



Eastern Hills

CHRISTIAN ACADEMY

Early Education Program Family Handbook (Revised: 2/8/2019)

Educating children to become the individuals God created them to be

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EHCA PRESCHOOL AND PRE-K PROGRAMS

Preschool Class: 3-4 Year Olds 8:45 a.m.-11:45 a.m.
Morning Class (T/Th or M/W/F)

Preschool Class: 3-4 Year Olds 8:45 a.m.-3:15 p.m.
Full Day Program (T/Th or M/W/F or M-F)

Pre-K Class: 4-5 Year Olds 8:45 a.m.-11:45 a.m.
Morning Class (T/W/Th)

Pre-K Class: 4-5 Year Olds 8:45 a.m.-3:15 p.m.
Full Day Program (T/W/Th)

Pre-K: 4-5 Year Olds 8:45 a.m.-12:45 p.m.
Morning Class (M-Th or M-F)

Pre-K Class: 4-5 Year Olds 8:45 a.m. – 3:15 p.m.
Full Day Program (M-Th or M-F)

Discovery Club 7:15 a.m. – 8:45 a.m.
Before and after school child care (M-F) 3:15 p.m. – 5:45 p.m.

Classes are available based on a required minimum enrollment.
We admit children without regard to race, sex, religion, or national origin.



Accredited through the Association of
Christian Schools International



CYFD License #10367

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Welcome to Eastern Hills Christian Academy

We are excited to have you as part of our school family. Our early education and kindergarten programs were established in 1973. EHCA expanded to include an elementary school in 1997 and a middle school in 2004. Today EHCA continues to offer a developmentally appropriate early education program, and a challenging elementary and middle school program. We also offer before and after school care through our Discovery Club. The church and school staff are excited that you have chosen to send your child to a quality, Christian educational institution. Our programs are taught by a Christian staff that is committed to preparing your child for a lifelong love of learning.

EHCA is dually accredited by the Association of Christian Schools International (ACSI) and AdvancEd. Our elementary and middle schools are accredited through the New Mexico Public Education Department (NMPED) and our early education program has a 5-star rating through CYFD. Our programs are taught by a Christian staff that is committed to your child having a positive educational experience that expands into a lifelong love of learning. We strive to develop educated, confident and caring children as they experience the love of Jesus. Our mission is to help students grow as Jesus did: in wisdom, in stature and in favor with God and man, in order to become the individuals God created them to be.

Thank You

I would like to thank you for allowing our staff to work with your child. EHCA strives to enrich and improve the educational environment by creating a partnership with parents. I invite you to become an integral part of our school family by joining our parent group and becoming involved with the special activities that are planned for our students and their families. Our early education program host a harvest festival and Thanksgiving celebration in the fall, as well as, special classroom and grade level activities throughout the year.

This handbook outlines the policies and procedures for the Early Education programs of our school. Parents are asked to read this handbook and to give their full support of the policies governing our school. If you have questions regarding the policies in this handbook please ask your child's teacher or the administration.

The EHCA staff and I hope that you will have a rewarding experience with us.

Camille Miller
EHCA Administrator

EASTERN HILLS BAPTIST CHURCH

Sunday Schedule

9:00 a.m. Bible Study for All Ages
10:30 a.m. Family Worship Service
5:30 p.m. TeamKid
5:30 p.m. Youth Bible Study
5:30 p.m. Traditional Worship Service

Wednesday Schedule

5:30 p.m. Prayer Meeting
6:30 p.m. Father's G.Y.M.
Girls in Action
Mission Friends
Youth Prime Time
Adult Classes

Something For All Ages...

Babies – We provide a clean, safe environment for your baby while you are in Bible Study or Worship Service. If you prefer to keep your infant with you, we have two sound proof cry rooms that you may use during the Worship Service.

Preschool – Our Sunday Morning Bible Study time provides an atmosphere of love and learning mixed with fun and play. Children 3 and under are cared for during our Worship Service by our nursery workers. On Wednesday evenings preschool children are engaged in our Missions Friend program.

Elementary School – Sunday morning Bible Study time is a wonderful time of learning and fun. TeamKid on Sunday evenings at 5:30 is a time of mission study, activity and scripture memory. Wednesday evening activities include Father's G.Y.M. and Girls in Action.

Mid and High School – Our Student Ministry is driven to reach the lost, bring students together, train disciples, and honor and serve God. Our weekly activities and other events are dedicated to biblical teaching, as well as allowing students to connect with each other in meaningful ways. They meet Sunday mornings and evenings and Wednesday nights.

College and Career – Stepping out of the Student Ministry and into the College and Career Ministry offers a bridge to young people at a tumultuous time: the world is strongly pulling them away from the church, and their decisions at this age are vital to their Christian maturity. We call our College and Career Ministry .S.A.U.C.E.D., which stands for Seeking All Under Christ Every Day, and our Bible verse is Ephesians 5:18.

Couples and Single Parents – Our adult classes are a time of Bible study and fellowship. We also offer, for all adults, life courses such as marriage enrichment or parenting skills. These courses are taught on Sunday mornings and Sunday evenings. Call the church office to find out what is being offered and the time and location.

Seniors – We have an exciting seniors group, CornerStone. They meet every Sunday morning for Bible Study and have a monthly potluck and fellowship (Silver Seekers). These seniors are a family within our family. We depend on our seniors to share the wisdom and knowledge they have gained throughout their lifetime. They travel and also have local monthly activities.

EHCA PHILOSOPHY AND FOUNDATIONS

Mission Statement

Our mission is to help students grow as Jesus did: in wisdom, in stature and in favor with God and man, in order to become the individuals God created them to be.

Mission Philosophy

Our mission is based on Luke 2:52, "And Jesus grew in wisdom and stature and in favor with God and man." Our focus is to prepare each student for their future by providing a strong academic foundation and a biblical worldview. Our goal is to provide a Christian environment where all students can grow cognitively, physically, spiritually, and socially. Our passion is to reach them for Christ and equip them to serve God so they impact their world through biblical thought and action.

Educational Philosophy

EHCA is committed to the total development of each student. Our goal is to teach the whole child and to provide a Christian environment where all students can grow as Jesus did –cognitively, physically, spiritually, and socially (Luke 2:52).

- Cognitively – We provide students the academic foundation for lifelong learning. Our curriculum will prepare each child to excel in future education through academic knowledge and development of their critical thinking skills as well as creative problem solving skills.
- Physically – We encourage an active lifestyle through daily exercise and opportunities for play during recess and physical education classes. Through the study of health and physical education, students are able to understand their physical growth while acquiring the knowledge to live a healthy lifestyle.
- Spiritually – We give children the spiritual foundation to accept Jesus Christ as their Lord and Savior and grow in the knowledge of Him. We seek to promote Christian values in all areas of life and to provide an environment conducive to Christian growth. We incorporate the teaching of Christian principles throughout our curriculum and daily activities. We teach students that faith in and obedience to Jesus Christ is essential to a successful and meaningful life.
- Socially – Through positive interactions with teachers and peers, students develop the emotional foundation to become the person God created them to be and the social foundation to treat others with respect. We encourage teachers and students to edify one another.

Philosophy of our Early Education Programs

Current research has shown that preschool age children (three to five years old) acquire knowledge and skills in ways that are significantly different than older children. This research supports our belief that the love for learning begins at a very young age and that preschool age children learn best through direct sensory encounters within their environment. At EHCA, we incorporate basic math, reading, science, language and problem solving skills into fun activities that allow children to explore our world cognitively, socially, spiritually and physically. Children in our school experience a stimulating environment where they are given the opportunity to grow through active participation and play.

Our Statement of Faith (As a Ministry of Eastern Hills Baptist Church)

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His death on a cross as a sacrifice for our sins, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
- We believe that for men to be saved from the condemnation of sin, we must experience a spiritual birth by faith in Jesus Christ as the Son of God and as our personal Lord and Savior.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved are raised to life everlasting, and they that are lost are raised to judgment and condemnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ made evident through the church by prayer and participation. Baptism is your public testimony of faith in Christ and agreement with His teachings.
- We believe that all Christians are under obligation to seek to make the will of Christ supreme in their own lives and in human society. In the Spirit of Christ, Christians should stand for Biblical Principles in every facet of life and seek to bring industry, government and society as a whole under the sway of the principles of righteousness, truth and brotherly love and to act in the spirit of love without compromising their loyalty to Christ and His truth.
- We believe it is the duty and privilege of every Christian to endeavor to make disciples of all nations, to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.
- We believe that God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate and teach their children faithfulness and Godliness.

CURRICULUM AND GOALS

All instruction at EHCA is designed to honor God and is taught from a biblical perspective. Our curriculum is structured through thematic units and learning centers using the New Mexico Early Learning Guidelines as a framework of the learning process of young children. Each teacher strives to create a classroom environment that supports and develops a love of learning, respect, cooperation, leadership, and problem solving skills. The mission of EHCA is to help students grow as Jesus did: in wisdom, in stature and in favor with God and man, in order to become the individuals God created them to be. Our goal is that each child will acquire the readiness and social skills for a successful kindergarten and elementary experience.

EXPECTED STUDENT OUTCOMES

The Expected Student Outcomes (ESO) of the Early Education program at Eastern Hills Christian Academy are built on the foundation that supports the four pillars of the EHCA mission statement and focuses to prepare children for a successful transition into kindergarten.

Cognitively – Students will:

- Be able to engage in activities which bring out curiosity, creativity, investigations, predictions and testing solutions
- Be able to engage in problem solving activities of recognizing patterns, sorting, comparing and contrasting materials and information
- Enjoy and see the value of reading
- Be able to participate in conversations using longer and more complex sentences
- Develop phonemic awareness and the ability to begin discriminating sounds
- Demonstrate knowledge of the alphabet and begins to write letters and words
- Understand math vocabulary while using manipulatives for counting, sorting, and comparing

Physically – Students will:

- Develop and refine gross motor skills (basic movement, balance and coordination)
- Begin to refine fine motor skills (controlling small muscles in the hands, eye-hand coordination, utilizing tools for writing)
- Begin to develop a healthy life style through good food choices and physical activity

Spiritually – Students will:

- Understand that God is a loving God and that Jesus is God's son
- Understand that the Bible is a true, special book containing God's Word
- Understand that prayer is talking to God and we can ask Him to help and guide us
- Know that God created the world and He wants us to help care for the world
- Develop a desire to learn about God, Jesus and the stories and truths in the Bible

Socially – Students will:

- Develop an understanding of classroom procedures and rules
- Develop good relationships with peers and enjoy friendships
- Recognizes the feelings of others and respond appropriately
- Share materials and ideas with others
- Use language to effectively communicate positive and negative emotions
- Develop self-direction and independence
- Be able to listen to instructions and remain attentive

EE STAFF

All of our early education staff are professed believers in Jesus Christ and incorporate the teaching of Christian truths and values throughout our curriculum and daily activities. They are dedicated to the children in their care, loving and nurturing them. Our lead teachers have degrees in Early Childhood

Education or Elementary Education. All staff members receive yearly training in early childhood education, are trained in CPR and first aid, and have passed a background check through CYFD.

ADMISSION, ENROLLMENT AND DISENROLLMENT PROCEDURES

Admission

To enter into our pre-K classes a child must be 4 years old before September 1st. To enter into our preschool classes your child must be 3 years old before September 1st and completely toilet trained. Our definition of "toilet trained" is that a child will independently use the bathroom on a consistent basis without being asked to do so by the teachers. They will not wear pull-ups as underwear. We realize that children need time to adjust to a new situation and a few accidents are expected. However, daily accidents or multiple accidents usually suggest that a child is not completely toilet trained. Daily notes will be sent to parents addressing any toilet accidents. If the school feels that the child is not ready to independently use the bathroom, the family will need to find a school or childcare center where "toilet-trained" is not required.

Our goal is to meet the needs of every child and to help them acquire the skills to be successful kindergarten students. Although your child may meet the age requirements for our programs, his or her enjoyment and success will be influenced by his or her maturity level and any other special needs he or she may have. If a child's maturity level is a concern, a conference with the parents will be held in the early fall. A change in placement or withdrawal until the child reaches a higher level of maturity may be recommended. Additionally, we ask that if your child has special needs to indicate this on the application form so that we can address how to best accommodate your child's special needs. During the first month of enrollment the director and teachers will work closely with a child's parent or other person(s) responsible for the child's growth and well-being. As needed, we will consult together to determine if we are able to adequately care for the child with our current staff. If we are unable to meet the needs of the child, we will give the family a reasonable amount of time to find a more appropriate placement.

Initial Enrollment

- Submit an application along with the nonrefundable application fee of \$25. The application is available online at www.easternhillchristianacademy.org
- After the school reviews/accepts the application an online enrollment packet which includes a financial agreement, setting up a FACTS account and the payment of the registration fee will need to be completed.
- Provide a copy of your child's current immunization records to the school.
- Provide your child's original birth certificate for the school to verify your child's birth date.
- Provide copies of any custody agreements.

Reenrollment

- Reenrollment is completed online through your ParentsWeb account. Instructions explaining the reenrollment process will be emailed to parents in January.
- Provide a copy of your child's current/updated immunization record (most children receive additional immunizations on or shortly after their 4th birthday).
- Provide copies of any custody agreements.

Disenrollment

EHCA Administration and Board reserve the right to disenroll a child from our program. Parents will be consulted prior to EHCA disenrolling a child. Possible circumstances and reasons for disenrollment include:

- Parent/guardian fails to abide by the enrollment agreement and/or parent handbook.
- Child is not toilet trained.
- Payments that are more than 30 days past due.

Possible circumstances and reasons for a temporary or permanent dismissal/expulsion from our program include:

- Persistent disruptive behavior.
- Behavior that endangers the health, safety and/or welfare of the child, other children, or staff members.
- Behavior that the teacher is not equipped to handle.
- Behavior by the child or parent/guardian that detrimentally interferes with the learning environment and/or Christian-based atmosphere for which the school was designed.

Should you need to withdraw your child from our program, a minimum of two weeks written notice is required. Unless circumstances warrant a withdrawal during the school year, solely at the administrator's discretion, the parent understands that he or she is responsible for tuition for the current month.

Expulsion Policy

EHCA staff adheres carefully to our Guidance and Discipline Policy outlined in this handbook. It is the desire of the staff to work with families to help children grow in understanding and demonstrating acceptable behavior. Parents will be contacted if a child is demonstrating harmful or disruptive behavior. If these behaviors continue the following plan will be implemented.

1. Teachers will document behavior and incidents that they witnessed or were made aware of that are harmful, disruptive, or unacceptable.
2. If these behaviors are repeated a conference with the parents, teacher(s) and director will be scheduled.
 - a. Initial conference: The goal of this conference will be to define the behavior(s) that need to be addressed and develop a plan to resolve the issues. The method of follow-up to evaluate progress that is being made to meet the goals will be determined at the conference. This may include phone calls, daily verbal reports, email correspondence, or a behavior folder or communication sheet.
 - b. Follow-up conference: A follow-up conference(s) may be called if the unacceptable behaviors continue or the initial plan of action needs to be modified. Outside resources may be suggested or sought out if the staff believes they could be of benefit to the child or family.
 - c. Expulsion conference: A probationary period, during which the school expects to see improvements, will be established at the follow-up conference. The child will be asked to leave the program if there is not sufficient progress in meeting the established behavior goals.

The director has full discretion on establishing the time frame for the above policy based on the severity of the behavior demonstrated by the child. Current tuition and fees are non-refundable if your child is asked

to leave the program. The school will contact FACTS to have future tuition payments stopped.

Early Education Tuition & Fees

Tuition is a yearly charge and may be paid in full by June 15th with a discount, or tuition may be paid over an eleven month period (July–May). Monthly tuition payments are processed through FACTS Tuition Management Company. Extended care (Discovery Club) charges are paid directly to EHCA.

Registration (all classes)

Returning Students		New Students	\$200
Early registration (ends 3/1/19)	\$200		
Late registration (after 3/2/19)	\$250		

Yearly Tuition

Preschool

M-F Full Day	\$6930
M-F Half Day	\$4450
MWF Full Day	\$4550
MWF Half Day	\$2600
TTh Full Day	\$3400
TTh Half Day	\$1850

Yearly Tuition

Pre-K

M-F Full Day	\$6930
M-F Half Day	\$4550
M-Th Full Day	\$5860
M-Th Half Day	\$3785
TWTh Full Day	\$4550
TWTh Half Day	\$2600

Full Time Rate \$7500

Full day preschool or pre-K program and unlimited extended care

Discovery Club (extended care)

\$6/hour

Learning Boosters (afternoon program)

\$6/hour drop-in rate

Drop-in space may be limited

Discounts

Multiple Student Discount

Pre-Payment Discount 5% by June 15, 2019

2nd Child 10%

3rd Child 20%

4th Child 30%

Discounts are taken from the lowest tuition.

EHCA Policies in Regard to Tuition and Fees

All tuition payments are processed through FACTS Tuition Management, which requires every EHCA family to set up an account. A monthly tuition plan must be set up, if tuition is not paid in full. Tuition paid in full by June 15, 2019 qualifies for a discount.

Monthly Tuition Payment Plan:

- Processed through FACTS Tuition Management
- Requires an automatic withdrawal
 - From a checking or savings account
 - Credit Card charge (you will be charged a convenience fee per withdrawal)
- Eleven monthly payments, July through May
- Drafts may be set for the 5th or the 20th of the month

- A non-refundable enrollment fee of \$43 will be charged by FACTS per family account
- An e-mail notification/reminder 5 days prior to the draft payment will be sent by FACTS.

EHCA may require the first tuition payment be made directly to the school if FACTS is set up after July 10th. If a payment is returned, you will be notified and a \$30 FACTS Returned Payment Fee will be automatically processed from the account provided. FACTS fees are subject to change. FACTS accounts are set up through your ParentsWeb account as part of the registration process.

Extended Care and Other Fees

- Extended care charges and all other fees are paid directly to EHCA either by check or credit card. Credit cards are processed through RenWeb and incur an additional service fee.
- Monthly statements are sent by email and are available to parents through ParentsWeb on the first day of each month. Monthly statements include Discovery Club charges (extended care) and any other fees incurred during the previous month. Payment is due directly to the school by the 15th.
- The current month's tuition charge will also show up on your monthly statement after the 1st. This amount will show as due until the payment is processed through FACTS on the 5th or 20th.
- A \$35 late fee will be added to your account, if the balance on the monthly statement is not paid in full.
- A \$35 charge will be added to your bill for any check issued to EHCA that is returned.

Refund Policy

Application and FACTS fees are non-refundable. Registration fees are non-refundable unless one of the following criteria applies:

- Medical withdrawal of the student for any physical disability certified to and treated by a legally qualified medical practitioner.
- Job related transfer of a parent or guardian beyond a 50 mile radius of the city of Albuquerque.
- A class is dissolved because the required minimum enrollment has not been met.
- No refund will be given if money is owed on any other account. The amount owed must be paid first or will be taken out of the refund due. All requests for a refund must be in writing.

Learning Boosters

Learning Boosters is the name of our afternoon class for children enrolled in our full day program. This class complements our morning programs and includes lunch and planned activities around thematic units. Children may attend the Learning Boosters class on a drop-in basis at a cost of \$6/hour if there is space available. If drop-in space becomes limited, parents will be notified in advance. Children who are not picked up from their preschool or pre-K class on time will be taken to Learning Boosters as a drop-in.

Discovery Club (Extended Care)

All children enrolled in our school are welcome to use Discovery Club. The drop-in cost is \$6.00 per hour. There is no additional registration fee.

Morning Discovery Club opens at 7:15 a.m. Children are charged Extended Care/Discovery Club fees until 8:45 a.m. when they are taken to their classes. Afternoon Discovery Club begins at 3:00 p.m. when the full day program dismisses. Children who are not picked up from Learning Boosters on time will be moved

into the Discovery Club program. Discovery Club closes at 5:45 p.m.

Late Pick-Up Charges

- Discovery Club/Extended Care closes at 5:45 p.m.
- A child picked up from EHCA after 5:45 p.m. will be charged a \$5 late pick-up fee plus \$1 per minute the child remains in our care. This charge is per child and will be added to your monthly statement.
- Consistent abuse of this rule can result in loss of Discovery Club privileges. Time computation for Discovery Club charges and late fees will be based on the EHCA time clock.

Billing or Payment Questions

Any questions concerning your bill or payments can be addressed to Donna Easter in the accounting office. (Room E222; upstairs across from the library). Monthly statements are also available through your ParentsWeb account. Yearly statements are not issued. Please keep all monthly statements for tax purposes.

SECURITY AND SAFETY POLICIES

Security Cards

Security at EHCA is a top priority. EHCA issues an entrance key fob and EHCA ID's to every family. The key fob should only be given to those people dropping off and/or picking up your child. We require anyone in the building or on the school grounds to have an EHCA ID or a visitor's badge visible at all times. It is the parents' responsibility to request EHCA ID's and/or entrance key fobs for other people that will be picking up or dropping off their child regularly. **Do not let anyone enter the building that is not wearing an ID badge.** Additional EHCA ID's and key fobs are available in the school office. Families requesting three or more key fobs will be asked to pay for the additional fobs.

Authorized Adults

Our school will only allow individuals that the PARENT authorizes to drop off or pick-up the child. Authorization can be established in the following ways:

- Parents can list the person on the yearly enrollment packet.
- Parents can add a person to the pickup list by notifying the school office in person.
- Parents can write and sign a note that authorizes another adult to pick up the child. This note must be given to the classroom teacher by the parent.
- Parents and other authorized adults who will be dropping off or picking up their children through Discovery Club must have their fingerprints registered on the computer located in the Discovery Club classroom.

For the first few weeks, until teachers and staff recognize parents or other authorized adults, you may be asked for picture identification when picking up a child.

It is critical that your child's emergency information be complete and up to date. Changes in address, phone numbers, emergency contacts, and names of authorized adults who can pick-up your child must be conveyed to the office as soon as possible.

Child Custody

For parents who are not married, separated or divorced, EHCA must have a copy of any legal documents, ON-SITE, concerning visitation and custody, as well as, any subsequent change in status. Without legal documents on-site, we will assume that both parents have full custody of the child. EHCA has policies and procedures in place for releasing children only to adults authorized to pick them up. However, it is the responsibility of the custodial parent to INFORM the school administrator and/or early childhood director of specific visitation rights and/or changes in legal documents.

EMERGENCY PROCEDURES

In the event of an emergency, a natural disaster, severe weather, or on the advice of law enforcement or the fire department the emergency evacuation and disaster preparedness plan will be activated by the staff of EHCA. During an emergency situation, parents will be notified through phone and text messages utilizing the ParentsAlert feature of RenWeb, our school information system. If necessary, reunification procedures will also communicated through ParentsAlert. The school will conduct emergency preparedness practice drills quarterly.

Lockdown

Lockdown procedures will be used when the school is threatened by an individual or an event that poses an imminent or perceived danger to the school. This may include actions such as an invasion of an outsider, drive by shooting, hostage situation, police request, or observing threatening activity on or near the school campus. During a lockdown, students and staff will remain in a classroom with the doors and windows locked and secured. Teaching will cease and lockdown protocol for the individual classroom will be implemented. For the safety of everyone, parents are never allowed to drop off or pick up their child during a lockdown or lockdown drill.

Shelter in Place

A shelter in place will be instituted when there is a threat or potential threat in the area of the school but not on the school property. This may include police, fire or other emergency activity in the neighborhood, as well as, environmental health alerts. Everyone will be instructed to remain in the school building and all doors will be locked and exterior and entrance cameras will be closely monitored. Classes will continue as scheduled with the exception of outdoor activities.

Evacuation

An evacuation of the building may be necessary if remaining in the building poses a threat to the occupants. Events that may lead to an evacuation include:

- a fire or the possibility of other property damage is imminent
- a gas leak is suspected or detected
- the safety of the building is compromised due to an event in the building or in close proximity
- a bomb threat or bomb found on the property
- order by police or fire personnel.

When it is safe to remain on the school property, the school will evacuate to the upper south parking lot.

Additional evacuation sites that are available include:

Primary Location

Southwest Learning Centers
10301 Candelaria NE
505-296-7677

Located on the west side of Morris; NW corner of Candelaria & Morris

Secondary Location

Asbury United Methodist Church
10000 Candelaria NE
505-299-0643

Located west of Morris on the south side of Candelaria

Reunification

In the event of an evacuation, instructions for reunification will be sent to parents through Parents Alert. Students will only be released to a person on the child's authorized pick up list. Identification will be required.

Severe Weather

When the following weather conditions occur, the staff will keep all children in the building:

- extreme cold
- lightning
- heavy rain, snow or hail
- high winds

If the National Weather Service issues a TORNADO WARNING all students and staff will take cover in the downstairs center hallway of the school until the TORNADO WARNING is cancelled or expires.

Continuity of Operations

In the event that the building is determined to be unsafe or inoperable, EHCA will immediately attempt to find a temporary school/child care site. If there is a delay in obtaining an acceptable site, the school will close temporary. School/child care will resume when the building is determined to be safe or an acceptable temporary location is secured.

Children with Special Needs or Chronic Medical Conditions

Children, who have been identified as having special needs, and children with chronic medical conditions will have an individualized emergency plan in place. If necessary, the plan will include designated routes for exiting the building and property, a specified staff member assigned to assist in these efforts, and how medications and equipment will be secured and available to the student during a lock down or emergency evacuation. Parents will be consulted on the emergency plan in place for their special needs child.

Role of the Health Assistant

The school health assistant is responsible for gathering student medication that may be needed in an emergency. This includes, but is not limited to, inhalers, epi-pens and diabetic supplies and medications.

The health assistant will be available in the building, or will join the students in the case of an evacuation, to help meet medical needs.

Fire Drills

Fire drills are held monthly so that the children get consistent practice hearing the fire alarm and evacuating the building in a calm and orderly manner. Evacuation maps are posted in each classroom. The administration will give the “all clear” when students and staff may reenter the building.

SCHOOL POLICIES

Drop off and Pick-up

Please:

- Park in a designated parking spot.
- Do not park in the fire lane.
- Do not park in handicap parking spaces (*no matter how much of a hurry you are in*) unless you have a handicap sticker.
- Be prompt in bringing your child to class. Preschool and Pre-K students may be dropped off beginning at 8:45 a.m.
- Walk your child to their classroom and do not leave them alone.
- **You must sign your child in and out daily. This is state law!** You will need to provide us with the time your child is dropped off, a daily emergency contact number, and if your child will be attending Learning Boosters. Sign in sheets are located by your child’s door.
- Be prompt in picking up your child.
- Do not use pick-up as a conference time with teachers. Teachers will gladly schedule a meeting if you need to speak to them about your child.
- Call the office if you will be late in picking up your child. Children who are not picked up from class will be taken to Learning Boosters.
- **Do not leave children unattended in cars—even for a brief period of time.**
- Do not leave valuable items in your car—purses, cameras, backpacks, etc. We do not want any parent to be the victim of an auto burglary.

Absences

Please inform your child’s teacher if your child will be out of school because of illness or for an extended period of time. The school should also be informed of contagious illnesses such as strep throat, chicken pox, etc.

Snow Days

If the public schools close or go on an abbreviated schedule because of bad weather, our policy is as follows:

If APS is on an abbreviated schedule, EHCA will offer the following schedule:

- Discovery Club will open at 9:30 a.m. for preschool, pre-k and elementary age students.
- Preschool and Pre-K morning classes will be cancelled.
- Elementary classes begin at 10:15 a.m.

- Discovery Club will be open during the morning and lunch hour for children enrolled in the full day programs or needing childcare.
- Learning Boosters class will be on regular schedule.
- All night programs will commence as scheduled.

If APS closes, our school (including Discovery Club) will be closed, and night programs will be cancelled.

If APS has early dismissal, our school (including Discovery Club) will dismiss early too. Parents will be notified through phone and text messages utilizing ParentsAlert.

School Attire and Personal Items

Please remember there will be outdoor play almost every day. As New Mexico weather can change very quickly, please be certain your child is prepared with weather-appropriate clothing.

- Dress modestly in comfortable, washable clothing.
- Wear safe, comfortable shoes appropriate for outdoor play (no flip flops).
- Athletic shoes must be worn on days a child has PE (do not send shoes for a child to change into.)
- Please wear shorts or tights under dresses and skirts.
- No halter or midriff tops.
- Tank tops may be worn if the top strap is at least three fingers wide.
- Hats or caps may be worn outside only.
- No disrespectful slogans on t-shirt, jackets, etc.
- Dress your child in clothing that they can remove and put back on without adult assistance while using the restroom (no one piece jumpsuits, zippers/buttons in the back, etc.)
- Please label removable items such as jackets, caps, mittens, lunch boxes, etc. with your child's name in permanent marker.
- If a child wets or soils their clothing, EHCA will provide clean clothing and place the child's dirty clothes in a plastic bag. Please wash and return borrowed clothing. You may also choose to keep a change of clothing in your child's backpack.
- Costumes are to be worn only on special days or for special activities.
- Please keep precious items at home.
- Children will not be allowed to "share, borrow or loan" personal items such as hair brushes, combs, jewelry and hats and gloves.

Items/Toys from Home

We ask that the only toys brought from home be for classroom assignments such as "Show & Tell". Please label your child's "Show & Tell" items. Children who take naps in the afternoon are welcome to bring a small stuffed animal and/or blanket for naptime only. We cannot assume responsibility for special items.

Playground Rules

- **Trees** are not to be climbed on (no exceptions).
- **Big rocks** may be sat upon. No jumping allowed.
- **Fences and walls** are not to be climbed on. Children may hang from bars only.
- **Bikes** need to go in the same direction on the playground.
- **Slides** are to be used by one person at a time. Children are to be seated and go down feet first. Throwing things on the slide, crawling or running up or down the slide, or interfering in any way

with the safe passage of the child sliding is not allowed.

- **Bars** are for climbing activities. Both hands are to be on the bars at all times. Jumping off the top, “cherry drops” or interfering with another child on the equipment is not allowed. Early Education teachers may help children across the first couple of times in order for the child to understand how to do it. After that, children can play on the bars only if they are able to do so without help.
- **Small equipment**, such as balls and Frisbees, may be used only in appropriate places.
- **Buckets and shovels** may be used to dig in the sand. If children dig a big hole, they need to fill it back in.
- **No personal balls** may be used on the playground.
- **Personal items** should be enjoyed at home.

Guidance and Discipline Policy

We believe that every child is unique and God has entrusted our staff to provide guidance to all the children in a gentle and loving manner. We strive to offer each child a pleasant learning environment in which to interact with other children. Our teachers work hard to create an environment that guides the children to engage in appropriate behavior. This includes:

- modeling acceptable behavior
- providing age-appropriate activities and lessons
- communicating age-appropriate activities and lessons
- maintaining a classroom with defined areas and traffic patterns
- providing a consistent classroom schedule
- providing positive attention and recognizing good behavior

When necessary, discipline is used to guide children toward acceptable and appropriate behavior. Discipline is not punishment. It is training to help children learn self-control, acceptance of others, problem solving, conflict resolution and ultimately self-discipline. A variety of discipline techniques are used by our teachers. These include:

- redirection to an alternative activity or behavior.
- clear, brief explanation of the undesirable behavior followed by an example of the desired behavior.
- logical consequences (ex. child must clean up blocks that they knocked over.)
- teacher intervention to help resolve conflicts with others.
- time out (a short separation of the child from the group to give them a chance to think about the behavior and desired actions—time out is always followed by the teacher talking to the child about the best choices he or she can make.)
- withdrawal of a special privilege.
- being sent to the early childhood director’s office.
- contacting the parent to pick up the child if unacceptable behavior continues.

The following disciplinary practices are never used:

- physical punishment of any type, including shaking, biting, hitting, pinching or putting anything on or in a child’s mouth
- withdrawal of food, rest, bathroom access or outdoor activities

- abusive or profane language, including yelling
- any form of public or private humiliation, including the threat of physical punishment
- unsupervised separation
- any other type of punishment that is hazardous to the physical, emotional, or mental health of the child.

Biting will not be tolerated. Parents will be contacted if a child bites. After the third episode the child may be removed from the program for one month.

Persistent disruptive behavior or behavior that endangers the health, safety and/or welfare of the child, other children, or staff members may result in a temporary or permanent removal from the program. It is the desire of the staff and administration of EHCA to work with parents in helping children understand acceptable and unacceptable behavior.

Confidentiality

EHCA maintains essential and relevant information in your child's education file. This information is confidential and is only shared with the child's parents, teachers and the EHCA administration. EHCA staff members are trained in confidentiality laws and are required to sign a confidentiality statement.

Reporting Child Abuse and Neglect

The school is required by state law to report any suspected child abuse or neglect to child protective services and appropriate law enforcement agencies.

Snacks

Parents are asked to provide a nutritious snack for their child's class approximately once a month. Snacks served during Learning Boosters are provided by the school. If your child requires special snacks due to allergies, health issues, etc., you may be asked to provide their snack or a backup snack to store in the classroom. Snack Day is a special time for the children; therefore all children are included on the class snack calendar.

Please include a drink with your child's snack. State regulations require water, 2% or whole milk, or 100% fruit juice to be served as a drink to preschool/pre-k children. Below is a list of some nutritious suggestions and ideas:

Drinks:

Milk (2% or whole)
100% fruit juice
Small bottled water

Vegetables:

Cut up vegetables-cucumber, celery,
bell pepper, carrots (with or without dip)

Fruit Ideas:

Fresh fruit (cut into bite size pieces)
Grapes (**MUST** be cut into halves or fourths)
Kabob snacks with various fruits
Apple sauce
Jell-O with fruit

Other Snack Ideas:

Granola Bars
Whole Wheat crackers, pretzels
Cheese sticks or cubes
Breads, muffins, bagels
Kabob snacks of cheese & fruit

100% Fruit snacks
Raisins or other dried fruit

Tortilla with cheese
Trail mix
Yogurt

Due to student allergies, we may ask you to avoid certain types of foods for snack or lunch. This is very true for peanuts, peanut butter and all tree nuts. Your child's teacher or the administration will inform you if your child's class is making modifications for food allergies. Please read the section of this handbook on food allergies.

Birthdays

Special treats may be brought to celebrate your child's birthday. PLEASE RESERVE CUPCAKES AND COOKIES FOR BIRTHDAYS ONLY, not for regular snack days.

Some great birthday snack ideas include:

- Cookies
- Pudding Pops Popsicles
- Frozen yogurt or ice cream Pudding in a cup
- Donuts

We also ask that water or milk be sent as a drink on days that a sweet snack is being served. There may be times that individual teachers choose not to celebrate classroom birthdays with sweet treats. Please be aware and respectful of individual classroom policies in regards to birthdays.

Parents are welcome to request that teachers place birthday party invitations in the folders/backpacks of their child's classmates. Teachers will adhere to our policy that all children in a class, or all the children of the same gender as your child, receive an invitation. If you do not wish to include all of the children, please mail the invitations or distribute them somewhere other than school to prevent hurt feelings.

Food Allergies

The following guidelines are guidance for ensuring reasonable and appropriate care for students with life-threatening food allergies who attend EHCA and eat meals/snacks at EHCA.

- **Definition** – A food allergy is defined as a reaction of the body's immune system to a certain component, usually a protein, in a food or ingredient. The foreign particle triggers the body to produce immunoglobulin E (IgE) which then triggers other cells to release substances that cause inflammation. Reactions can differ in severity and the most severe anaphylactic reactions can be life-threatening. A food allergy is **not** an intolerance or sensitivity, as these do not trigger an IgE immune response. **A licensed physician must determine and provide documentation of a student's life- threatening food allergy.**
- **Family Responsibility**
 - Inform school of student's life-threatening food allergy and complete necessary medical forms annually.
 - Provide physician documentation of student's allergy and treatment for reactions.
 - Provide school with medication (Epi-pens, etc.) and emergency contact information.
 - Update school of any changes to a student's condition or treatment for reactions.
 - Provide the school with a list of symptoms when the student is having a severe allergic

reaction. Include information on what the school can do to accommodate the food allergen. However, the school will determine if it can reasonably accommodate the request.

- Sign a form indicating they understand the risks involved with having their child in EHCA and acknowledge that EHCA has not assumed a duty to protect the student from all exposure to the particular food allergen.
- **Student Responsibility**
 - Take as much responsibility as possible for avoiding potential allergens by not trading or sharing food and washing hands before and after eating.
 - Learn to recognize symptoms of allergic reactions and inform an adult if an exposure to an allergen or reaction occurs.
 - If age appropriate, learn how self-administer treatment.
- **School Administration Responsibility**
 - Provide parents with a form to sign indicating the parents understand the risk of having their child at EHCA and acknowledging that the school has not assumed a duty to protect the student from all exposure to the particular food allergen.
 - Ensure that the parents understand that EHCA is not guaranteeing or warranting that a student, while in the school environment, could not be exposed to the food allergen. EHCA cannot serve as an insurer against all exposure to food allergens. Determine what actions EHCA can reasonably take to accommodate the food allergen. Insure the parents of what can or cannot be done by EHCA.
 - Ensure that all parties (teachers, staff members, and playground assistants) are aware of student's life-threatening food allergy and receive training and education for preventing, identifying, and treating reactions.
 - Educate students to avoid endangering, isolating, stigmatizing, or harassing students with life-threatening food allergies and make provisions to ensure student is included in regular school activities as much as possible.
 - Educate students to avoid endangering, isolating, stigmatizing, or harassing students with life-threatening food allergies and make provisions to ensure student is included in regular school activities as much as possible.
 - Inform all other parents in the classroom of the food allergy. When necessary, distribute letter from parent requesting community cooperation for providing allergen free snacks. The information will not be given to those classes that don't include the student with the life-threatening allergy nor will EHCA require unaffected classes to eliminate allergens when no allergic student has the possibility of exposure.
 - EHCA will endeavor to eliminate the specific allergen from school provided snacks where a student has the possibility of exposure. The school staff will check the contents of food products served, but EHCA does not guarantee a completely safe environment. Staff should regularly disinfect any tables where specific food allergens are not permitted.
- **Health Assistant**
 - Annually review student Health Records and obtain Medical Authorization Form and Health History from parents.
 - Develop an individualized emergency plan for students with a documented life-threatening

- o food allergy.
- o Educate school staff about potential allergens, identifying reactions, treating reactions, and administering Epi-pen injections. Not all staff will be required to administer the antidote because it may place them or EHCA in an untenable position.

HEALTH POLICIES

Illness

Sick children must stay home. Please keep your child home from school or when they are exhibiting any of the following symptoms:

- diarrhea
- vomiting
- impetigo
- headache
- sore throat
- persistent cough
- thick, yellow/greenish nasal discharge
- drainage or discharge from eyes
- fever
- infectious rash (chicken pox, measles, mumps)
- scabies, head lice, or other infestation

Your child should be able to return to school activities with your pediatrician's approval 24 hours after antibiotic treatment has begun (in the case of a bacterial infection like strep throat), 24 hours after the child's temperature has returned to normal, or 24 hours after vomiting has stopped (in the case of a viral infection). If your child has an infectious rash, such as chicken pox, please consult your pediatrician as to the time your child can safely return to school. If your child shows any symptoms of illness, please keep them home to prevent spreading illness.

If your child becomes sick during the day, they will be removed from class and kept in the health office. You will be notified and ask that you pick up your child within one hour of the call. We will not admit any child to class who has, or is suspected of having, any communicable illness.

Medication

The health assistant, or classroom teacher if the health assistant is unavailable, will administer medication that you provide to EHCA, if you complete a Medicine Authorization Form in advance. This form is available in the office. Medications must be in the original container and be clearly marked with the child's name and instructions as to dosage and time to administer. **Do not put your child's medication in their lunch box or in their backpacks.** In an early education setting the following items are defined as medicine

- prescription medication
- over-the-counter medication
 - lotion
- sunscreen

- cough drops or suckers
- lip balm or chap stick

Immunizations

In accordance with state regulations, EHCA must have either a current immunization record, or an exemption from immunization approved through the New Mexico Department of Health for each child before the first day of class. Providing an immunization record is part of the registration process. Immunization records may need to be updated between the time of registration and the beginning of the school year. Most children will receive additional immunizations when they turn four.

Please keep the Health Assistant and your child's classroom teacher informed of any health issues that could impact your child at school. Asthma is frequently overlooked by parents. Please inform us if your child has any form of asthma and how it is to be treated.

Medical Emergency

If your child is injured and requires medical attention, parents will be notified first. If parents cannot be reached, the emergency contacts provided will be called. In the unlikely event of an extreme emergency, 911 will be called, followed by the parent. If your child is injured and does not require medical attention but we feel you need to know, you will be contacted.

Health Assistant

EHCA has a Health Assistant on staff, currently certified in both first aid and CPR. All of our teachers and staff are also trained in basic first aid and CPR procedures.

Family Pet Policy

Please do not bring your pets to school. This includes drop off and pick up times as well as show and tell. Many of the children have allergies to animals. If you want to share your pet's cuteness for show and tell or with a classroom friend, you are welcome to bring a picture.

PARENT INVOLVEMENT

EHCA welcomes parent involvement in our school. There are opportunities to be involved at the school wide level through our parent organization, EHCA Family Network, within your child's classroom, and by supporting your child at home. Information about volunteering is sent home throughout the year. You are always welcome to visit your child's classroom.

We request that parents who help in the classroom or with special events or activities dress modestly and in alignment with EHCA dress code standards. Parents volunteering on a weekly basis may be asked to complete a background check.

Conferences

Early Education conferences are held twice a year. Individual conferences can also be held at the request of the parent or the teacher. Teachers are always available to meet with you by appointment, but please do not try to conference during drop off or pick-up times. The teachers' attention needs to be focused on all the children at this time.

Class Parties

Classes have special parties throughout the school year. Your child's teacher will notify you about these parties, and you may be asked to assist. If assisting with a party we ask that siblings not accompany you to the classroom. It is difficult to assist the teacher and supervise siblings at the same time.

Fall Activities

Our Fall Festival takes place in mid-to-late October. This annual event includes farm/harvest learning activities as well as other fun games and crafts. Children are welcome to dress up as farmers, cowboys/cowgirls, farm animals, princesses, super heroes and other fun characters. Traditional Halloween costumes such as witches, ghosts, vampires, monsters or other scary characters are not appropriate for Fall Festival. Parents are invited to attend Fall Festival with their child. Parents are also asked to help set up, clean up and lead Fall Festival activities.

EHCA also host a family Thanksgiving Luncheon and program the week before Thanksgiving.

Field Trips

We do not take preschool or pre-k children on field trips at EHCA. Classroom teachers may schedule an end of year celebration at an off-site location. We do try to schedule special events for the children at our school. Occasionally you may be asked to help cover the cost of these programs in the same way as you would pay for an admission fee for a field trip.

EHCA and Classroom News

Information bulletin boards are located at the front entrance to the school. Classroom newsletters, snack calendars and other school wide information are sent home weekly and posted by the classroom door. The EHCA website, ParentsWeb, Facebook and Twitter are other venues of school information and announcements.

Family Network

The Family Network is a parent association that plans and implements activities and special events for the school. Becoming involved with this group is a wonderful opportunity to get to know other parents while helping to support the school. We encourage all parents to be involved in the various activities promoted by our Family Network.

Fund Raising

Fundraising events allow the school to make special purchases to improve the quality of our program for the children. Many current improvements in our school have been made possible because of parent support of fund raisers in the past.

ENRICHMENT CLASSES

Weekly enrichment classes are part of our early education program at EHCA. The children attend a different enrichment class each day they are in school. Biblical integration and instruction, prayer time and music are also a part of our daily classroom curriculums.

Bible/Chapel

During weekly chapel, Bible stories are taught in a variety of ways to help the children understand God's Word and His love for them. Props, pictures, active movement and active participation are tools used to engage the children in the Bible story. Biblical instruction, prayer, songs, and a monthly Bible verse with a Scripture memory card are part of the class.

Music

Our music enrichment class includes age-appropriate activities including singing, playing instruments, experiencing rhyme and rhythmic activities, and listening to music. Students present two musical programs each year, one at Thanksgiving and one at the end of the year.

Spanish

Our Spanish class is taught at a beginner's level with an age-appropriate curriculum. Students are introduced to the language through songs, games, and various other activities.

PE

Our PE classes focus on developing large motor skills such as running, hopping, jumping and skipping. Children in our preschool classes have gross motor skill activities integrated into their music time. Children in our Pre-K classes have PE once a week in the gym. In addition to PE the children have a scheduled time on the playground each day.

You are always welcome to attend your child's enrichment classes.

SAMPLE PRESCHOOL CLASS SCHEDULE

Classroom Learning Centers (Activities will change throughout the school year.)

Play dough	Science and Discovery	Home Living
Water/Sand/Sensory table	Painting	Dramatic Play
Puzzles	Flannel Board	Music
Manipulatives	Library/Book Area	Writing Area
Blocks	Art Media	Math

2 Day (T/Th) or 3 Day Program (MWF)

Sample Daily Schedule

8:45-8:55	Attendance Tree/Prayer/Leader of the Day/Pledge of Allegiance/Morning Group Time
8:55-9:35	Self-Selection/Centers/Art/Small Group Learning
9:35-9:45	Clean up classroom
9:50-10:15	Enrichment Class (Music, Bible/Chapel or Spanish)
10:15-10:35	Restroom and Snack; Book Selection
10:35-10:45	Small Groups (Math)
10:45-11:10	Language Arts
11:10-11:40	Outdoor play
11:40-11:45	Wash hands/ prayer time/dismissal

The goal of the preschool class is to provide a positive introduction to the educational system and to encourage the development of a positive self-esteem in each child.

SAMPLE PRE-K CLASS SCHEDULES

Classroom Learning Centers

(Activities will change throughout the school year.)

Play dough	Science and Discovery	Home Living
Water/Sand/Sensory table	Painting	Dramatic Play
Puzzles	Flannel Board	Music
Manipulatives	Library/Book Area	Writing Area
Blocks	Art Media	Math

Three Day Program (T/W/Th—Morning Class)

Sample Daily Schedule

	Tuesday
8:45-9:00	Circle Time with songs and movement, pledge of allegiance, calendar and prayer
9:00-9:15	Story Time
9:15-10:05	Committee (small group learning) Learning Centers (blocks, dramatic play, science area, games, puzzles, painting, art table, play dough, books, sensory table)
10:05-10:15	Clean up time
10:15-10:45	Music Class
10:45-10:55	Circle Time and “Show and Tell”
10:55-11:15	Prayer and Snack Time
11:15-11:45	Outdoor play/Dismissal
	Wednesday
8:45-9:00	Circle Time with songs and movement, pledge of allegiance, calendar and prayer
9:00-9:45	Committees/Learning Centers
9:45-10:15	PE
10:15-10:45	Bible/Chapel
10:45-10:55	Clean up time
10:55-11:05	Story Time; “Show and Tell”
11:05-11:25	Prayer and Snack
11:25-11:30	Review
11:30-11:45	Math Activities; Dismissal
	Thursday
8:45-9:00	Circle Time with songs and movement, pledge of allegiance, calendar and prayer
9:00-9:55	Committees/Learning Centers
9:55-10:05	Clean up time
10:05-10:15	Circle time and “Show and Tell”
10:15-10:45	Spanish
10:45-11:05	Prayer and Snack
11:05-11:15	Story Time and Homework
11:15-11:45	Outdoor play; Dismissal

SAMPLE PRE-K CLASS SCHEDULES

Classroom Learning Centers

(Activities will change throughout the school year.)

Play dough	Science and Discovery	Home Living
Water/Sand/Sensory table	Painting	Dramatic Play
Puzzles	Flannel Board	Music
Manipulatives	Library/Book Area	Writing Area
Blocks	Art Media	Math

Four or Five Day Program

(The Four Day/Week program is Monday-Thursday)

Sample Daily Schedule

	Monday and Friday
8:45-9:00	Circle Time- pledge of allegiance, calendar, weather and morning prayer
9:00-9:45	Large Group Activities—Integration of Literacy, Math and Art
9:45-10:15	P.E.
10:15-10:30	Snack
10:30-10:35	Quiet Reading and Story Time
10:35-11:05	Self-Selection in Learning Centers
11:05-11:30	Outdoor play
11:30-12:00	Small Group Activities Related to Theme of the Week
12:00-12:30	Lunch
12:30-12:45	Games and Stories
	Tuesday, Wednesday, and Thursday
8:45-9:00	Table Top Activities
9:00-9:15	Circle Time- pledge of allegiance, calendar, weather and morning prayer
9:15-9:45	Enrichment Class—Music, Bible, or Spanish
9:45-10:15	Large Group Activities—Integration of Literacy, Math and Art
10:15-10:45	Self-Selection in Learning Centers
10:45-11:00	Snack
11:00-11:30	Outdoor play
11:30-12:00	Show & Tell/Small Group Activities
12:00-12:30	Lunch
12:30-12:45	Games and Music

DISCOVERY CLUB AND LEARNING BOOSTERS

Sample of a full day schedule

7:15 am	Morning Discovery Club Opens
7:15 – 8:45	Self- Selection in Discover Club Classroom
8:45 – 11:00	Morning Discovery Club Closed. All students in a preschool or pre-K class.
11:00 – 11:45	Preschool & Pre-K Recess
11:45 – 12:30	Lunch Bunch
12:30 – 1:00	Quiet Rest Time*
1:00 pm	Learning Boosters Class Begins
1:00 – 1:15	Self-Selection
1:15 – 1:30	Brain Dance
1:30 – 1:40	Circle Activities
1:40 – 1:50	Language/Literacy
1:50–2:10	Art and Craft Activities
2:10–2:40	Outdoor Play
2:40–2:55	Snack
3:00 pm	Learning Boosters Class Dismisses Afternoon Discovery Club begins
3:10 – 4:10	Outdoor Play
4:10 – 5:45	Learning Centers and Self-Selection
5:45 p.m.	Discovery Club Closes

*Nap Time (in the nap room)—12:30 pm to 2:15 pm

Three year old children in the full day program are encouraged to rest in the nap room.

EASTERN HILLS CHRISTIAN ACADEMY PRESCHOOL/PRE-K CURRICULUM OVERVIEW

EHCA classes are structured through thematic units and learning centers using the New Mexico Early Learning Guidelines as a framework of the learning process of young children. Every classroom strives to create an environment that supports and develops a love of learning, respect, cooperation, leadership, an ability to make good choices, pride in individual and group accomplishments and problem solving skills. Biblical truths and lessons are integrated into the daily routine and activities. Classroom learning centers/areas include:

- Art Media
- Puzzles
- Blocks
- Home Living
- Dramatic Play
- Library/book area
- Science/Discovery
- Math
- Music
- Language Arts
- Play dough
- Water/Sand/Sensory Table
- Manipulatives
- Painting
- Flannel Board

PRESCHOOL PROGRAM

(Three Year Old/Young Four Year Old)

Physical Development, Health and Well Being

- Gross Motor Development—Coordination and strength (running, jumping, marching, climbing, hopping)
- Gross Motor Development—Balance and spatial awareness (running and stopping, climbing, ball handling)
- Fine Motor Development—Coordinates eye-hand movements (completes simple puzzles, manipulating play dough, working with larger manipulatives, unzips, unbuttons, unties and unsnaps clothing)
- Develops an awareness of personal hygiene
- Develops an awareness of classroom and playground rules

Literacy

- Listens and follows simple directions
- Hears and discriminates the sounds of language in words (participates/recites songs, finger plays and stories)
- Use simple sentences to express self
- Listens to stories read aloud and enjoys looking at books
- Identifies name as a whole
- Makes marks or scribbles as writing

Numeracy

- Introduction of rote counting to 20
- Lines up objects
- Begins to assign a number when pointing to objects while counting
- Begins to recognize and name numerals 1-10

- Matches, sorts and distinguishes shapes from one another
- Identifies familiar shapes
- Compare objects based on size
- Classify objects as same or different

Aesthetic Creativity

- Participates in sensory and exploratory experiences
- Communicates simple ideas through creative activities (movement, music, visual or dramatic)

Scientific Conceptual Understandings

- Plays with materials of different textures
- Uses senses through exploration
- Encouraged to make observations and ask why

Self, Family and Community

- Identifies and names family members
- Shares information about own family members
- Plays and interacts with other children
- Cares for personal and group possessions with adult guidance

Approaches to Learning

- Explores new objects while playing
- Develops increasing independence during activities, routines and play
- Engages in pretend play
- Imitates real-life roles and experiences in simple role play
- Begins to show interest in adult-initiated activities

Spiritual

- Weekly Bible/Chapel class (Bible stories, Bible truths, songs, prayer)
- Monthly Bible verse
- Exposure to biblical concepts
 - God created the world
 - God is a loving God
 - The Bible is God's word
 - Prayer is talking to God
 - Jesus is God's son

PRE-K PROGRAM

(Four Year Old/Young Five Year Old)

Physical Development, Health and Well Being

- Gross Motor Development—Coordination and strength (running, jumping, marching, climbing, hopping, galloping, riding tricycles and scooters)
- Gross Motor Development—Balance and spatial awareness (running and stopping, climbing, ball handling, simple group games)
- Fine Motor Development—Coordinates eye-hand movements (completing puzzles, uses a variety of smaller manipulatives, zips, buttons and snaps clothing with less adult support)
- Demonstrates proper hygiene
- Increasingly follows classroom, playground, school and safety rules

Literacy

- Listens and follows through two or more clear directions that involve a sequence of actions
- Hears and discriminates the sounds of language in words (participates/recites songs, finger plays; makes up own chants or rhymes)
- Knows the beginning sound of own name and begins to recognize additional letter-sound associations
- Uses complete sentences to express self and communicate
- Listens and interacts with books; retells simple stories in sequence
- Chooses to look at books independently demonstrating proper book handling skills
- Recognizes letter in own name, names of classmates and environmental print
- Beginning to recognize and name most upper and lower case letters
- Increased control of writing tools making marks that represent writing
- Writes first name and begins to write additional letters of the alphabet

Numeracy

- Practices rote counting to 10, 20, 50 and 100
- Introduction to counting by 10s to 100
- Assigning a number to each item while counting up to 10 items using one-to-one correspondence
- Recognize and name numerals 1-10
- Begins to recognize and name numerals 0-20
- Matches, sorts and distinguishes shapes from one another
- Identifies basic shapes
- Describes and compares characteristics of shapes and creates them with a variety of materials
- Compare length, weight, volume, height of materials in the child's environment
- Use standard or non-standard measurement to explore length, height or weight
- Sort items into groups based on similar attributes
- Recognize and create simple alternating patterns
- Begins to write numerals 1-10

Aesthetic Creativity

- Participates in sensory and exploratory experiences
- Communicates more complex ideas through creative activities (example-making up a song, acting out a story, creating a piece of art work or a set of movements)

Scientific Conceptual Understandings

- Plays with and examines materials of different textures
- Uses senses through exploration and describes the experience with simple comments
- Encouraged to observe, make predictions and draw conclusions with adult guidance based on behaviors in the natural world

Self, Family and Community

- Shares information about his or her community (school, neighborhood, church)
- Plays and interacts with other children cooperatively, sharing ideas and experiences
- Cares for personal and group possessions
- Resolving conflicts with peers with less adult guidance using discussion, negotiation, and compromise

Approaches to Learning

- Shows interest in exploring the environment, often trying new experiences independent of adult encouragement
- Develops increasing independence during activities, routines and play
- Incorporates social behaviors observed in adults and expresses feelings in role playing real-life roles and experiences
- Focuses and completes a variety of tasks, activities, projects and experiences (10 minutes) and attempts to solve problems that arise

Spiritual

- Weekly Chapel/Bible class (Bible stories, Bible truths, songs, prayer)
- Monthly Bible verse
- Exposure to biblical concepts
 - God created the world
 - God is a loving God
 - The Bible is God's word
 - Prayer is talking to God
 - Jesus is God's son

The New Mexico Early Learning Guidelines

The New Mexico Early Learning Guidelines serve as a framework of the incredible process of children's growth, development and learning in the early years. The guidelines reflect the most current research on brain development and best practices. They represent the growing consensus among early childhood professionals that a greater emphasis be placed on young children's conceptual learning, social and emotional development and participation in relevant and meaningful learning experiences. The Early

Learning Guidelines are formatted as a continuum and recognize that children do not all develop at the same rate or pace. Rather, each child develops in his or her unique way. Some children have strengths in areas that go beyond their chronological age and may have areas that are not as strong. By utilizing the guidelines as a framework for our curriculum, we recognize and address these differences in our classrooms.

Individual Classes and Play

All early education classes have some amount of play built into their program. Play is an important part of life. Children play, adults play and we all learn about the world through play. As children play they explore their world and learn to get along with others. Through play children develop curiosity, self-esteem, self-direction, strength and coordination and they learn cooperation, problem solving, and language and math skills.