



Parent Handbook 2023-2024

Mrs. Rita McInville, Director
Work: 843.667.1798
rmcinvill@calvarycares.com

TABLE OF CONTENTS

What is Kindergarten.....	6
Kindergarten Objectives	7
A Kindergarten Day	8
Tips from the Teacher.....	9
Tips for Parents.....	10
Health Tips	11
Things We Do at Kindergarten	12
Kindergarten Readiness List	13-17
Kindergarten Policies	18-23
Your Child, My Opportunity	24
A Letter from the Director	25
Calendar.....	26
Carline.....	27
Notes.....	28

This handbook has been planned for your use. It is designed to explain our Kindergarten and to show how you can help your child make his/her first adjustment to school.

At Calvary Baptist Church Kindergarten, we believe that each child is special, a unique individual, with his/her own set of characteristics, interests, and talents. Our philosophy is developmental; we strive to further expand each area of growth and development: intellectual, social, emotional, physical, creative, and spiritual. It is our belief that these areas are interrelated and our goal is to help each child grow and mature into a well-rounded individual, prepared for his/her next level of education. To achieve this goal, we provide children with a wide variety of non-pressure activities to participate in with both his/her peers and teachers. Our desire for each student is to instill a love for learning, develop a positive academic (school, teachers, books, friends, and new experiences) outlook, and, most importantly, a realization of God's unfailing love.



Parent Handbook

Kindergarten
2023 – 2024



Calvary Baptist Church
915 Cherokee Road
Florence, S.C. 29501

Church Office: 843.662.0418
www.calvarycares.com
Kindergarten: 843.667.1798
Email: ***rmcinville@calvarycares.com***

WHAT IS KINDERGARTEN?

Kindergarten is a fun, safe place to learn. In Kindergarten a child is provided with activities that are good for the young child. Each day brings new opportunities to play, investigate, and express ideas through:

Group Activities: Planning, working, and playing in an organized experience so that desirable habits and attitudes, independence, and responsibility are established.

Creative Activities: Self-expression through the use of paints, play dough, crayons, and other materials.

Language Experiences: Enjoying stories, verse, conversation, and dramatization.

Music Experiences: Responding rhythmically to conversation and dramatization.

Health and Safety: Learning good health habits and acquiring an intelligent understanding of safety rules.

Relaxation: Indoor and outdoor play and rest.



KINDERGARTEN OBJECTIVES

MORAL/SPIRITUAL: To help the child . . .

1. Grow in his knowledge of God and His love and care.
2. Know that Jesus is God's Son, to feel Jesus is his best friend, to know ways Jesus helped people, and to want to be like Jesus.
3. Think of the Bible as the best book which tells about God and Jesus and about how to be happy, and to know some stories and verses.
4. Think of the church as a special place to learn about God and Jesus.

EMOTIONAL: To help the child . . .

1. Gradually mature in emotional responses..
2. Properly express emotional responses.
3. Face and overcome emotional problems.

MENTAL: To help the child . . .

1. Do independent thinking.
2. Broaden his range of interest.
3. Develop language powers.
4. Grow in ability to concentrate.
5. Improve his skills.

PHYSICAL: To help the child . . .

1. Participate in a variety of motor activities.
2. Establish desirable health habits.
3. Know and follow simple rules of safety.

SOCIAL: To help the child . . .

1. Grow in ability to work and play with others.
2. Respect personal and property rights of others.
3. Develop an attitude of kindness, courtesy, cooperation, and helpfulness toward others.
4. Accept appropriate individual and social responsibility in his group.

A KINDERGARTEN DAY

Working and Playing Together: Each child chooses several activities each day from a variety of activities. These activities include looking at books, listening to records, building with blocks, playing out home experiences in the home-living center, drawing, painting at the easel, modeling play-dough, using finger paint, freehand cutting, gluing, caring for growing things and pets, and working puzzles.

Cleaning Up: There is a specific place for all materials and equipment in the Kindergarten room. After use, they are put back in their place. Each child assumes responsibility for putting away the materials which he has used and for cleaning up the area in which he was working.

Developing Physically: Using playground equipment and playing games aid in physical development.

Eating Together: Eating together gives each child an opportunity to learn desirable table manners, good food habits, and the give-and-take of conversation. The mid-morning snack usually consists of water or juice and a snack from home. Typically, once a week, the classes prepare a snack during special units of study. (Snacks are brought to school daily. Beverages are provided by the teachers.) **Please notify your child's teacher if your child has allergies.**

Sharing Group Experiences: Singing songs, listening to music, responding to rhythms, taking nature walks, going on excursions, listening to stories or poems, talking together, and acting out stories all contribute to making Kindergarten a happy place.

TIPS FROM THE TEACHER

OUR TEACHER SAYS
WE WILL BE READY FOR KINDERGARTEN IF . . .

We feel secure away from home

We know how to put on and take off our clothing

We can take care of our toilet needs

We can take care of our belongings

We have been to the doctor for a checkup

We have brought our immunization form to the Kindergarten
Director

Kindergarten! ... here I come!



TIPS FOR PARENTS

MOM AND DAD CAN HELP ME BY . . .

- **Labeling** all my clothing and articles that I bring to school.
- Letting my teacher know where they can be reached at all times.
- Dressing me suitably for the weather.
- Teaching me to put on outdoor clothing.
- Giving me a chance to play with other children my age.
- Answering my questions.
- Reading to me.
- Teaching me to recognize and take care of my own clothing.
- Letting me do things away from home.
- Letting me help at home.
- Talking to me about my new friends at school.
- Dressing me in clothing I can fasten and unfasten when I go to the restroom.
- Encourage me to wear enclosed shoes for outside play.
- Bringing me to school and picking me up on time.

HEALTH TIPS

I WILL NOT COME TO KINDERGARTEN IF . . .

I have a bad cough or sore throat.

I have an upset stomach.

I have a temperature over 99.

The doctor has not released me after a contagious disease.

I have run a fever in the last 24 hours.

If I have COVID, I will follow the current DHEC protocol.

If I am absent for more than two days, my parents will call my teacher and let her know I am sick. They will write a note to my teacher when I return to school.

I WILL HAVE A BETTER KINDERGARTEN DAY IF I WILL:

Sleep at least 10 hours every night

Drink plenty of milk and water

Eat a good breakfast

Eat good foods all the time

Get plenty of exercise

Brush my teeth daily

Take a bath every day

THINGS WE DO AT KINDERGARTEN

Children are apt to get off to a better start in school if they enter kindergarten with certain basic skills and attitudes, as well as some general knowledge about the world. The following list, though not exhaustive, indicates the sorts of things they should be learning during the preschool years.

It is unlikely that your child will master all of the items on this list before kindergarten. Do not worry if she cannot do some of these things by the time she starts kindergarten. If she has a good many of them under her belt, and is making progress on others, she's probably ready to begin a successful learning experience at school.

You ought not view this as a punch list that you must tackle item by item! Your child will reach most of these goals naturally as you play, read, talk, and do chores together.

KINDERGARTEN READINESS LIST

General Knowledge

Is curious and eager to learn

Names familiar objects and their uses (e.g., chair, spoon, soap)

Identifies some common animals (e.g., dogs, cows)

Names familiar places and explains their uses (e.g., store, playground)

Knows and identifies familiar people by name

Recognizes primary colors

Understands position concepts (e.g., up, down; in, out)

Understands basic size words (e.g., big little; long, short)

Understands words for when things happen (e.g., now, later; never, always)

Understands words for how things feel (e.g., hard, soft; hot, cold)

Understands words for how things move (e.g., fast, slow; stop, go)

Self-Knowledge

Knows own full name

Knows own age

Knows own gender

Knows parents' and siblings' full names

Knows home address

Knows telephone number

Names basic parts of body (e.g., head, hands, toes)

Reading and Writing Readiness Skills

Enjoys listening to stories and poems
Recalls basic facts about stories
Looks at picture books
Tells what is happening in pictures
Knows what an alphabet letter is
Understands that words are written using letters
Recognizes own first name in print
Learning to print own first name
Shows an interest in what words on a page say
(for example, by pretending to read)
Understands that print communicates information
Scribbles and draws

Speaking and Listening Skills

Communicates needs, feelings, and thoughts verbally
Speaks clearly enough for non-family members to understand
Takes part in everyday conversation with other children and adults
Relates simple accounts of personal experiences
Asks questions to gain information
Answers easy questions
Follows simple (two– or three-step) directions
Listens to a story being told or read
Retells little stories
Answers simple questions about stories
Places a short series of events in correct order
Makes up “pretend” stories
Recognizes common sounds (e.g., dog barking, car horn honking)
Recognizes differences in dissimilar sounds
(e.g., loud or soft, high or low)
Recognizes rhyming sounds
Repeats nursery rhymes
Repeats a short sentence
Completes a sentence with the proper word
Tells the meaning of common words
Enjoys listening to music

Math and Science Readiness Skills

Counts aloud to ten
Counts a few objects
Likes to play counting games
Understands concept of more or less
Understands concept of same or different
Understands concept of empty or full
Understands concept of all or none
Tells if two objects are similar or different in color, shape, and size
Matches like objects by color, shape, or size
Tells which of three objects is biggest or smallest, longest or shortest
Arranges objects (such as blocks or balls) in order by size
Sorts objects into groups whose members are alike in some way
Recognizes basic shapes (e.g., circles, squares, triangles)
Has general understanding of time (e.g., day, night; yesterday, today, tomorrow)
Understands that money buys things

Large Motor Skills

Runs
Walks in a straight line
Walks backward a few steps
Walks up and down stairs, one foot after the other
Jumps on both feet, forward and backward
Hops on one foot a few times
Stands on one foot a few seconds
Throw, bounces, catches, and kicks a ball
Climbs, swings, and slides on outdoor toys
Pedals a tricycle
Claps hands

Fine Motor Skills

Pastes things on paper

Molds with clay

Opens and closes buttons, snaps, and zippers

Stacks and builds with blocks

Puts together easy puzzles

Draws with a pencil, colors with a crayon, paints with a brush

Copies a simple shape or letter

Cuts with blunt scissors

Picks up small items, such as beads or dimes

Screws jar lids on and off

Laces shoes, or threads string through large beads

Character Formation

Respects adult authority

Follows rules

Learning to use good manners

Learning to control temper

Learning to be patient

Learning to work independently and do some tasks for self

Learning to concentrate on a task

Learning to stick with and finish tasks

Helps parents with chores

Understands that others have rights and feelings

Learning to take responsibility for own belongings

Respects others' property

Knows it is important to tell the truth

Social Skills

Leaves home and parents for a few hours without being upset
Becoming confident enough to explore and try new things
Plays quietly alone for a while
Plays with other children
Generally gets along with peers
Learning to work with others on a task
Learning to take part in group activities
Learning to share
Learning to take turns
Learning to sit quietly and pay attention

Self-Reliance Skills

Handles toilet needs without help
Washes hands and face
Dresses and undresses self
Handles spoon and fork satisfactorily
Helps care for own belongings
Learning to pick up after self
Carries food on a plate, and liquid in a cup
Pours water into glass without spilling much
Stirs mixture in bowl without spilling much
Spreads peanut butter or jam on bread
Turns faucets on and off
Knows how to use tissue or handkerchief
Knows key safety rules (e.g., looking both ways before crossing street)
Asks for help when needed

Kindergarten Policies

Tuition is due on the first of each month. You will be notified if payment is not received by the **tenth**. You may mail your check, send it electronically, or send it with your child. Checks should be made payable to **Calvary Kindergarten**. (Should a problem arise concerning payment, please contact us immediately.)

A \$10 late fee will be added if payment isn't received by the 15th.

The Non-Refundable Registration Fee is \$160.00 for the 1st child and \$60 for each additional child. The registration fee covers all supplies.

TUITION

Five-Day 5K.....	\$210.00
Five-Day 4K.....	\$195.00
Five-Day 2K and 3K.....	\$190.00
Three days a week	\$155.00
Two days a week	\$120.00

INSURANCE ~ Each child is insured during the school day and while being transported to and from school. This fee is included in your registration fee.

CLOTHING ~ Although we do not have a dress code, we want the children to be dressed comfortably in clothing they are not afraid to get dirty. We provide aprons for messy work; however, accidents inevitably happen. Children will get paint, paste or just plain dirt on their clothes. Hopefully, it will all come out in the wash.

Because the use of large muscles is important for physical development, we encourage children to climb, run and jump outside. Long dresses, cowboy boots, shoes with slick soles, and sandals are not safe for active play.

Please send a complete set of old clothes for a change in case of a water, paint, or bathroom accident. **CLEARLY LABEL ALL CLOTHES, INCLUDING SWEATERS, COATS, HATS AND MITTENS, WITH YOUR CHILD'S NAME.** Please provide pants, shirt, underclothes, and socks labeled with your child's name.

HEALTH AND SAFETY GUIDELINES

We have made every effort to make the kindergarten program safe for children. We will notify you immediately if an accident or illness involves your child.

Doors to the preschool will be locked during the morning. There will be a buzzer at both buildings for your convenience.

Outdoor play essential to a child's growth and development is included in our daily schedule, although the length of time spent outside varies according to weather conditions. Usually, if your child is well enough to come to school, he/she is considered well enough to go outdoors.

THE STAFF WILL HELP YOU ABIDE BY THE FOLLOWING IMPORTANT GUIDELINES:

INFECTIOUS DISEASES - If your child contracts an infectious disease (such as measles or chicken pox), notify the teacher immediately. The child should remain at home until a physician indicates he/she may return to school. We will notify other parents and give instructions for the appropriate precautions for the particular infection.

If your child has had fever or an upset stomach (vomiting or diarrhea) during the night, he/she should not come to school the following day. Your child should be free of fever without Tylenol or Motrin for 24 hours before returning to school.

SNACKS ~ FUN ONES - snack will be provided, students will need to bring a sippy cup with water. 2K-5K students will bring his or her own small snack each day and we will provide water. Please do not send drinks.

BIRTHDAYS ~ If your child's birthday is during the school year, and you would like, you may celebrate at kindergarten by sending a favorite snack. Contact your child's teacher to make arrangements.

CONFERENCES ~ Conferences with your child's teacher may be scheduled anytime you or your teacher feel it would be helpful. Regular conferences will be scheduled by February. End-of-the-year conferences will be scheduled at your request. Please keep in touch with us about problems or concerns about your child.

CARPOOLS ~ A carline is used for drop-off and pick-up to ensure safety and efficiency. You will be given a sign to display. PLEASE have it handy during pick-up time. If your child is not riding home with his regular driver, we must have a note or call to that effect. Children should be picked up promptly at **noon**. There is a map in the back of this book to show where the carlines form.

FIELD TRIPS ~ Parent's will be asked to sign a General Permission slip for field trips. Most trips will require parent transportation.

DISCIPLINE ~ Under no circumstances will corporal punishment be administered to any child. The children help make the rules for the group. Children who repeatedly break the rules or disrupt the class will take a short time-out from the group activities. After the time-out, the teacher will briefly review the stated rules with the child.

As a rule, children should not bring toys to school. Toys from home may be broken or lost. **TOY GUNS, KNIVES, AND SIMILAR ITEMS WHICH LEAD TO DISRUPTIVE PLAY ARE NOT ALLOWED IN THE KINDERGARTEN AT ANY TIME.** Toys that we feel are important for children are available in their rooms.

In the event of inclement weather and school closing please check the following contacts: **www.calvarycares.com/kindergarten**, **scnow.com**, Calvary Baptist Facebook page, and the kindergarten office phone greeting. If FSD1 is closed, we are closed. A 2 hour delay will result in our school day starting at 9am.

Doors will be locked to the preschool & kindergarten halls during the mornings. There is a buzzer at the door of each building for your convenience. Report to the church office for help if no one comes to the door.

Pre-School Behavior Management Plan

A plan is in place to maintain a safe and orderly environment in which each child can learn. Therefore, great emphasis is placed on encouraging appropriate behavior of the child to help them develop self-control, self-confidence, and self-discipline through *Positive Reinforcement*. **Our goal is to help the child recognize that there are two choices- a better choice and a poor choice. Each choice has consequences- positive or negative.** The rules are posted in the classroom and reviewed often with the children. Classroom rules children are expected to learn to follow are:

- 1) Always listen to your teachers.**
- 2) Be nice to others.**
- 3) Take care of the things in our classroom.**

Positive consequences for demonstrating these behaviors will include: praise, positive notes, phone calls, email, privileges, and awards.

Negative consequences for inappropriate behaviors will include: redirection, verbal reminder, "sit and think" time, parent contact, loss of privileges, and awards.

The steps for handling inappropriate behaviors are:

- 1st time- warning- state behavior
- 2nd time- talk it out
- 3rd time- sit and think (3-6 minutes)
- 4th time- loss of recess 5 -10 minutes of recess
- 5th time- director

SEVERE CLAUSE- injury to self or others or major defiance – will be handled immediately by the director.

BITING - Biting is an unacceptable behavior, but sometimes unavoidable when children are young, especially 2 and under. We make every effort to curb biting but sometimes it happens very quickly. When the children are very young we try to work with them if they bite because they are lacking verbal skills. However, any child can be sent home at any time for biting. After the second bite, a parent will be required to meet with the director. The child may be put on a behavioral plan (by the discretion of the director) which may cause a child to be dismissed if desired results are not occurring.

Weekly Behavior Reports will be sent home on Fridays.

If behaviors are persistent or outside of normal classroom preschool behaviors, parents will be contacted. The reports will keep parents informed on goals and progress. Procedures will be in place to promote the development self confidence, self-control, and self discipline.



YOUR Child, MY OPPORTUNITY

I will **C**are for your child.

I will **h**elp your child.

I will try **i**nstilling in your child a desire to learn.

I will **l**ove your child.

I will **d**evote myself physically, mentally,
and emotionally.

Dear Parents,

Calvary Baptist Church takes pride in its Kindergarten program. It is an expansion of our teaching ministry.

Established over 60 years ago, Calvary Baptist Kindergarten has always maintained a strong developmental philosophy.

(1) We strongly believe that each child is a special, unique individual with his/her own set of characteristics, interests and talents.

(2) This means that in the years we have your child in our program, we will strive to further expand each of the major areas of growth and development. These major areas include: intellectual development, social development, emotional development, physical development, creative development, and spiritual development.

(3) **JESUS INCREASED IN WISDOM AND IN STATURE AND IN FAVOR WITH GOD AND MAN.** Luke 2:52. This is our goal for our children.

We who teach are dedicated to children and to providing genuine experiences for them. At this early age, we feel it is important to develop Christian principles in the lives of the little ones entrusted to us.

If I may be of assistance to you and your family or if I may answer any questions concerning our Kindergarten or other church programs, I will be happy to do so.

Blessings,



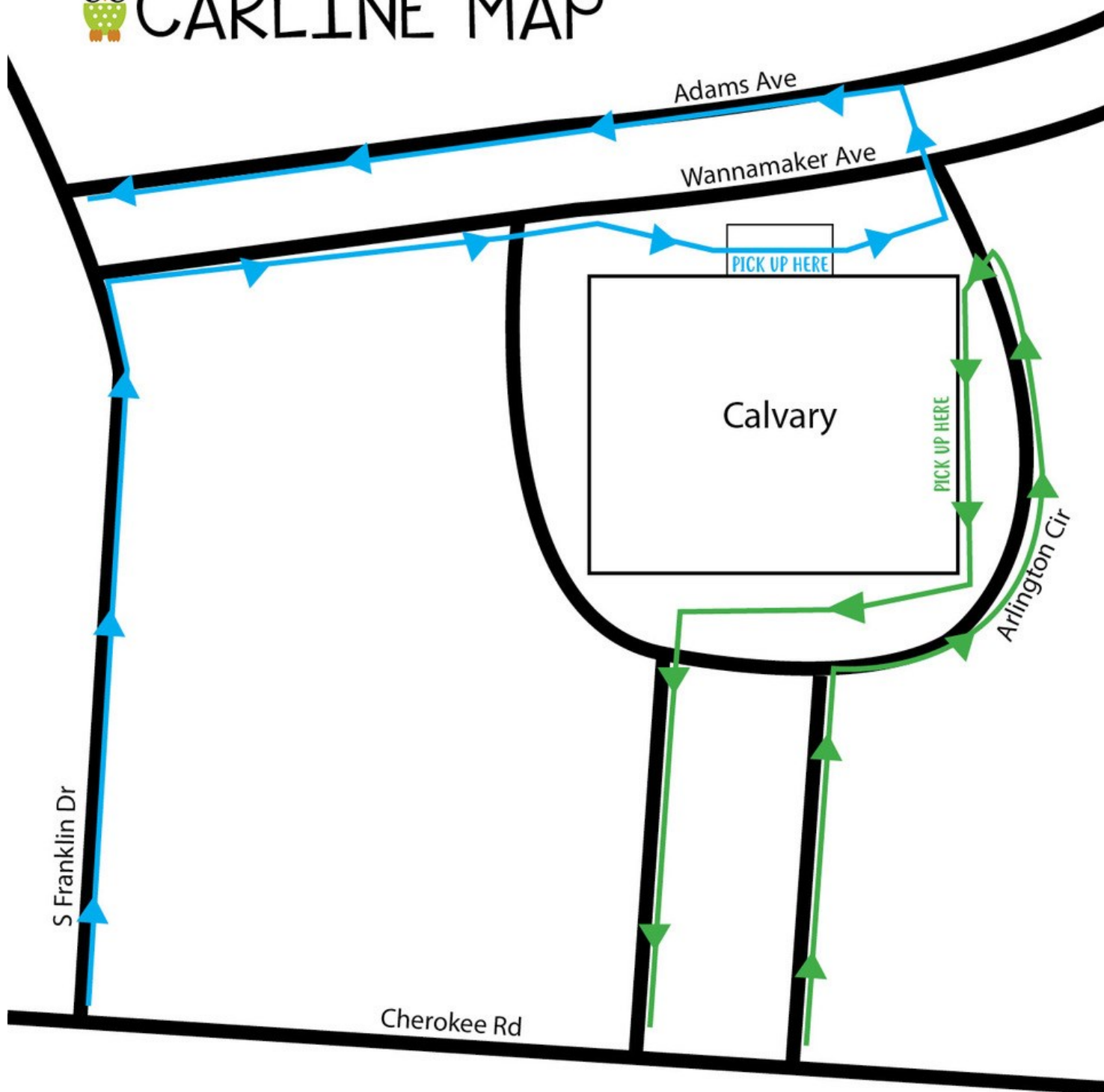
Mrs. Rita McInville
Kindergarten Director



School Calendar 2023-2024

August 22	First day for 5 day students
August 23	First day for 2 and 3 day students
September 4	Labor Day-NO SCHOOL
October 2-6	Fall Break-NO SCHOOL
October 16	Open House
November 15	Thanksgiving Celebration in Classroom (3 day students) 11:00
November 16	Thanksgiving Celebration in Classroom (5 day students) 11:00
November 22-24	Thanksgiving Break
December 8	Christmas Celebration in Sanctuary (3K-5K) 11:00
December 8	Christmas Celebration in Classrooms (Fun Ones and 2K) 11:20
December 15-January 1	Christmas Break
January 2	Return to School
January 15	Martin Luther King, Jr. Holiday
January 22	Dad's Night
February 5-9	Conference Week
February 13	Valentines Celebration in Classrooms (5 day students) 11:15
February 14	Valentines Celebration in Classrooms (3 day students) 11:15
February 19-23	Winter Break/President's Day
March 25	Spring Celebration in Sanctuary (3K, 4K, 5K) 11:00
March 25	Spring Celebration in Classrooms (Fun Ones, 2K) 11:20
March 29-April 5	Spring Break
April 22	Spring Art Exhibit
May 22	Last Day of School

CARLINE MAP



Fun ones
Two year olds
Three year olds

Four year olds
Five year olds

DROP OFF FOR ALL STUDENTS IS THE BLUE LINE. **PICK UP** is according to age.
We ask that parents please reframe from using their cellphones during carline.
We need parents' full attention during this time.

Notes