

August 1, 2018

HAND-BOOK FOR PARENTS

# Elvaton Christian Academy Wee Center

A

WEEK-DAY

EARLY

EDUCATION

CENTER

410-647-3224

[www.elvatonacademy.com](http://www.elvatonacademy.com)

## **Purposes For WEE Programs**

- \* to enable children to feel adequate in their environment.
- \* to aid children in learning to understand and live intelligently in their world.
- \* to teach children to manage themselves, their materials, and the daily routine.
- \* to facilitate sturdy growth through providing adequate space, freedom of movement, and needed equipment.
- \* to protect children from hazards to health and safety.
- \* to help children find comfortable, contributing places in the group.
- \* to encourage children to take initiative in planning and doing things.
- \* to allow children to grow as a unique person in a loving and caring atmosphere.

Dear Parents,

Welcome to an exciting new year of preschool experiences at the WEE Center. The staff is eager and well prepared to provide an atmosphere in which your child can grow into a unique person with a positive self-concept.

Preschool years are crucial because they occur when human development is most pliable. More growth will occur in the first five years than any other period of life. These first years of experiences lay the groundwork for subsequent development. It is the goal at Elvaton to give your child a foundation on which to develop physically, intellectually, emotionally, spiritually and socially.

I know you are apprehensive about delivering your child into the care of others even for a brief time. It is with this realization that we accept as a trust from you and from God the care of your child.

We are grateful your child is enrolled at Elvaton. We pray that this year's experience will be a rewarding one for you and your child.

Sincerely,

Evelyn May  
Director

Elvaton Christian Academy  
WEE CENTER  
410-647-3224  
www.elvatonacademy.com

2 yr. olds Wednesday / Friday a.m.

3 yr. olds Monday, Wednesday, & Friday a.m.

4 yr. olds Monday - Friday a.m. or  
Monday thur Friday all day

8:45 a.m. - 11:30 a.m.

or

8:45 a.m. - 3:15 p.m.  
(for 4's only)

Senior Pastor  
Christopher P. Rice

Administrator  
Pastor Dallas Bumgarner  
[pastorbum@aol.com](mailto:pastorbum@aol.com)

Director  
Evelyn May  
[evelyn@elvaton.net](mailto:evelyn@elvaton.net)

ELVATON CHURCH  
8422 Elvaton Road  
Millersville, Maryland 21108  
410-647-5333

## Tentative Daily Schedule

8:45am - 9:15am	Welcome/Group Time Calendar and Weather Bible Story
9:15am - 9:30am	Bathroom Time/Wash hands
9:30am - 9:45am	Snack, Book Time
9:45am - 11:30am	Academics, Phonics, Math, and Writing Skills

## ALL DAY 4 YEAR OLD PROGRAM

11:30 am - 12:00 pm	Lunch Time
12:00 pm - 12:30 pm	Recess Time
12:30 pm - 12:40 pm	Drink/Bathroom
12:40 pm - 1:30 pm	Specials (art, science, history, cooking, or PE)
1:30 pm - 2:00 pm	Indoor Activity
2:00 pm - 2:20 pm	Afternoon Snack
2:20 pm - 2:45pm	Afternoon Recess
2:45 pm - 3:10 pm	Story Time
3:10 pm - 3:15 pm	Pack up/Dismiss

## **WHO ARE PRESCHOOLERS ?**

The Two-Year Old - - - -	" Me "
The Three- Year Old - - -	" I can do it myself "
The Four-Year Old - - - -	" I have an idea "
The Five-Year Old - - - -	" I want to please you; I really do. "

## **Does the Preschooler Learn ?**

Does a child learn? The answer is **yes**. He/She is always learning. His/Her learning may be positive or negative, depending on the situation and guidance he/she is given at the time of the experience.

## **Some Principles of Learning**

An individual must be ready for learning in attitude, experience and knowledge.

1. Limits of learning are set by the stage of maturity of the child.
2. What he/she learns must be based on what he/she already knows.
3. A child's learning is closely related to physical condition, emotions, and mental state.
4. A child's intensity of interest motivates learning.
5. A child learns gradually, as his/her rate of growth permits.
6. Environment affects learning.

## Ways Parents Can Help

1. Play clothes are recommended. **Please** do not send your child dressed in his best clothes. Although we take precautions it is very difficult for small children to keep clean. **We recommend the children wear tennis shoes or closed shoes for outside because of climbing and the pea gravel on the playground.**
2. Have all clothing marked with the **child's initials**. The center cannot be responsible for lost articles, but if notified, lost articles are usually found.
3. If toys, parts of games, puzzle pieces, etc. are carried home by mistake, **please** send them back the following class day.
4. When picking up a child, especially from the play yard, be sure a Staff Member is aware that you are taking your child. **Please** do not ask us to send your child out to the car, come in for him/her.
5. If someone other than a parent is to pick up your child, we must know about it in advance or the child will not be released to that person. This applies to all children enrolled. If you need to pick up your child early, **please** knock on the door and wait for the teacher to come to the door.
6. Verbal messages from the children cannot be accepted by any Staff Member.
7. Children may bring items of interest to the center for SHOW and TELL ONLY. Only one item at a time and no breakables. The teacher will announce SHOW & TELL Days.
8. Birthdays are important to young children. They may bring in **birthday cookies** for snack time when it is their birthday.
9. Visitors are welcome. We hope this year's parents will have an occupation, talent, or hobby they would be willing to share with the children.
10. Each child will need his/her own towel for rest time (2's & 3's only).
11. Each child will need to bring a book bag to the center daily for his/her personal articles and papers.
12. The relationship between the Center Staff and the children is characterized by sympathetic, understanding, and gentle guidance based on an awareness of whatever problems the children face. As a measure of discipline we use a "time-out chair". This only means your child will need to sit down for a couple of minutes and we will talk quietly with him/her about the situation. We will make sure he/she understands why he/she is sitting in this "special" chair.

## Special Hints and Helps

1. Nutritional snacks and drinks will be served here at Elvaton.
  - a. Do not allow children to bring any food items except on designated days. (Such as birthdays/holidays, snack items, etc. )
2. Please make known to us any allergies your child may have.
3. Clothing needs to be comfortable and suited to school activities.
  - a. Tennis shoes or closed shoes.
  - b. Coats, gloves, boots and hats need to have your child's initials inside.
4. Please do not allow your child to bring toys/games except on designated show and tell days. Do not bring electronic devices to school for show and tell. (The teacher will inform you of these days.)
5. If someone other than a parent is to pick up your child we **must** know about it in advance or the **child will not** be released to that person. This applies to all children enrolled.

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**\*\*IF A.A.CO. SCHOOLS CLOSE PRIOR TO THE BEGINNING OF THE SCHOOL DAY FOR IMCLEMENT WEATHER, WE WILL ALSO CLOSE.**

**\*\*IF A.A.CO. SCHOOLS HAVE A DELAY OR EARLY DISMISSAL FOR IMCLEMENT WEATHER, WE WILL FOLLOW.**

**\*WHEN WE OPEN 2 HOURS LATE, WEE WILL NOT HAVE MORNING CLASS FOR THE TWO, THREE, AND HALF DAY FOURS.**

**\*\*ALL DAY FOURS WILL START SCHOOL AT 10:30AM WITH NO BEFORE CARE.**

**\*WHEN WE CLOSE EARLY, FOR IMCLEMENT WEATHER, WE EXPECT YOU TO COME FOR YOUR CHILD AS SOON AS POSSIBLE. WE WILL NOT HAVE AFTER CARE.**

**REMEMBER TO WATCH CHANNEL 11 OR 13 FOR ECA SCHOOL CLOSINGS.**