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**Sea Turtle Room**

**and**

**Adventureland Room**

**“*We develop each child as a whole; not only academically, but physically and emotionally.”***

**Meet the Teachers**

**Sea Turtle Room**

**Ms. Barbara Diggs**

I have been at Monticello Academy since 2006. My philosophy is that each child is unique and learns at their own pace. I try to provide activities that enhance their learning abilities through play and hands on exploring. I enjoy singing, sports, dancing and cooking. I incorporate these techniques in my daily plans along with values and moral standards. I continue to take training to improve my teaching skills. I have Bachelor Degree in Social Welfare. Worked in Georgia and Florida in the field of education, I’ve been in this field for over 31 plus years. If I can impact just one child's life, then I have reached my goal.

**Mrs. Jean Soper**

My name is Jean Soper and I love working with children.  I received my Child Development degree at Sacramento State. I am married and have two wonderful children, Joshua and Jenna.  I have worked with all ages of children, including children with special needs, but my heart and passion has always with the little ones. I feel that children bring out the best in me.  I love watching them grow and being able to teach them all that I know.

**Adventureland Room**

**Mrs. Maria Luong**

I was born and raised in Vietnam where I lived until the winter of 1993. I moved to the US and settled in California. I attended San Jose State University majored in Childcare Development and graduated with the degree of Bachelor of Art. I joined Monticello Academy in April 2012 after nearly 20 years working in the professional field of childcare and teaching. Before joining the team, I was a head preschool teacher at CDC/CDI where I worked for almost 7 years, and where I earned my most professional skills and experiences in my teaching career. I'm a mother of two young children. Besides the experiences of taking care of a child, I also have the compassion to help the child to grow up in his physical and mental strengths. Confidence is one of my greatest characteristics. I always believe in myself despite setbacks. Patience is my key to success. Working with children without patience is a 'mission impossible'. Understanding is another very important characteristic in my teaching career. I pay close attentions to not only teaching techniques, but all other factors that might impact the ability to learn of my students as well. I am always willing to help my students achieve. I never mind to spend extra effort to help students to improve their knowledge or achieve better grades.

**Mrs. Patty Murphy**

This will be my seventh year of teaching here at Monticello Academy.  I have taught preschool (ages 2 to 6) here in the Bay Area for 35 years.  I am honored to be a part of the Monticello Academy team.  I hope that with my strong knowledge and years of experience teaching early childhood education, I will be able to contribute to the success of our center.  My goal is to help each child grow to his or her potential in an atmosphere that nurtures the child’s social, emotional, physical, cognitive, and language development. It is my intent to provide each child with the best opportunities to become a successful learner.  I strongly believe parents and teachers are partners in the children’s care and education.  I am eager to learn as much as I can about each child’s family, cultural background, past experience, and current circumstances. With this knowledge I will work with my co-teachers as a team to create a program that fits the children and the families we serve at Monticello Academy.

I graduated from Xavier University with a Bachelor’s of Science degree in Elementary Education in the Philippines.  I taught Grade School for several years there.  I have taken additional Child Development courses at Mission College in Santa Clara.  I hold a Child Development Program Director Permit and a Multiple Subject Teaching Credential.

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**Welcome to the**

**SEA TURTLE AND ADVENTURELAND ROOM**

Welcome to Monticello Academy’s Sea Turtle and Adventureland Room. In order to have a successful year, here is some helpful information to acquaint you and your child to our program. We look forward to an exciting year with you and your child.

**PHILOSOPHY**

We believe that each child is a unique individual who learns best at his/her own pace if he/she is given the opportunity to actively engage in his/her own environment through hands-on, educational activities. We provide for the children a wholesome curriculum that touches upon all areas of development – cognitive, language, gross motor, fine motor, self-help, social and emotional. In order for children to develop to their fullest potential, it is very essential for them to be able to embrace a passion for learning by experiencing the different levels of learning – discovery, understanding and application. Most of all, we provide a nurturing and secure environment for the children.

**PROVISIONS**

***SCHOOL***

* **Half-Days Only:** 9:00AM-12:00PM; AM Snacks only
* **Full Days Only:** 7:00AM-6:00PM;Breakfast, Lunch, and AM/PM Snack
* **Meals:** We provide breakfast, hot lunch and morning and afternoon snacks, based on the program you have selected. If your child has a strict diet that the school cannot accommodate, you can bring your own meals. Please let us know in writing. Otherwise, it is beneficial to your child to have the same lunch/snack as all the other children.

***PARENTS***

* ***Clothing:*** At least three full sets of clothing (shirts, pants, socks, and underwear), extra set of shoes, extra sweatshirt or jacket. Everything should be kept in a backpack and labeled with your child’s name.
* ***Sunscreen:*** Labeled with your child’s name. Sunscreen is applied from May to about October. Parents will need to sign a permission slip each time a new sunscreen bottle is given to the teachers. Permission slips can be obtained at the front office or from your child’s teacher. Parents are responsible for applying sunscreen in the morning and teachers will reapply in the afternoon before going out or as needed.
* ***Bedding materials:*** A full sized, toddler fitted crib sheet, a blanket and a small pillow or sleep toy if needed. Please label everything.
* ***Photographs***: They play an important role in the classroom; please bring the following photos on the first day of school.
  + A **family picture** for the family board.
  + A **baby picture** for the birthday board.
  + A **current photo** for the cubby.

**CLASSROOM INFORMATION**

***RATIO AND SIZE***

Sea Turtle and Adventureland classroom size is 24 children with two teachers. We have a 1:12 ratio. Because of part-time, full-time and half–day programs, the number of children will vary throughout the day.

***CLASSROOM SET UP***

Each child has a cubby with the upper section for bedding and the lower section for backpacks. Cubbies should be emptied every Friday, and there should be no harmful/hazardous objects in the cubby (money, plastic bags, food/candy or medication).

Outside of the classroom, you will find the following:

* A parent board with important classroom information
* A white board which displays the most current weekly schedule
* A parent file which contains important letters and daily reports
* An art/child’s work file, filled with your child’s artistic works
* A Share Box/Basket where you can put your child’s share toys

All these items must be checked daily and emptied every Friday.

***COMMUNICATIONS AND CONCERNS***

If you have any questions or concerns about the program, please address them directly to the teachers first. This will create better communication between parents and teachers. We will try to work with you as best as we can, but if you still feel that your issues or concerns are not being resolved, we will have a parent-teacher conference with the administrators.

Communication and obtaining information can be done in the following ways:

1. **Parent File**: Please check it daily. There are important documents and Daily Reports that are to be picked up on a daily basis.
2. **White Board:** At the entrance of the room, please check the dry erase board daily as this will have the most current weekly schedule and reminders.
3. **Verbal/Phone Communication:** Any confidential information should be discussed with the teachers in person. You can also call the teachers on the phone at 408-615-9416 ext. 111 for Sea Turtle and ext. 112 for Adventureland; the best times to reach the teachers are between 1:00PM – 3:00PM.
4. **E-mail:** We do check our class e-mail during naptime. You can reach us at [seaturtle@monticelloacademy.org](mailto:seaturtle@monticelloacademy.org) and [adventureland@monticelloacademy.org](mailto:adventureland@monticelloacademy.org).

***DAILY REPORTS***

* They are given every day during the academic year (September - May). The report will provide you with information such as if your child napped and the length of the nap, some of the activities that your child participated in and any important information.
* No daily reports during the summer due to the many activities and field trips. Instead, you will see the nap times posted outside of the classroom and receive a weekly summary.

***STAR OF THE WEEK***

* Star of the Week will be sent out on Friday, and you will be asked to turn everything in by the following Monday.
* Each week, one child will be randomly selected to be the “Star of the Week”.
* As part of Star of the Week, your child will take home a bag with a stuffed animal along with a journal for the weekend. Take a couple of pictures of your child and our special friend, and then have your child dictate to you their weekend with our friend.
* Complete the Star of the Week bio-sheet.
* Send 8 pictures of your child (any pictures from infancy to family pictures).
* Bring all the above back on Monday to be displayed on the Star of the Week Board.

***ASSESSMENTS***

* Done twice a year (January and July) or every six months based on their cognitive, language, self-help, gross motor, fine motor, and social/emotional development. It is a 20 minute parent-teacher conference.
* Can be done sooner if there is a concern.
* Assessment evaluation is based on our daily observation of your child’s achievements during the small and large group activities.
* A sign-up sheet will be posted at least two weeks in advance.
* Due to staffing, there will be no rescheduling of assessments. If you miss your assessment date, we will put the assessment in your parent file for you to review. Should you have any questions, please let us know.
* A copy of the assessment will be given to you one week before the conference.

***NAPTIME***

* Your child will be given a choice to nap, read or do a quiet activity on the mat while listening to soft music from 1:00PM-3:00PM.
* It is a school policy that if your child falls asleep on their own without any assistance, they must be tired. It is very normal that most children will sleep for about one to two hours a day. Children are not forced to nap.

***BEHAVIORAL GUIDANCE***

* Disciplining children is guidance.
* When children are in conflict, we do not immediately intervene unless they are hurting each other.
* We will observe first and allow the children to resolve their own problems.
* Several techniques that we often use in the classroom are redirection, reasoning, loss of privileges, and taking a break from the stimulation. These techniques will help the children learn to cope with conflicts in a more effective way using words.
* In speaking with the children, the words are very simple and straight to the point.

***ABSENCES AND LATE ARRIVALS***

If your child will be absent or late for the day, please contact us immediately prior to the start of the school day so we can better plan for the day.

***SELF-HELP SKILLS***

* Children are taught to serve/eat by themselves, make their own mat, take out and put things away in their cubby, clean – up, dress themselves, manage their own personal hygiene, and express their needs.
* These lifelong skills are necessary for children to become self-regulated and independent.

***NO WASTE FOR MEALTIME***

* Mealtime is an important time, and we incorporate a meal time process known as “family style”, where children are encouraged to serve themselves with the guidance and assistance from their teachers.
* By allowing children to be independent and self-sufficient, we are encouraging a variety of self–help skills such as, scooping and pouring a specific amount, passing items, and making requests politely.
* In accomplishing this process, there will be spills, and each child will learn to clean up after themselves.
* Each child will be taught and expected to take only the amount of food she/he will eat. They can have more if they are still hungry. Through this process, we are promoting a “no waste” policy in our program, where children learn to have better eating habits by appreciating the food that we eat daily, as well as understanding the importance of nutrition.

***ACCIDENT REPORT***

* When your child is hurt, you will receive an accident report, explaining the nature of the accident. For minor scrapes and scratches, we will not notify you by phone.
* Depending on the severity of the accident, we may notify you by phone.
* All accident reports will be given to you by the teacher to be signed and returned to the teacher immediately.

***ENRICHMENT***

* Enrichment is optional.
* Extra charge per month is applied.
* Registration is the first of each month and can be done online.
* **Children are to be at school by no later than 8:30AM.**

***LABELING OF PERSONAL BELONGINGS***

* Label all article of clothing, your child’s backpack, sheet, blanket, pillow, and sleep pal so we identify what items belong to which child.
* We will not be responsible for any items lost at the school.

***JEWELRY***

* Do not wear any jewelry since they are at risk of being lost or becoming a choking hazard.
* Monticello Academy will not be responsible for any lost items.

***MONEY, CANDIES, AND PLASTIC BAGS***

For the safety of the children, no money, candy, and plastic bags are not allowed.

***ILLNESS AND MEDICATION POLICY***

* It is our policy to send children home if they have a temperature above normal body temperature with other symptoms of illness.
* Parents need to pick up their children within one hour of notification.
* Children with a fever cannot return to school until they are fever-free for 24 hours without any fever-reducing medication.
* No Tylenol or other cold medications with fever reducing substance can be administered at school.
* If your child needs medication at school, you will need to fill out a medication form, which can be obtained at the front office.
* All over-the-counter medication needs to be in its’ original container with the instructions of dosage and expiration date. We can only administer the requested over the counter medication for one week.
* All prescription medication needs to have your child’s name, dosage, duration, and expiration date.
* All medicine needs to be taken home daily unless it is for medical reasons such as life threatening medication.

***VISITING AND HELPING HANDS***

* Parents are always welcome to visit or volunteer in the classroom.
* If your child is new, we ask that you wait to visit/volunteer until your child has fully adjusted.
* Periodically, we have special sign-up sheets requesting specific foods for special cooking projects and requesting equipment for special theme weeks. We appreciate your support by signing up and bringing needed materials.

***BIRTHDAY CELEBRATIONS***

* If you would like to have your child’s party at school, please let us know at least one week in advance.
* Birthday parties are generally held at 10:30AM or at 3:30PM.
* Suggestions for snacks are fruit, yogurt, Jell-O, ice cream, small cupcakes, and cake pops.
* Matches and candles are not allowed at school.
* Please check with us for the number of children if you are making goodie bags. No inappropriate items are allowed: water guns, hard candy, or sharp objects.

***CLASSROOM PARTIES AND SPECIAL EVENTS***

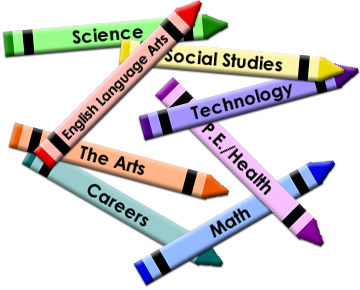
When there is a classroom party, we will post a sign-up sheet asking parents to donate food items to make these parties successful. Parents are always welcome!

Special events are posted on the school calendars: School-wide events are:

Walk-a-Thon, Read-A-Thon, Egg Hunt, Parents’ Day, or Trick-or-Treating.

***PERFORMANCES***

* Parent’s Day (in May)
* Winter Sing (in December)
* Performances are usually held around 4:00PM.
* Please make arrangements to attend.



**CURRICULUM GENERAL INFORMATION**

To maintain the connection between home and school, you will receive a monthly & weekly lesson plan each month. Please post these lesson plans in a visible area at home/work so that you will remain up to date with special events and days. We also ask that you help your child prepare for the week by talking about the upcoming theme and also reflecting at the end of the day.

***Circle Time***

* Begins at 9:30AM.
* It is the time when we greet all the children and work with them on language (letters and sounds), weather, the calendar, helping hands and new concepts for the week.
* All children are to arrive by no later than 9:20AM. It is very disruptive to the classroom and hard on your child with separation when he/she is constantly late.
* If you know that you will be late, please let us know in advance so we can meet you outside the classroom and help you with any separation problems.

***Small Group***

* Small group is approximately between 3:30PM – 4:00PM.
* Children are broken into 2 small groups.
* In small group, we will work with the children on language development, math and science or any fine motor development skills, such as cutting and tracing through the use of games or manipulatives.

***Book and Letter Days***

* Monday is Book Day
* Tuesday is Letter Day.
* Students are allowed to bring one item for each day. Item must be labeled with your child’s name, and place the item in the Share Box/Basket. *Do not place items in your child’s cubby.*

***Cooking Day***

* Once a week, the children will be participating in a cooking project where they are given the opportunity to incorporate math and science skills, such as measuring.
* We may ask parents to donate items for our Cooking Project; the sign-up sheet will be placed outside of the classroom.

***Share Day***

* Friday is Share Day.
* Children are allowed to bring in one LABELED medium sized share object.
* Weapons, guns, and any sharp objects are not allowed.
* Share Day introduces children to the concept of sharing and encourages turn taking skills. Share toys will be discussed during circle time and shared during indoor playtime.
* Share toys are to be picked up at the end of the day. Any unclaimed toys after the following Monday will be donated to the school.

***Field Trips***

* As a part of our exciting and challenging curriculum, the children will be taking several educational field trips throughout the year.
* Parent chaperons will be needed and is randomly selected.
* Only one parent of one family can chaperon for one trip.
* Do not sign up if you are not 100% sure. Two week advance notice for cancellation.

***Homework***

* Homework packets will begin in October and last until the end of May.
* Homework is optional, and if you have any special requests or do not want your child to participate, please let us know by indicating this information on the sign-up sheet on the Homework counter in the classroom.
* Purpose of homework is to give parents an opportunity to participate in the fun activities with their child, see where their child is academically, and help the teacher’s gauge where the children are at developmentally. It may at times not be related to the curriculum if we notice that there is a particular skill that your child needs to work on.
* Homework will consist of language, math, writing, and reading skills.
* Homework packets will be sent out every Monday in the Parent File and returned on Friday in your child’s Homework File in the classroom.
* It is important that you encourage the child to do homework all by himself/herself.
* Please follow the directions in regards to using a pencil and marker on the papers.
* We check the homework on a regular basis. It helps us to better understand your child’s growth.

***Summer Camp***

* The academic school year ends on May 31st, and preschool summer camp begins on June 1st.
* Information on the summer camp program will be passed out at the beginning of May to let parents know of the field trips and summer calendars.
* All current preschool children automatically be a part of the summer program, unless indicated otherwise by the parents.
* ******To complete the summer camp process, parents will have to sign all the necessary field trip permission slips.



**Sea Turtle Room**

**and**

**Adventureland Room**

**Program Goals**

**And**

**Curriculum**

**ADVENTURELAND AND SEA TURTLE ROOM PROGRAM GOALS**

The following list will identify the skills that the children will begin to demonstrate or have mastered by the time they graduate from the Adventureland and Sea Turtle Room.

***COGNITIVE DEVELOPMENT***

* Follows two to three consecutive simple directions.
* Counts and recognizes numbers 1 to 50 with little assistance.
* Recognizes shapes: circle, square, triangle, rectangle, diamond, hearts and able to count sides.
* Matches objects.
* Classifies/Categories objects (sorts by size, color, type of toy, etc.), everyday objects.
* Demonstrates and understands the function of the 5 senses (sight, smell, touch, taste, hear).
* Identifies opposites.
* Demonstrates basic problem solving skills.
* Recognizes and identifies primary and secondary colors.
* Solves 10 - 20 piece puzzle.
* Recognizes some upper and lower case letters.
* Recognizes and spells name.
* Knows prepositions: above, below, besides, on, in etc.

***LANGUAGE DEVELOPMENT***

* Listens to stories.
* Participates during circle time activities or small group.
* Dictates short stories on own and while using pictures.
* Repeats content of a story.
* Verbalizes thoughts, concerns and ideas clearly.
* Able to correctly answer a question concerning a message just spoken.

***SMALL MOTOR DEVELOPMENT***

* Holds a crayon, pen and pencil using three finger grasp
* Holds and cuts with scissors
* Draws a line (does not have to be straight)
* Manipulates clay and play dough
* Threads objects
* Able to draw simple objects

***LARGE MOTOR DEVELOPMENT***

* + Walks backwards
  + Hops on one foot
  + Jumps
  + Runs
  + Bounces and throws a ball
  + Climbs up a climbing structure
  + Walks across a balance beam
  + Catches a ball
  + Maneuvers a tricycle while pedaling

***SELF-HELP SKILLS***

* Dress themselves (shoes, socks, clothing)
* Cleanse their own faces and hands
* Clean-up spills and toys
* Feed and serve themselves
* Puts down and cleans up bedding
* Separates from parents
* Expresses concern for others
* Joins in-group play
* Talks to/listens to other children
* Takes turns
* Accepts routines
* Responds to or interacts with adults
* Exhibits positive self- image
* Engages in dramatization (self-directed creativity)
* Assists with simple adult tasks
* Attends to a task without supervision



**ADVENTURELAND AND SEA TURTLE ROOM CHILD EXPECTATIONS**

To be successful in the Adventureland and Sea Turtle Room, all children should have the following skills:

* Fully potty trained (wiping included).
* Dress self with little assistance (clothing and shoes).
* Able to sit in circle for approximately 15 minutes.
* Use their words (three to four word sentences) to express their needs, wants, and feelings.
* Have basic self-help skills: feeding, making mat, or cleaning.
* Turn in weekly homework by Friday.
* Follow direction.
* Treat others the way you want to be treated.
* Take turns.



**ADVENTURELAND AND SEA TURTLE ROOM PARENT EXPECTATIONS**

Parents are an essential part of our program. To have a successful year, we have generated a list of how our parents can be a part of our program:

* Support the teacher.
* Follow and abide the classroom policies.
* Bring back the At-Home Packet every Friday.
* Maintain open communication with the teachers.
* Follow through with consequences.
* Provide consistency between home and school.
* Be on time each day. Bring your child here by 9:00AM daily.
* Get involved: volunteer for field trips and events.
* Review the calendar and lesson plan to help prepare your child.
* Understand and know that each classroom is a unique classroom. We have the same curriculum but different implementation style.
* Celebrate in your child’s success.
* Treat each child as an individual.



**ADVENTURELAND AND SEA TURTLE ROOM**

**What to expect of a three year old?**

Three is an age of smoothness and increased self-control and integration. There is an awareness of what people like and do not like. The typical three-year old wants to please and is highly susceptible to praise.  
  
Motor behavior is now sure. They enjoy gross motor activities with large objects. Block play usually includes much carrying and lifting, which is as important as the finished product they are building.  
  
Fine motor development has progressed to enable this age child to pick up small objects more easily. In writing with a crayon, the adult grasp is simulated. Movements are still awkward. Sometimes they will pick up the crayon with the non-dominant hand and then transfer it to the dominant hand.  
  
Play now goes on with other children. Whereas at two they were involved in parallel play, they now begin to play cooperatively. Play is often structured by the children's imagination.  
  
Language has expanded and the three-year old now has the ability to have fun with language. They like to make up new words and enjoy silly rhyming. They like guessing games. The concept of space and the understanding of place words have developed so that the three-year old can respond to directions which include prepositions, such as "put the ball under the table."  
  
Three-year olds can be induced to respond by using words such as: help, needs, guess what and how about. They like the idea of a surprise and a secret. Compliance is more assured by giving the three-year old a feeling that they have a choice.  
  
Three and one-half is an age of transition developmentally and visually. Children are more sensitive, non-conforming, and anxious in their behavior like stuttering, eye blinking, faulty eye coordination, and trembling hands of manifestations of motor difficulties.



**ADVENTURELAND AND SEA TURTLE**

**CURRICULUM OVERVIEW**

**SEPTEMBER: Welcome Back!**

|  |  |  |
| --- | --- | --- |
| **Weekly Themes** | **Special Events** | **Monthly Concepts** |
| Getting to Know our School | **Labor Day** | Color: Red |
| All About Me |  | Shape: Circle |
| All About My Family | **Grandparent’s Day** | Numbers: 1 – 6 |
| All About My Friends |  |  |

**OCTOBER: Safety**

|  |  |  |
| --- | --- | --- |
| **Weekly Themes** | **Special Events** | **Monthly Concepts** |
| Fire Safety | **Homework Begins** | Letters: Aa – Dd |
| Water Safety | **Trick-or-Treating** | Shape: Square |
| Stranger Safety & Halloween | **Halloween** | Numbers: 7 – 11 |
| Transportation Safety |  | Color: Blue |
| Safety at Home |  |  |

**NOVEMBER: Giving and Sharing**

|  |  |  |
| --- | --- | --- |
| **Weekly Themes** | **Special Events** | **Monthly Concepts** |
| Manners | **Veteran’s Day** | Letters: Ee – Gg |
| Health and Nutrition | **Thanksgiving** | Shape: Triangle |
| Giving and Sharing | **International Potluck** | Numbers: 12 – 17 |
| Family Celebrations | **Daylight Savings Time Begin** | Color: Yellow |

**DECEMBER: Holiday Celebrations**

|  |  |  |
| --- | --- | --- |
| **Weekly Themes** | **Special Events** | **Monthly Concepts** |
| Celebrations Around the World | **Winter Sing** | Letters: Hh – Jj |
| Music of the World | **Holiday Party & Gift Exchange** | Shape: Rectangle |
| Feelings and Emotions | **Christmas** | Numbers: 18 – 22 |
| Winter Wonderland | **Winter Break** | Color: Green |

**JANUARY: Four Seasons**

|  |  |  |
| --- | --- | --- |
| **Weekly Themes** | **Special Events** | **Monthly Concepts** |
| Winter | **New Year’s Day** | Letters: Kk – Nn |
| Spring | **Martin Luther King Jr. Holiday** | Shape: Oval |
| Summer | **Open House** | Numbers: 23 – 28 |
| Fall | **Assessments** | Color: Orange |
| Favorite Season |  |  |

**FEBRUARY: Our Community**

|  |  |  |
| --- | --- | --- |
| **Weekly Themes** | **Special Events** | **Monthly Concepts** |
| Different Community | **President’s Day** | Letters: Oo – Qq |
| Who is in our community? | **Valentine’s Day & Party** | Shape: Heart |
| Celebration of Love | **Dragon Dance – Lunar New Year** | Numbers: 29 – 36 |
| Being a Good Citizen... |  | Color: Pink |
| When I grow up… |  |  |

**MARCH: Animal Adventure**

|  |  |  |
| --- | --- | --- |
| **Weekly Themes** | **Special Events** | **Monthly Concepts** |
| On the Farm | **St. Patrick’s Day** | Letters: Rr – Tt |
| Into the Forest | **Daylight Savings Time End** | Shape: Diamond |
| Deep In the Jungle |  | Numbers: 37 – 42 |
| Under the Sea |  | Color: Purple |

**APRIL: April Showers**

|  |  |  |
| --- | --- | --- |
| **Weekly Themes** | **Special Events** | **Monthly Concepts** |
| Weather | **Egg Hunt & Party** | Letters: Uu – Ww |
| Flowers and Bugs | **Week of the Young Child: Art Show** | Shape: Primary Shapes |
| Our Earth | **Homework Ends** | Numbers: 43 – 50 |
| Celebration of the Young Child |  | Color: Primary Colors |

**MAY: Transportation**

|  |  |  |
| --- | --- | --- |
| **Weekly Themes** | **Special Events** | **Monthly Concepts** |
| Land Travel | **Parent’s Day Performance** | Letters: Xx – Zz |
| Air Travel | **Mother’s Day** | Shape: Secondary Shapes |
| Space Travel | **Teacher’s Appreciation Week** | Numbers: Review 1-50 |
| Water Travel |  | Color: Secondary Colors |
| Favorite Transportation | **Memorial Day** |  |

**JUNE: Blast into Summer**

|  |  |  |
| --- | --- | --- |
| **Weekly Themes** | **Special Events** | **Monthly Concepts** |
| Outdoor Activities | **Father’s Day** | Letters: Review/Phonic Sounds |
| The Beach |  | Shapes: Review Primary and Secondary |
| Vacations |  | Numbers: Review 1-50 |
| Camping |  | Colors: Review Primary and Secondary |
| Picnic/BBQ |  |  |

**JULY: Imagination**

|  |  |  |
| --- | --- | --- |
| **Weekly Themes** | **Special Events** | **Monthly Concepts** |
| America the Beautiful |  | Letters: Review/Phonic Sounds |
| Drama | **4th of July** | Shapes: Review Primary and Secondary |
| Arts and Crafts | **Assessments** | Numbers: Review 1-50 |
| Island Discovery |  | Colors: Review Primary and Secondary |

**AUGUST: Memories of Yesterday**

|  |  |  |
| --- | --- | --- |
| **Weekly Themes** | **Special Events** | **Monthly Concepts** |
| Carnival Fun | **Picnic and BBQ** | Letters: Review/Phonic Sounds |
| Summer Olympics | **Olympic** | Shapes: Review Primary and Secondary |
| Favorite Summer Activities |  | Numbers: Review 1-50 |
| Farewell to Summer |  | Colors: Review Primary and Secondary |
| A Whole New World |  |  |



**ADVENTURELAND and SEA TURTLE ROOM DAILY SCHEDULE**

**(Spring, Summer, and Fall Schedule)**

7:00 – 7:30 Morning Greeting in Ladybugs Room

7:30 - 8:00 Breakfast and Quiet Activities

8:00 – 8:45 Indoor Play

8:45 - 9:15 Outdoor Play

9:15 – 9:30 Morning Transition: Hand washing, Bathroom, and Gross Motor Activity

9:30 – 10:00 Language Circle: Helping Hands and New Concepts (Letters, Sounds, Sharing, and Question of the day)

10:00 – 10:30 Language Activities: Finger Frolics (Writing, Tracing) and Games and Art

10:30 - 11:00 Learning Centers: Manipulative, Dramatic Play, Blocks, Quiet Area, Table Activities, and Open Snack

11:00 - 11:15 Math Circle and Activity: Math Concepts (Numbers, Colors, and Shapes) and Games

11:15 – 11:30 Mat Making and Bathroom

11:30 – 12:00 Outdoor Play and Gross Motor Development

12:00 – 12:30 Hand washing, Bathroom and Lunch

12:30 - 1:00 Preparation for Nap Time: Hand washing and Bathroom, Story Time

1:00 – 3:00 Naptime and Quiet Music

3:00 – 3:15 Wake-Up / Clean-Up

3:15 – 3:30 Afternoon Transition: Bathroom and Introduction of Small Group Activity for the Day

3:30 - 4:00 Small Group: Science, Writing, Math, and Language Concepts

4:00 – 4:45 Table Activities and Learning Centers: Blocks, Manipulative, Quiet Area, Art, & Open Snack

4:45 – 5:00 Good-bye Circle: Review and Recall

5:00 – 5:45 Outdoor Play

5:45 – 6:00 Clean-up and go inside

**\*Schedule is subject to change without notice depending on the dynamics of the room\***



**ADVENTURELAND and SEA TURTLE ROOM DAILY SCHEDULE**

**(Mid-Fall and Winter Schedule)**

7:00 – 7:30 Morning Greeting in Ladybugs Room

7:30 - 8:00 Breakfast and Quiet Activities

8:00 – 8:45 Indoor Play

8:45 - 9:15 Outdoor Play

9:15 – 9:30 Morning Transition: Hand washing, Bathroom, and Gross Motor Activity

9:30 – 10:00 Language Circle: Helping Hands and New Concepts (Letters, Sounds, Sharing, and Question of the day)

10:00 – 10:30 Language Activities: Finger Frolics (Writing, Tracing) and Games and Art

10:30 - 11:00 Learning Centers: Manipulative, Dramatic Play, Blocks, Quiet Area, Table Activities, and Open Snack

11:00 - 11:15 Math Circle and Activity: Math Concepts (Numbers, Colors, and Shapes)

11:15 – 11:30 Mat Making and Bathroom

11:30 – 12:00 Outdoor Play and Gross Motor Development

12:00 – 12:30 Hand washing, Bathroom and Lunch

12:30 - 1:00 Preparation for Nap Time: Hand washing and Bathroom, Story Time

1:00 – 3:00 Naptime and Quiet Music

3:00 – 3:15 Wake-Up / Clean-Up

3:15 – 3:30 Afternoon Transition: Bathroom and Introduction of Small Group Activity for the Day

3:30 - 4:00 Small Group: Science, Writing, Math, and Language Concepts

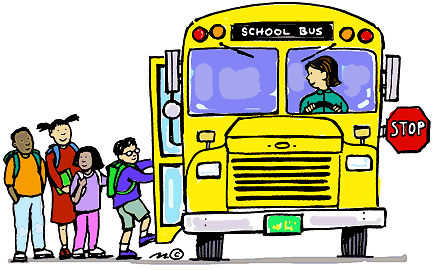
4:00 – 4:30 Table Activities and Learning Centers: Blocks, Manipulative, Quiet Area, Art, and Open Snack

4:30 – 5:00 Outdoor Play

5:00 – 5:45 Table Activities or Learning Centers

5:45-6:00 Good-bye Circle: Review and Recall

**\* Schedule is subject to change without notice depending on the dynamics of the room\***



**Field Trip Policy**

To ensure a safe and fun trip for everyone, all parents and children must abide by the Monticello field trip rules and policies listed below. Anybody who does not abide by the rules and policies will lose their privileges to attend the next field trip.

**BUS RULES**

* Loading is done from back to front. Walking feet and no pushing.
* Windows are opened by adults only. Windows can only be opened half way.
* Three persons per seat.
* Backs against the seat, feet towards the ground and no turning around.
* Kicking the front seat is not allowed.
* Inside voices only.
* Unloading is front to back.

**DRESS CODE**

* Tennis shoes and socks unless it is a water trip, then water shoes are required. No sandals.
* Pants or shorts are acceptable; however, no dresses or skirts are allowed.
* MA green shirts are required for all adults and children; we will provide the shirts.

**SUNSCREEN**

* Parents are responsible for applying sunscreen in the morning prior to the trip.

**FOOD OR SPECIAL TREATS**

* Due to various food restrictions, which can be life-threatening, no food sharing is allowed.
* If you buy a treat or give your child food or water, you will have to get one for everyone, with the permission of the teachers and depending on allergies.
* We are a nut-free school, especially NO peanut products.

**DESTINATION PICK-UP**

If you want to pick-up your child at the field trip destination, you must notify the teachers ahead of time and also sign a release of liability form, which can be obtained from the teacher at the time of pick-up.

**CELL PHONES**

Cell phones are used for emergencies only. In order to keep a close supervision of the children, please do not talk or text on the cell phone while you are chaperoning. Teachers will always have their phones on hand to keep in contact with administration.

**SIBLINGS**

Siblings are not encouraged on the trip; however, if you chose to bring a sibling, you will have to follow one of the following protocols:

1. Your child and the sibling with you in the car:

* You will have to drive separately and follow the school bus or you can meet us at the destination.
* No green shirt will be needed for you and your children.
* Do not sign your child in at school.
* You are responsible for bringing your child’s necessities.
* You will supervise your child and the sibling only. You will not be counted as a chaperon. You are responsible for all entrance costs.

2. Your child on the school bus and you drive with the sibling to the site:

* You will have to drive separately and follow the school bus.
* You will meet us at the destination with the sibling.
* Siblings not allowed on the bus.
* No green shirt will be needed for you.
* Sign your child in at school since he/she is traveling with the school on the bus.
* Bring your child’s field trip necessities to the school prior to departure.
* You will supervise your child and the sibling only. You will not be counted as a chaperon. You are responsible for all entrance cost.

**BATHROOM**

Never let any child go to the bathroom by themselves. Adult escort is required. If you are uncomfortable, please ask a teacher for assistance. Girls are not allowed in the men’s restroom. Please have a female parent or teacher take them to the restroom.

**WATER**

Water fountains are accessible on every trip that we attend. If not, we will ask each child to bring one water bottle.

**LATE ARRIVALS**

* Once we are walking to and loading the bus, or when we have already loaded the bus – you and your child will be considered late. We must leave the school on time.
* If you are late, your child will have to stay at the school.
* If you would like to bring your child to the field trip destination, then you will have to stay with your child for the entire field trip and drive them back.

**NO DROP-OFF AT THE FIELD TRIP SITE**

* This is not allowed.
* All children are required to be at school 30 minutes in advance of the departure time for field trip preparation.
* If you are late for a trip, your child will have to stay at the school. If you want to go there on your own, then you will have to stay with your child and drive them back.

**BEHAVIORAL GUIDANCE**

* Any child who is having behavioral problems while under the supervision of their parent will be given a warning. If the behavior continues, we will remove your child from your group and place them in another group.
* Continued behavior will result in losing the privilege of having their parents on the field trip.
* If your child is having behavioral problems with other chaperons, including the teachers, then he/she will be given one more chance at another field trip. If your child continues to have behavioral problems, then your child will not be able to attend the next field trip unless you are their chaperon.

**INAPPROPRIATE BEHAVIORS**

Any use of unacceptable behavior such as, fighting, hiding, running away or disrespecting the rules and policies will result in automatic suspension upon returning to school. Your child will be brought to the front office and placed in another classroom for the rest of the day.

**CONCERNS OR QUESTIONS**

All concerns or questions must be brought up prior to the field trip. Rules and

policies will be discussed prior to the trip.

**WATER TRIPS**

* We will let you know in advance if a field trip is a water trip.
* Come dressed in a labeled bathing suit, labeled water shoes, and a labeled backpack.
* Extra clothing and a towel must be labeled and packed in a small backpack.
* Green shirt will be worn, BUT will be taken off during water play, and put back on when done with water play.

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**WELCOME PACKET ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the Sea Turtle & Adventureland Room Welcome Packet. By signing this, I also agree to review the contents for understanding. I also agree to ensure that anyone involved in my child's daily life that will impact any of these rules or policies will comply with these policies by reviewing this information with them. This includes other parents, caregivers, drop off or pick up providers, etc.

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Signature of Parent/Guardian Date

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Print Parent’s First and Last Name

Teacher’s Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classroom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** If you have more than one child enrolled in our preschool program, please add their names and teacher's names in the blank area above.