support curriculum and prepare activities. Parents are also asked to help on at least one cleaning day during the year. Parents of enrolled children may visit the classroom at any time unless prior notification indicates not permitted. WLC must have a copy the parent's FPCC in our files prior to helping in the classroom. The FPCC application process takes approximately 6-8 weeks and can be done at Community Wellness, 522 N Gilbert Road, #104, 480-892-4295.

Sign-in/Sign-out Sheets: A sign-in sheet is provided and must be completed by the parent daily by signing full first name and last name.

Persons Authorized to Pick Up Children from School: Children will be released ONLY to the parent(s) or to those persons listed on the child's emergency card. Persons authorized to pick up other than parents, will be asked to show identification.

Change of Clothing: All students need a change of clothing (seasonally appropriate) with their first and last name marked. Parents will provide a new bag of clothing when one has been used.

SNACKS:

Parents of preschoolers are requested to bring a snack from home in a bag/lunch box with your child's name on the outside. Also, please send a water bottle on a regular basis for your own child.

Our center is **PEANUT FREE**. We ask that you provide nutritional snacks and please, **no peanut butter or nut products**. You might want to pack veggies, dairy, fruit, grains or protein such as cubed/sliced meat and cheese. Be sure to pack an ice pack to keep perishables cold.

LUNCH BUNCH: This wonderful program is available for parents wanting an additional hour of learning for their child. Children eat their lunch in our cozy gazebo and then enjoy a variety of learning activities with a caring teacher. Cost: \$6 per day.

MEDICAL PROCEDURES:

In case of emergency, 911 will be called. The parents of the child will be notified by telephone. Staff with First Aid and CPR certification is listed on the bulletin board in the entry of the preschool. Health Department regulations require that we conduct unannounced monthly fire drills. Additionally, we will conduct periodic lock down drills as a security practice in the event that we would have an emergency situation.

Children who are ill should not attend school. **Symptoms such as fever, excessive mucus discharge or coughing, pink eye, vomiting, staph infections, and general malaise indicate a sick child. Children with these or other symptoms require home care.** When the child will be absent from school for any reason please notify the school before the beginning of the school day. You may leave a message on the answering machine 480.813.2796. If your child becomes ill during the school day, you will be notified and must make arrangements to take your child home as soon as possible.

A child must be fever free for 24 hours without medication before he/she returns to school.

You will be notified of actual or potential exposure of your child to any contagious or communicable disease.



STAFF: The Miracle of Minds Preschool is Co-Directed by Sharon Wilkins, Melissa Wilkins-Wostl, and Jennifer Wilkins. Caring, certified, highly capable teachers are also on our team.

When needed, substitute teachers may be hired that have expertise and a heart for children. We also have competent Aides in the classroom to assist both teachers and children.

All WLC staff have fingerprint clearance cards on file and have been cleared through Arizona Department of Public Safety.

Our Business Manager, Barbara Miller, is responsible for all financial aspects, website design, registration, and numerous other day to day operations of the school.

Wilkins Learning Center / Miracle of Minds Preschool - 2011-2012 Calendar

2011

August 2011						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 9/10
 - 11
 - 16/17
 - 18
 - 19
- Preschool "Round-Up"
 Preschool Parent Orientation
 Staff Conference - No School
 First Day of School - 3's/PreK
 First Day of School - 4's

November 2011						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 11
 - 22/23
 - 24-25
- Veteran's Day - No School
 Thanksgiving Feasts *
**Combined Classes 9:00-11:20*
 Thanksgiving - No School

March 2012						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 12-20
 - 20
 - 21
 - 28/29
- Spring Break - No School
 Req'd Teacher Inservice-No School
 School Resumes
 Spring Olympics

September 2011						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 5
 - 21
 - 22/23
- Labor Day - No School
 Date with Dad Night
 Teacher Planning - Substitute

December 2011						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 19/20
 - 21
 - 22
 - 21-30
- Holiday Parties *
**Combined Classes 9:00-11:20*
 Staff Conference - No School
 Req'd Teacher Inservice-No School
 Winter Break - No School

April 2012						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 4/5
 - 6
 - 28
- Teacher Planning - Substitute
 Spring Holiday - No School
 Celebrate Creativity

October 2011						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 5/6
 - 5-14
 - 22
- Off Campus Teacher Observation-No School
 Fall Break - No School
 Fall Festival / Family Picnic 8:30-11:45

January 2012						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2-6
 - 9
 - 14
 - 16
 - 18/19
 - 20
- Winter Break continues
 School Resumes
 Parent Cleaning Day
 MLK Day - No School
 School Registration-Current Families
 School Registration - New Families

May 2012						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 5
 - 9/10
 - 17/18
- Parent Cleaning Day
 Mother's Day Tea
 Last Day of School *
**Combined Classes 9:00-11:20*

Legend	
	No School
	Holiday Parties / Special Event
	Teacher Planning / Substitute
	School Resumes / Last Day
	Special Days

February 2012						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

- 6/7
 - 13/14
 - 20
- Parent / Teacher Conferences
 Valentine's Parties
 President's Day - No School

June 5 - July 13
Wilkins Summer Camps
& Tutoring
The Wilkins Way!

7/15/2011

DESCRIPTION OF ACTIVITIES AND PROGRAMS: Miracle of Minds Preschool has numerous special events throughout the year. These are the major events with a description of each one:

Parent Orientation: This program is specifically designed for parents to become acquainted with both staff and curriculum.

Fall Festival Feast: At the end of October, families will enjoy a picnic, watch their children perform, and play games. This fundraising event will build community in a fun way.

Teacher Planning Days: Teacher Planning Days are a few days throughout the school year. Teachers will plan curriculum and other unique classroom activities.

Date with Dad: This is a time where dads will come and rekindle the child within them. Manipulatives and creative activities will be provided.

Celebrate Creativity: This is a special event where all children's artwork is celebrated! Each child will select pieces of art made during the school year, and display it on a backboard for our final family picnic.

Mother's Day Tea: Around Mother's Day, the students will prepare a celebration to honor their mothers.

Family End of Year School Celebration: Following awards, fun activities will be planned.

TRANSPORTATION: Miracle of Minds Preschool does not provide transportation for students to and from school.

LIABILITY INSURANCE: The school carries \$1,000,000 liability insurance which covers activities on the school premises that meet state requirements. Liability insurance coverage is available for review on facility premises.

FIELD TRIPS: Miracle of Minds Preschool does not take field trips.

DISCIPLINE GUIDELINES:

Discipline is approached in a positive manner. Problems are viewed as teaching opportunities and misbehavior is seen as an expression of a need for knowledge and understanding. Discipline is a means of helping a child learn "acceptable" behavior, according to their emotional, intellectual and physical development. When children connect their behavior and the results of their behavior, they become more aware of their actions and learn from their mistakes. Compliment parties accentuate kindnesses of others, builds community, respect for others, importance of listening and vocalizing their thoughts and emotions through language. Children are encouraged to have manners and become more aware of the feelings of others. In this learning environment, if continuous discipline problems do arise, parents, teachers and the director will work together on a positive program for the ultimate benefit of the child. Children are taught to "use their words" and solve their own problems through interaction and adult guidance.

INSPECTIONS: All State and County inspection reports are available for review upon request.

MIRACLE OF MINDS PRESCHOOL IS REGULATED BY:

ARIZONA DEPARTMENT OF HEALTH SERVICES
150 N. 18TH Ave. Suite #400
Phoenix, AZ 85007 (602) 364-2536

EMERGENCY/HEALTH FORM: The emergency/health form serves several purposes:

- It contains your child's health immunization record.
- Serves as a release form for the school to take your child for emergency treatment in the event that it is needed and you cannot be reached.
- Provides information concerning individuals who are authorized to pick up your child from school.
- Contains numbers of individuals to be called when you cannot be reached.
- All persons authorized to pick up your child from school must be listed on the emergency card. PLEASE make sure ALL authorized persons know your secret code word. Your code word SHOULD be written on the card.

Please FULLY complete the emergency/health form before the first day of school. EVERY LINE must have data or N/A so we know you have responded.

MIRACLE OF MINDS PRESCHOOL: Admits students of any race, color, nationality, or ethnic origin.

HEALTH/IMMUNIZATION FORM: You must provide an updated immunization record for your child that is authorized by your health provider. *The immunization record must be provided prior to your child's enrollment.* No exceptions will be made. Miracle of Minds Preschool complies with all state and county regulations for preschool and elementary-age children.

FOOD ALLERGIES, ASTHMA, ALLERGIC REACTIONS: Please indicate that information on the emergency/health form.

*We will make every effort to offer an indoor option for children with asthma on high pollution days. If you know of a pollution alert at the beginning of a given day, please let our staff know, in case we missed hearing about it.

HEALTH POLICY: Children who are ill should not attend school. Children with the following symptoms require home care:

- Fever – 100 degrees F or higher. Your child may return when he/she has been fever-free for 24 hours without use of a fever-reducer such as Aspirin or Tylenol.
- Vomiting – Two or more episodes of vomiting in the previous 24 hours.
- Diarrhea – Two or more abnormally loose stools in the previous 24 hours.
- Eye/Nose Drainage – Excessive mucus discharge or continuous coughing.
- Sore Throat – Sore throat when fever or swollen glands are present.
- Skin Problems – Rash – Undiagnosed rashes with fever, or other sign of illness. Infected sores or persistent itching of body or scalp.
- Unusual Color – Eyes or Skin – yellow (Jaundice), stool gray or white, urine dark or tea colored may suggest hepatitis and should be evaluated by a doctor.
- Difficult Breathing
- Fussy – Cranky and generally not feeling good
- Rest, when tired, may help prevent the development of serious illness

**Please notify the preschool at once if your child has a communicable disease. We are required by state licensing regulations to report all contagious diseases such as strep, chicken pox, pink eye, lice, impetigo, measles, etc. Thank you for your help in maintaining a safe and healthy environment for all children at Miracle of Minds Preschool.*

MEDICATIONS: No medications will be administered at the Miracle of Minds Preschool.

SIGN-IN/SIGN-OUT SHEETS: A sign-in sheet is provided in the front of the Schoolhouses. A parent/guardian/authorized person must fill out the sign-in/out sheet each time they drop-off and pick-up. A FULL signature in ink is required at the beginning and end of each school day. A digital clock will be at the entrance of both schoolhouses. The EXACT time of your arrival and departure must be written on the sheet.

HEAD LICE: Head lice infestations are a problem throughout the country. Please check your child regularly for symptoms of head lice (nits, small bite marks.) Children found to have nits or head lice will be sent home immediately for treatment. They may return to school as soon as they are found to be NIT-FREE.

STAFF EMERGENCY TRAINING: The majority of our staff members complete an annual first aid course required for day care personnel, as well as CPR training. At least one person trained in first aid and CPR is on staff at all times. Staff members will handle minor medical problems and all other issues will be referred to professionals.

REPORTING OF SUSPECTED CHILD ABUSE: Miracle of Minds Preschool is required by law to report any cases of suspected physical, emotional, or sexual child abuse. All reports will be made to Child Protective Services.

LOCK DOWN/FIRE DRILLS: Health Department regulations require that we conduct unannounced monthly fire drills. In addition, we will conduct periodic lock down drills as a security practice.

INSECT CONTROL: Parents will be notified within at least 48 hours prior to pesticides being used on the premises.

SHOW AND SHARE: This is an important part of our program. Children will have the opportunity to participate. Please try to have your child try to share something that starts with the *letter* or *theme* we are studying about. This time allows the children to share with their friends items that are important to them. This is an excellent way to develop language and listening skills and, of course, help the children feel special. However, we do ask that the following items NOT be brought to school: guns, swords, weapons, scary or evil characters. Thank you for your support and helping us to reinforce non-violence in our world.

EMAIL: We will be sending you electronic communications or newsletters to convey information from the staff to parents.

MIRACLE OF MINDS PRESCHOOL PARENT AGREEMENT

I AGREE TO THE FOLLOWING:

1. Payment of the tuition fee the 1st of every month.
2. Prompt payment of tuition fee monthly whether or not my child is able to attend school every day.
3. To keep my child home if there are any signs of a cold or other communicable disease and to call the office to report the absence.
4. To obtain required immunizations for my child.
5. To work in my child's classroom one day a month if a Fingerprint Clearance Card is obtained by the parent. To work on projects at home, head up a committee, or help in the office if a FPCC is not obtained.
6. To arrange for exchange days with another enrolled parent in case I am unable to work on my scheduled day.
7. To attend Parent Orientation prior to the start of preschool to familiarize myself with Miracle of Minds Preschool policies and gain information on what is expected of the assisting parent when working in the classroom.
8. To notify the office immediately if my child is to be picked up by someone other than myself. The person must be listed on the blue Emergency Information Card in order to be authorized to pick up.
9. To keep information on the Emergency Card current and up-to-date. Notify us IMMEDIATELY if there are any changes and fill out a Change of Emergency Information Form.
10. To send a complete change of clothing for my child in a zip-lock bag the first day of school. I will print my child's first and last name on the zip-lock bag.



Together, we will guide their footsteps.

NUTRITIONAL BIRTHDAY SNACKS AND CELEBRATIONS

- Please no cupcakes, cookies, ice cream, popsicles, or yogurt pops. Fruits, vegetables, cheese and crackers, popcorn, pretzels, low sugar cereal, trail mix, and apple juice make GREAT snacks. Little items such as pencils, bubbles, etc. are also fun surprises.
- If you would like to give a birthday “favor” to the children in your class, your child may distribute the favors at the end of class time as the children are leaving with their parents.

PARENT HELPERS

In addition to providing a loving and caring environment in the classroom, here are some ways you can help the teacher*:



Opening of the Day:

- Arrive 10 minutes before the class starts
- Guide a child to an activity after the teacher has greeted them at the door and join in their fun

Craft:

- Assist teacher/child (always encourage children to do as much as they can for themselves)*
- Help clean up after an art activity
 - Clean paint brushes
 - Clean paint jars and refill if necessary
 - Wipe up glue, etc. from tables
 - Refill glue containers and clean lids
 - Sweep floor around the tables
 - Clean up sink area
 - Assist children in putting away toys

Recess:

- Sweep the sidewalks and back porch
- Dust floor
- Put children’s papers and/or notes home into their mailboxes
- Play with the children! Hid and seek is a favorite!*

End of Day:

- Clean tables/chairs/door handles with ADHS solution – then wipe with clear water
- Set up centers for next class/day
- Assist with children on the carpet until they are picked up.*

****Fingerprint Clearance Card needed to perform these tasks.***



YOU ARE A VITAL PART OF THIS PROGRAM!
Thank you for your help and guidance in our classroom!

HELPFUL SUGGESTIONS FOR THE PARENT HELPER

**Fingerprint Clearance Card needed for interactions with children*

1. Both children and parents should come to school in simple, washable play clothes. We will be participating in activities which can be messy and fun. (If a child feels that he cannot get “messy” because of what he is wearing, his learning is hampered.)
2. When you arrive to help, familiarize yourself with the day’s program. Find out what specific responsibilities will be and the time scheduled for them.
3. For safety reasons, siblings are not allowed during school hours. If you have younger children, please arrange for a babysitter.
4. Be POSITIVE when speaking with the children. Talk “with” the children and not “at” them. Let us all create an environment where children experience love in their first exposure to a school setting.
5. Take time to hug the children. Listen to them share and delight in conversations.
6. If appropriate, enjoy a time of sharing with your own child; let him show you the things about his school that he thinks are special.
7. Sit/kneel down at the child’s level as much as possible. Enjoy them and what they have to share with you. Use a calm voice, use eye contact and be a good listener; please don’t call across the room.
8. Don’t feel you must be doing something with the child every minute. You are effective while you are cleaning, organizing, preparing, and/or observing, ready to enter a situation when needed.
9. When you see a child unoccupied, engage in a conversation. Then, ask what they like to play with and begin the activity.
10. Be alert to catch the moment a difficulty is ABOUT to happen. Encourage children to use their words and talk about what happened, listen to the others feelings, and discuss how the problem could be solved. Guide the conversation gently as you give them a chance to learn how to solve problems respectfully. Ask help from the teacher if a situation threatens to get out of hand.

11. We are a school family. Respect each other by speaking positively about the children and one another. Avoid discussing a child in his presence or hearing.
12. Please avoid comparing children. Each child is unique- and special!
13. Train the children to be participants of clean-up and to put things away in their appropriate place.
14. Allow the children to learn by experience. Help out when it is necessary to avoid failure and discouragement. Encourage them to find out for themselves.
15. Rejoice with the children when they achieve something important to them, no matter how small.
16. At “circle time,” if a child is having trouble participating, go and sit nearby.
17. The safety of the children comes first at all times. Never leave your area unattended if there are children who need supervision.
18. Wherever your area or activity, limit the children who participate to a comfortable number. Just say, “The table is full now, but I will call you when there is a place for you.” Sometimes you may have to limit the time a child uses one piece of equipment if it is in demand (i.e. easel, ball, etc.). “You may roll the ball 5 more times, and then it will be _____’s turn.”
19. Make the preschool a richer place by sharing your talents with the children. This may be in the form of singing, playing an instrument, telling stories, sharing, hobbies, etc.



INTERACTION GUIDELINES WITH CHILDREN

This is a “precious” time for you and the children. Rekindle the child in you! *PLAY! PLAY! PLAY!*

GET ACQUAINTED

Responding to children: Move over quickly and interact on the child’s eye level – use pleasant supportive tone of voice, and SMILE because it’s one of the gifts we value at Miracle of Minds Preschool.

Help facilitate the child’s play: Without becoming the focal point, join in. Here the children enjoy the “process of creating” and the sensory aspects of the play. It’s not the product of the activity that matters as much as the **process**.

LEARN ROUTINES AND BEING SUPPORTIVE

Guide large muscle activity, particularly in the outside play area by giving appropriate help, maintaining safety, and encouraging growth.

Help children attend and participate at group time: Ask the teacher where to position yourself so you will be in the best spot to help her with the children.

Help children with bathroom, clean up, snack, and dismissal routines. Clean up time is a very important routine for young children to develop. It helps them grow in respect and responsibility and helps them develop the sense that “this is MY classroom.” Encourage their participation. Be specific about what you want them to do. *“Everyone please put 5 toys away.”*

TUNE IN AND DEVELOPE INDIVIDUAL RELATIONSHIPS AND TRUST

Listen carefully to individual children and give them “focused” attention. STOP your hands. Stop your feet. Stop the thoughts of your “to-do” list and listen intently.

Reflect children’s feelings and desires in order to mirror to them that you understand how they feel.

Compliment good behavior and character being exhibited. *“Thank you for sharing. Even though you wanted to play with it longer, you let your friend play with it, too. Way to go! Your hands are so gentle and kind when you play with your friends.”*

SET LIMITS AND FOLLOW THROUGH

Help children do what they want to do if they are safe and kind. If a child is using materials inappropriately, redirect the child to use materials in a more appropriate way. State your directions in a positive way. *“Please walk”* instead of “Don’t run.”

Try to give children a time limit or a reminder before changing activities. *“You have 5 minutes more to play before we clean up.”*

Children’s testing of limits is a normal and necessary part of development. Do not take it personally. If the child resists a request, give the child some small choice that would lessen his/her resistance. *“You really want to keep playing; do you want to come in now or in one minute?”* Or, *“What is one more thing you would like to do before we clean up?”*

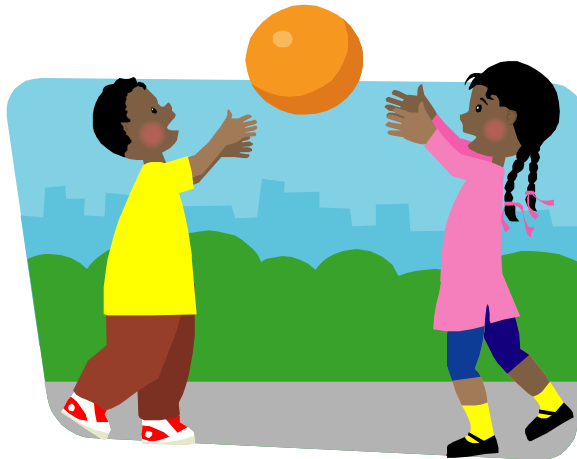
DEAL WITH AGGRESSION – SAFETY IS OF THE UTMOST IMPORTANCE

Move in quickly and calmly. After determining that the children are not hurt, reflect the feelings of both children. Then, help the children talk and listen to each other. Ask them what ideas they have to solve the problem.

*It is as important to work with the less assertive children to build their confidence and their ability to stand up for themselves as it is to curb the more aggressive children.

BUILD SELF-ESTEEM AND KEEP TRACK OF THE WHOLE PICTURE

Self-esteem is how a person feels about him/herself. It’s based on: I matter and have value because I’m a human being; and I can handle myself and my environment with competence. ALWAYS encourage children to do as much for themselves as possible. This “grows” self-esteem and confidence.



CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism, he learns to condemn . . . (Ephesians 6:4)

If a child lives with hostility, he learns to fight . . . (Proverbs 29:22)

If a child lives with fear, he learns to be apprehensive . . .

If a child lives with pity, he learns to feel sorry for himself . . .

If a child lives with ridicule, he learns to be shy . . . (Proverbs 22:10)

If a child lives with jealousy, he learns to feel guilty . . . (James 3:16)

If a child lives with encouragement, he learns to be confident . . . (Proverbs 15:23)

If a child lives with acceptance, he learns to love . . .

If a child lives with approval, he learns to like himself . . .

If a child lives with recognition, he learns it is good to have a goal . . .

If a child lives with honesty, he learns what truth is . . .

If a child lives with fairness, he learns justice . . . (Proverbs 20:7)

If a child lives with security, he learns to have faith in himself and those around him. . (Prov. 14:26)

If a child lives with friendliness, he learns the world is a nice place in which to live . . . (Psalms 133:1)

*What our children learn from us today,
determines their character for tomorrow!*



EARLY CHILDHOOD EDUCATION CLASSROOM ACTIVITIES

WHEN CHILDREN DO THIS:

THEY ARE LEARNING TO:

Put blocks in trucks and dump them out	Understand size, weight, and number concepts (math, science)
Argue about where to place the next big block	Express ideas and cooperate with others (social skills, lang.)
Balance one large block on top of another	Control and coordinate muscles (physical coordination)
Put on dress-up clothes	Use small muscle skills (self-help, independence)
Pretend to be grown-up	Understand the roles people play in society (life skills)
Separate cups and plates at clean-up time	Group objects in categories (math)
Put pegs in a pegboard	Coordinate the actions of their eyes & hands (reading and writing readiness)
Finish a puzzle	Complete a task (study habits, self-esteem, I can attitude)
Sort pictures that are the same	Match and classify (math)
Make playdough	Recognize how materials change (science)
Gather paper, scissors, and glue for a project	Plan and carry out a task (study habits)
Draw a picture of a person	Use symbols (reading and writing readiness)
Make boats sink	Recognize cause and effect (science, logical thinking)
Play beside other children	Get along with others (social skills)
Pour without spilling	Use their small muscle skills
Turn pages of a book from beginning to end	Read a book from left to right (reading/writing readiness)
Listen to a story	Love books (reading readiness)
Talk about what happened in a story	Remember details and express ideas (comprehension)
Catch and throw balls	Coordinate eye and hand movements (physical development)
Climb on outdoor equipment	Use their bodies in challenging tasks (physical development)



HOMEMADE PLAY DOUGH

We use play dough daily, so we go through a lot!

Here's a great play dough recipe:

2 Cups - Flour
2 Cups - Water
2 Tbsp - Vegetable Oil
2 Tbsp - Powdered Alum
1 Cup - Salt
2 Tbsp - Vanilla
Food Coloring

Mix all dry ingredients together. Add oil, water, vanilla and food coloring together and then add to dry ingredients. Cook over medium heat, stirring constantly until reaching the consistency of mashed potatoes. Remove from heat and knead the dough, until smooth. Be careful it is hot! Store in an airtight container.

*Or, conduct an Internet search for your own easy play dough recipes! 😊

DAILY SCHEDULES

8:15 AM CLASS

Sign in at Little Red. Leave snack/water bottle on shelf in Red. Walk your child to Little Blue.

8:15 – 9:15

Meet and Greet / Interactive Learning Centers

9:15 – 9:45

Together Time: Songs / Graph / Readiness Skills / Story

9:45 – 10:05

Playground Fun

10:05 – 10:30

Snack / Clean up in Little Red / Explore Books

10:30 – 11:00

Story / Songs / Fine Motor Skills / Craft

11:00 – 11:15

ABC / Shapes / Drawing

11:15

Pick-up your precious child at Little Red

11:15 – 12:15

Optional Extended Lunch Bunch Program

8:45 AM CLASS

Sign-in at Little Blue. Leave snack/water bottle in cooler outside Blue. Walk child to Little Red.

8:45 - 9:05

Meet and Greet / Playground

9:05 – 9:45

Songs/ Story / Craft / Fine Motor Skills / Clean Up / Explore
Books

9:45 – 10:00

Snack / Clean up / Explore Books/ Show & Share

10:00 – 11:00

Interactive Learning Centers

11:00 – 11:30

Together Time: Songs / Graph / Readiness Skills Story

11:30 – 11:45

Drawing / ABC / Shapes

11:45

Pick-up your precious child at Little Red

11:45 – 12:45

Optional Extended Lunch Bunch Program

DAILY SCHEDULES

1:20 PM CLASSES

1:20

12:20 – 1:20

Optional Extended Lunch Bunch Program

Sign-in at Little Blue. Leave snack/water bottle inside Blue on white shelf.

1:20 – 2:20

Meet and Greet / Interactive Learning Centers

2:20 – 2:50

Together Time: Songs / Graph / Readiness Skills / Story

2:50 – 3:15

Explore Books / Snack / Clean-up

3:15 – 3:35

Playground Fun

3:35 – 4:05

Story / Learning Activity / Craft / Clean-up

4:05 – 4:20

Sharing / ABC / Shapes / Drawing

4:20

Pick-up your precious child at Little Blue

PRE-K CLASS

11:00

10:00 – 11:00

Optional Extended Lunch Bunch Program

Sign-in at Little Red. Leave snack/water bottle in cooler outside Red

11:00 – 11:20

Meet and Greet / Playground Fun

11:25 – 12:00

Red: Songs / Math / Graph / Shapes

12:00 – 1:00

Interactive Learning Centers

1:05 – 1:35

Story / Lunch / Explore Literature

1:35 – 2:00

Together Time: Songs / Zoo Phonics / Readiness Skills / ABC

2:00 – 3:00

Readiness Skills / Fine Motor / Craft / Drawing

***3:00 M – Th/2:00 F**

Pick-up your precious child at Little Red

MIRACLE OF MINDS PRESCHOOL

at

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