



Stepping Stones Christian Preschool

**PARENT
HANDBOOK**

Table of Contents

Introductions

Welcome to Stepping Stones Christian Preschool

About Stepping Stones Christian

Stepping Stones Preschool History

Our Mission Statement

Our Statement of Faith

Our Philosophy of Education

Organizational Chart

Board of Directors and Administrators

Teachers and Assistant Staff

General Information and Procedures

Non-Discrimination Policy

Statement of Confidentiality

Child Abuse & Neglect

Concerns

Classroom Observations

Classroom Ratios & Capacities

Communications

Curriculum

Discipline

Backup or Emergency Pickup

Emergency Procedures

Extra Clothing

Food

Holidays

Late Pick ups

Late Fees

Pick up and Drop Offs

Parties & Birthdays

Personal Belongings/Toys

Pesticides

Pets

Smoking

Security

Supervision

Schedules Classrooms

Toilet Training

Winter Weather

Health Policies

Allergies

Hand washing Requirements

Healthcare Plan for Individual Children

Hand washing Requirements

Illness Exclusion

Controlling Spread of Diseases

Immunization

Medications

Program Goals and Objectives

First Year Preschool

3 & 4 day Pre-K

Kindergarten Enrichment

Emergency Data/Drills/Contact Procedures

Welcome to Stepping Stones Christian Preschool!

It is a joy to welcome you and your family to our ministry! We are entrusted with the mission of providing a Christ-centered preschool for you and the families within the Gig Harbor community. You and your child are a very important part of that mission. You are who GOD has asked us to minister to!

Stepping Stones Preschool leadership has prayed faithfully that GOD would send HIS beautiful children and their precious families to our preschool. We desire to be a preschool which focuses on bringing up HIS children in accordance to the biblical principles taught by our LORD and Savior, JESUS Christ; in order that He may be glorified.

We are eager to stand alongside you as parents, to not only love and nurture your child(ren), but to help them grow developmentally, intellectually, physically, and spiritually into the person(s) GOD desires for them to be.

So, as our journey together begins please feel free to share your concerns, desires and goals for your child(ren). It is our aspiration to truly love your child(ren) while always providing a safe and caring environment in which they can learn and grow, when you are required to be away.

Stepping Stones Preschool

HISTORY

In the summer of 1998 three Christian teachers eagerly met to discuss their shared desire to do more for the Lord. After many months of prayer, it became obvious to each of them that GOD was indeed calling them to open a much needed Christian Preschool in Gig Harbor.

From that moment on they went into action! In June of 1999 they found the perfect location for a school. This now left them three months to prepare for a new school to open. The task looked almost impossible to accomplish with a very small budget to work with. They needed to deal with architectural drawings, county permits, demolition and reconstruction of interior walls, a total remodel of the existing bathroom, exterior ramps, sidewalks, and a parking lot. All this needed to be done before their school doors could open.

On September 24, 1999, with the faith that GOD was by their side helping them along the way, the support of their families and the new faithful Stepping Stones families, they opened the doors. They ran their first school year at half capacity. The second year they filled their entire classrooms by June. The third, fourth, and fifth years they opened registration in January and within two weeks they filled their entire classrooms for the next school year.

With a two year waitlist they began to pray, asking GOD for more room to grow. Within two months of prayer Lighthouse Christian School in Gig Harbor called and offered to lease them classrooms on their campus. In the fall of 2005-2006 Stepping Stones Preschool opened up their second campus with the ability to offer 7 new classes to the community.

To date, Stepping Stones Preschool will have the pleasure of providing a safe, loving climate wherein approximately 152 children are nurtured to take positive steps academically, socially, and most foundationally, in the grace of GOD.

Stepping Stones Preschool success is solely based on dedication to follow GOD's word, putting children and their needs first, and following their mission statement everyday of our lives.

Mission Statement

We exist as a private, non-profit Christian Preschool to provide a safe, Christ-centered atmosphere wherein children are lovingly nurtured to take positive steps socially, developmentally and most foundationally, in the grace of GOD.

Statement of Faith

- We believe the Bible in its original form perfectly and completely communicated God's will to man; The Bible plus nothing is the standard of truth. (2 Timothy 3:16,17)
- We believe that man is thoroughly incapable of saving himself by any amount of learning, good works, or merit. He is a sinner separated from GOD and eternally lost. (Romans 3:23)
- We believe that GOD loves all people and graciously sent Jesus to provide man's salvation. (John 3:16)
- We believe that Jesus is GOD in human flesh, born of a virgin (Matthew 1:18-25; Colossians 2:9). He shed His blood in death on the cross as payment for man's sin, was buried, rose again on the third day, ascended to heaven, and is coming again as Judge and Savior of men. (1 Corinthians 15:3,4)
- We believe salvation is GOD's free gift to all who will accept Him through faith in Christ. (Ephesians 2:8-9)
- We believe faith is not passive, but active; not dead, but alive. (James 2:14-16)
Therefore, every believer shall:
 - Repent of Sin (Acts 3:19)
 - Publicly confess Jesus as Savior and Lord (Romans 10:9,10)
 - Be baptized in obedience to Christ (Matthew 18:18-20)
 - Live out Christ's Lordship in their life (Colossians 2:6.7)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (1 Corinthians 12:12, 13; Galatians 3:26-28)

Educational Philosophies

As Christian educators, we are called by GOD to stand along side parents, in a ministry that enables children to develop their spiritual, moral, ethical, developmental, intellectual, and physical potential in order that they may become sensitive, contributing citizens of our world. We therefore commit to staff who:

CORE EDUCATIONAL BELIEF

- Display Christian morality genuinely and consistently;
- Create an atmosphere which is loving, secure, motivational, age appropriate, and positive;
- Help each child develop a sincere and intimate relationship with GOD;
- Use reasoned discipline, strong guidance and leadership;

Educational Goals

- Enable each child to become increasingly responsible, self-directed and self-disciplined;
- Instruct and encourage children to critically think and reason with a view of discovering truth;
- Recognize the unique individuality of all children and inspire them to their full potential.

ORGANIZATIONAL CHART

GOD

School Board of Directors

Director

Stepping Stones Christian Preschool
1st Year Preschool 3 Day Pre-K 4 Day Pre-K
Lead Teachers - Assistants/Aides - Volunteers

BOARD OF DIRECTORS AND ADMINISTRATIVE STAFF

The men and women of this board are dedicated to Christian education and are committed to providing the highest standard in education academically, developmentally, and spiritually.

Board Directors:

Jon Cooper, Matt Metsker, Rachel Harter, Matt McKee, Heather Adams, Sabrina Chivington

Director

Sarah Larsen

Stepping Stones Christian Preschool (253) 853-2818

SCHOOL BOARD

Stepping Stones Preschool, a nonprofit company, is governed by a School Board of Directors. The School Board meets on a monthly basis. The board consists of members in the community who have ties to Stepping Stones and have been recommended by Stepping Stones staff or families.

Authority- the SS School Board serves as the governing body of Stepping Stones Preschool. The functions of the school board will be, but not limited to, the following:

1. Determine the mission and core values for the school, as well as review them and hold the school to them.
2. Maintain board-standing policies on all aspects of governance.
3. Select a Director and hold the Director accountable to policies.
4. Ensure financial solvency and integrity.
5. Require periodic external audits.
6. Help represent the school externally.
7. Encourage and nurture the Director and staff.
8. Serve as final court of appeals.
9. Evaluate and improve itself as the governing board.
10. Be invested in every facet to support the Stepping Stones Ministry.

Director of the Preschool reports directly to the School Board. The Director is responsible for upholding the policies and procedures set by the Board and for managing the daily operations of the Preschool. The Director has the authority to hire and terminate all staff members.

GENERAL INFORMATION & POLICIES

Non-Discrimination Policies

Stepping Stones Preschool is a Christian non-profit company. We do not discriminate on the basis of race, creed, color, national origin, gender, age, physical disability or religion of the children and families in our care.

As the Bible teaches, we are all GOD's children, therefore we should treat everyone fairly, equally and with respect to the individual uniqueness and backgrounds GOD has given.

However, as a religious institution, we reserve the right to require all our staff and employees be of strong Christian faith. They are expected to abide by the Biblical principles for conduct becoming a Christian. We will maintain these principles, with an attempt to respect the various Christian denominational traditions.

Confidentiality

It is agreed that all communications between Director, Teachers, Staff and Parents remain professional and confidential.

All records including medical shall be treated as confidential. Only health care staff, child's teacher, assistants, the Director, and the school board with a need-to-know situation shall have access to student's records or medical information.

RELEASE OF INFORMATION- No Stepping Stones Preschool employee shall release any information regarding a child in our care, to anyone without written authorization of the parent involved and/or the Director.

Child Abuse & Neglect

Washington State law requires professional childcare personnel to IMMEDIATELY report suspicion of abuse or neglect of children. Reports must be made as soon as possible to Child Protective Services, the Dept. of Health and Social Services or to the police.

Failure to report may result in liability. Stepping Stones Preschool requires all employees to comply with all reporting laws and requirements. The Director will be notified of all suspicions and/or reports.

If at all possible, the Director will report to the family when a report has been made on their child's behalf.

Concerns and Questions

Teachers are encouraged to keep you updated on your child's progress, development, as well as advise you of any concerns. Again, we are proud and honored you have allowed us the opportunity to care for and be an important influence in your precious child(ren)'s life. We feel we must work together as a team to help your child thrive.

Please feel free to speak with your child's teacher or arrange a conference with him/her if you should need a little extra time.

The Director has an open door policy, and would love to speak or pray with you for any reason. We are here to serve you and strive to be as responsive as possible as situations arise.

Classroom Observations

We welcome parents into our classrooms at any time; however we ask that you schedule your observation with the teacher beforehand.

Parents: After a classroom observation, any conversation with the teacher should be held when students are not present.

We would be happy to set up a conference time to provide you the time and attention you deserve.

Classroom Ratios and Capacities

Stepping Stones Preschool

1 st yr. Preschool	12 students per class	1:6 staff to child ratio
3 day Pre-K	14 students per class	1:7 staff to child ratio
4 day Pre-K	14 students per class	1:7 staff to child ratio

Communications

a. Communication to Families

All parents will receive a monthly newsletter from your child's Teacher and/or Director. You will also receive a bi-weekly email with updates from the teacher.

b. Internet Communication

- i. No child's picture or names may be published on the internet, without first obtaining permission from the child's parent and the Director.
- ii. Names-When posting information on the website, use of the child's first name is authorized only.
- iii. No child's telephone number, address, or email addresses are to be published on any Stepping Stones Preschool developed web page.
- iv. No information is to be posted on the Internet that might jeopardize the safety and/or security of Stepping Stones Preschool children or their families.
- v. Emails sent to our families by a teacher should be kept within our confidentiality and security guidelines. We use bcc for confidentiality.

Curriculum

Daily developmental and age appropriate instruction will include, but not be limited to;

Bible lesson -All class schedules will include a daily Bible lesson.

Age appropriate Curriculum as pre-approved by the Director and School Board.

It is our goal to strive to use the best curriculum, materials, and tools, while focusing on the fact that each classroom is a family of diverse learners.

Daily Activities Required-

Art, Bible, Circle time, Free Play with teacher-planned and guided direction, Handwriting skills and instruction, Language, Math, Music and/or Creative Movement, Science (weekly in preschool), Story time

Physical Activities, to include outdoor play – 15-20 min./day for preschool. Fresh air and outdoor activities are extremely important to your child’s health!!! Parents we **will** be taking the children outside when at all possible including during rainy weather. So, if a child is too sick to go outside, they should not be at school. Also, each child needs to have a raincoat, boots and an extra change of clothes, should puddle jumping become a problem.

Discipline

Train up a Child in the way he should go, and when he is old he will not turn from it.....Proverbs 22:6

*Correct, rebuke and **encourage**- with great patience and careful instruction.....2Timothy 4:2*

a. CORPORAL PUNISHMENT

Stepping Stones Preschool does not permit spanking or corporal punishment.

b. Child Guidance and Behavior Management

Positive Reinforcement and Redirection shall be the preferred methods of classroom management and discipline. Other forms of discipline may include “time out,” withholding privileges, assigning special tasks, etc....

Parents will be contacted at the onset of progressive discipline at which point they may be placed on a Behavior Modification Plan. An enrolled student/child’s consequences may range from a warning on the first offense to increasing severity, which ultimately could result in suspension for the remainder of the day or year. Corporal Punishment is not allowed!

Drop-Off of Child

ALL children MUST be dropped off into the care of their child’s teacher.

a. At no time will it be acceptable to drop a child off in their classroom, if a teacher or staff member is not present.

b. At no time is it acceptable to let your child walk to their classroom unattended, unless you can visibly see your child’s teacher or a staff member, and they have given you thumbs up that they have seen them.

Emergency Care or Back up Person

Each Parent must have a person other than themselves available to pick up your child when he/she becomes sick during the day, or an emergency arises. A Release Authorization Form must be on file. Remember to keep us updated if the person or his/her contact information changes.

Emergency Procedures

Are located at the end of the handbook.

Extra Clothing

Please provide an extra change of clothing for your child. (Shirt, pants, socks, underwear)

Food

Parents are required to send a healthy snack on school days.

Allergy- If a food allergy exists; Parents will be required to provide us with an alternative food suggestion, with comparable nutritional value, that may be safely served to their child.

-Note: Parents may be asked to supply alternative food for special diets, especially when a child cannot participate in a classroom party.

Snacks and special occasions - such as Birthdays - Parents are allowed to bring snacks for birthdays and special celebrations to share with the children in their child's class. Please make sure to make special arrangements with your child's teacher first.

Food Allergies

Parents are required to provide written notification from a health care provider and themselves, if a child is allergic to foods. (Forms are found on our website) They must advise Stepping Stones Preschool what reaction the child will have and how staff is to respond to the reaction. In some cases, Parents will need to provide us with medication to safely and adequately respond to a reaction. Also, parents must provide us with an alternative food with comparable nutritional value that may be safely served.

Note: Parents may be asked to supply alternative food or special diets.

We are to post a photo of each child noting their food allergies in the classroom. Please note that the child's name can **not** be posted alongside their picture and allergy(s) notation.

Holidays

All holidays and breaks will be as noted on the Stepping Stones Yearly School Calendar, September-June.

Late Pickups –

Children who are not picked up by end of Preschool...

1. Parent(s) are required to call the preschool or teacher if they are going to be late for any reason.
2. Parent(s) must be called to inquire as to when they plan/will arrive.
3. Reminder: Parents will be charged a late fee. Teachers, Directors, and Staff have families too, who are expecting them to be home at a certain time. Parents please be respectful, when you are late so are the staff.

4. If parent is unable to pick child up or teachers are unable to reach parent, then their emergency backup person will be called to arrange for pick-up of child.
5. The Director will be notified of each late pick-up and again when child is actually picked up.

Late Pick up Fees- After a 5-minute grace period from the child's scheduled pick-up time, parents will be charged a \$1.00/minute fee. This fee will be added to the child's overall tuition bill. In the case of an emergency, fees may be waived if you call the Preschool and notify the Director that you will be late. The Director will determine if a charge should apply.

Parties/Birthday Parties

Throughout the course of the school year Stepping Stones Preschool will be celebrating the following; Columbus Day, Veteran's Day, Harvest Party, Jesus' Birthday, Valentine's Day, Presidents Day, St. Patrick's Day, Easter, May Day, and Mother's Day.

Students may bring treats for the entire class in recognition of their birthday. *Please refer to Snack Policy prior to sending snacks with your child. Private birthday party invitations may not be distributed at the preschool unless the entire class is invited.

Personal Belongings/Toys

Parents are urged to print names on items such as lunch bags, coats, sweaters, and backpacks. Please leave all toys at home except for Show and Tell. Unapproved toys brought to school will be confiscated and returned at the end of the school day. *Example – Weapons* of any type or other toys determined inappropriate by the teacher.

Pesticides Policy

Parents will be notified 48 hours in advance, prior to pesticides being used at either campus. Also, state required signage will be posted in area (s) pesticide has been used and will remain posted (as per government regulation noted on pesticide being used) until it is safe for children to play in area.

Pets

Pets are not allowed on the premises.

Special Events at School

Each age level has special days planned where each child may bring an adult to school with them. (Ex. Mother's Tea, Special Person's Day, Pumpkin Carving Night, etc.). Due to limited space within the classrooms, only one person may accompany a child to the event.

Pick-Up of Child(ren)

- a. All children will be released only to their parents.
- b. Parents must notify your child's Teacher or Director, if there will be a change in who is allowed to pick your child up for the day. (If you routinely will be having someone else pick up your child, please notate on the Permission Form signed by you at the beginning of the school year or a written note will suffice.)
- c. Please note, we are required to ask for Picture ID of someone new picking up your child.
- d. WE MUST HAVE YOUR WRITTEN PERMISSION TO RELEASE YOUR CHILD TO SOMEONE OTHER THAN YOU.

Smoking

Is not allowed on the Stepping Stones Preschool campuses at anytime. If you must smoke, please do so away from the building and out of the sight of our children.

Security

Children are taught not to open doors to strangers. They should be instructed to call an adult if someone they do not know is trying to enter the building.

Supervision

All classrooms are monitored by two staff members.

At **NO** time, under **any** circumstances, will a Lead Teacher or Teaching Assistant leave a child(ren) alone in the classroom or outside without proper *authorized* adult supervision.

Schedules for classroom

Daily classroom schedules will be posted in the classroom.

Toilet Training

Students must be toilet trained prior to enrolling into our Preschool.

VOLUNTEER QUALIFICATIONS (Preschool Only)

A SS "volunteer" is a person who supports the lead staff.

The volunteer must:

1. Be at least sixteen years of age or older.
2. Care for children under the "DIRECT SUPERVISION" of a lead staff person at all times.
3. Obtain a criminal background record check (in accordance with the standards set by SS), which in some cases, may require fingerprinting.
4. It is preferred they be a Christian in good standing.
5. Prior approval by Director.

WINTER WEATHER

When snow and ice are present, our first concern is for safety. KOMO 1000 AM and KOMO Channel 4 News will broadcast information during such circumstances. We will follow the Peninsula School District schedule during inclement weather.

Late Start:

1. If PSD is running, 2 hours or more, late:

AM Preschool classes will run on a 2 hour delay, and the class duration will be two hours long. The PM Preschool classes will run 1 hour delay, and the class duration will be two hours long.

2. If the PSD closes, the preschool will also be closed.

HEALTH POLICIES

Allergies

Parents are required to provide written notification from a health care provider and themselves if a child has a known allergy. (Forms are found on our website) They must advise Stepping Stones Preschool what reaction the child will have and how staff is to respond to the reaction. In some cases, Parents will need to provide us with medication to safely and adequately respond to a reaction.

Hand washing Requirements

These requirements are for all Staff, Children and Volunteers

- (1) On arrival at the school
- (2) After using the toilet
- (3) After outdoor play
- (4) After playing with animals
- (5) After touching body fluids (such as blood or after nose blowing or sneezing)
- (6) Before and After the child eats or participates in food activities

Healthcare Plan for Individual Children

Individual children with special health care needs must have a "Health Care Plan" on file with the school. This plan would include written statements from the child's health care provider and parent revealing health concerns and instructions on how to care for child along with specific treatment(s) they would require while in our care.

ILLNESS EXCLUSIONS –

Parents, please do not send your children to Preschool if they are sick. Your child will not be allowed at Preschool and/or will be sent home if sick. It is imperative that we all work together in keeping our children healthy, even when it means using your emergency care person or finding someone to care for the sick child when you cannot.

A child should stay home if he or she is sick. A child needs to be fever free for 24 hours before returning to school. Also, a child needs to stay home for at least 24 hours after vomiting or having diarrhea. Exclusion from attending preschool is necessary when a child is either too ill to participate in normal activities, the condition or illness creates an unsafe or unhealthy environment for others, or when the illness requires a level of care or observation that cannot be managed at preschool.

When a child becomes ill or injured while in our care:

1. Staff will notify the child's parent when they are too ill to be at our preschool. Arrange for parent or emergency caregiver to pick child up as quickly as possible.
2. Place the child in "sick bay" until they are picked up. This may require an assistant or the Director to stay with them until pick up is made.
3. In the event of an injury, parent will be notified by phone informing them of accident, treatment required, and update them as necessary.
4. If 911 is called the parent is immediately notified.

STUDENT RECORDS updated as follows;

A confidential, individualized, written record will be kept in the child's file that includes:

- a. Date of illness or injury
- b. Treatment provided while in care; and
- c. Names of staff providing the treatment
- d. A copy of the illness or injury report will be given to the parent; and obtaining a parent's signature as proof of parent's acknowledgement.

Parent will be notified in writing when their child(ren) have been exposed to infectious diseases or parasites. The notification may consist of either a letter to parents or posting a notification for parents in a visible location.

Immunization

Washington State Law necessitates that all children meet the requirement for immunization *prior to* admission to preschool. An updated immunization form will need to be filled out yearly and kept on file for each child in our care.

1. It is the policy of the preschool not to accept children in our programs without an up to date immunization certificate as required by the Department of Health, unless the exemption is due to an illness protected by the Americans with Disabilities Act (ADA) or for religious reasons.
2. Parents or health care providers choosing **not** to immunize a child must sign the exempt portion of the certificate of immunization status form. * Parents, if there is an

outbreak of a disease that your child has not been immunized for, we ask they be kept at home until the outbreak is over.

Medications

a. If a student needs medication during preschool hours, it is the parent's responsibility to make arrangements with their child's teacher to come in and administer the medication. An exception would be in emergency only (i.e. Epi-pen, Albuterol Inhaler, etc.) with prior written instructions from a physician and parental consent allowing us to dispense medication.

b. Students are NOT allowed to take "over the counter" medication or prescription medication at preschool.

c. Children are NOT allowed to carry any medication to school whether it be over the counter or prescription, unless cleared through the school Director and the child's teacher.

PROGRAM GOALS AND OBJECTIVES

GOALS & OBJECTIVES

We are committed to helping you feel successful as a staff member. Please take the time to review these goals and objectives yearly. Feel free to discuss improvements and additions, as well as clarifications, with the Director.

FIRST YEAR PRESCHOOL

Cognitive Skills

1. Demonstrates understanding of some numbers
 - a. Counts 6 items/objects
 - b. Counts to 10 by memory
 - c. Demonstrates one-to-one correspondence
2. Identifies and groups objects by characteristics
 - a. Big and little
 - b. Groups by size
 - c. Identifies what doesn't belong
 - d. Copies a simple pattern
 - e. Creates a pattern
 - f. Copies a simple block design
 - g. Differences between, hot/cold, hard/soft, wet/dry, full/empty
 - h. Matches colors
 - i. Groups items and pictures (cow with barn)
 - j. Identifies opposites
 - k. Places object outside of line
3. Recognizes and identifies some shapes
 - a. Circle, square

4. Names colors & numbers (1-10)
5. Awareness of time concepts and sequence
 - a. Names of many animals
 - b. Identifies ways in which different animals move or sounds they make
 - c. Identifies rain, clouds, and sun
6. Understands objects have weight
7. Demonstrates creativity
 - a. Pretends one item is another (block is a car)
 - b. Multiple uses for classroom objects
 - c. Asks “what if” and seeks answers
 - d. Begins to draw a person
8. Demonstrates memory
 - a. Recalls 3 objects that are present visually
 - b. Identifies when something is missing or different

Language Skills

1. 75-80 percent of words are understandable
2. Verbalizes wants
3. Talks frequently, uses short sentences (4-6 words), asks questions and listens
4. Answers simple question with a complete thought
5. Repeats words/sounds and recognizes everyday sounds
6. Repeats simple rhymes
7. Asks questions (who, what, where, and why)
8. Can tell a story
9. Can sing a simple song, can carry a simple tune
10. Understands concepts “now”, “soon” and “later”
11. Enjoys books and story time
12. Retells part of a familiar story
13. Describes what is happening in a picture
14. Uses illustrations to guess what comes next
15. Pretends to read a book

Manners

1. Learning to Say;
 - a. Please and Thank You,
 - b. You’re Welcome, Excuse me
 - c. Yes/No
 - d. Asking to be excused
2. Not interrupting when others are talking
3. Waits their turn to talk, patiently
4. Obeys the first time

Physical

1. Gross Motor Skills
 - a. Runs around obstacle
 - b. Walks on a line forward and backward
 - c. Balances on one foot for a few seconds
 - d. Begin hopping on one foot
 - e. Uses slide independently
 - f. Jumps 3 times with both feet
 - g. Jumps over six inch high object & lands on both feet together
 - h. Kicks a large ball
 - i. Rolls a ball to a target from 4-6 ft
 - j. Throws ball overhead with some accuracy
 - k. Walks up and down stairs, alternating feet
 - l. Climbs well
2. Fine Motor Skills
 - a. Can use crayons/markers
 - b. Uses age appropriate pencil grasp effectively
 - c. Can glue
 - d. Copies a circle and square
 - e. Imitates cross
 - f. Tries to write name
 - g. Draws with the arm and not small hand movements
 - h. Draws a face
 - i. Makes vertical, horizontal and circular strokes with pencil or crayon
 - j. Attempts at drawing people, soon to progress with several body parts
 - k. Beginning to manipulate scissors
 - l. Adept at small manipulations
 - m. Builds tower of 5-7 small blocks
 - n. Puts together a simple puzzle (4-12 pieces)
 - o. Drives nails or pegs

Play

1. Pretends to play with imaginary objects
2. Likes to play "dress up"
3. Helps clean up toys when asked
4. Changes the rules of a game as he/she goes along
5. Tries to bargain (I'll give you this if you'll give me...)
6. Turns book pages one at a time
7. Screws and unscrews jar lids, nuts and bolts
8. Turns rotating handles
9. Plays make believe with dolls, animals, and people
10. Manipulates clay material (rolls balls, snakes, cookies)

Positive Relationships with Others

1. Separates from family member with undue stress
2. Shows affection or concern for others
3. Interacts well with peers
4. Interacts and deals with people and things joyfully and confidently
5. Follows classroom rules
6. Understands consequences of not following class rules
7. Expresses wide range of emotions & identifies & begins to understand and deal with them
8. Sees things in terms of “we, and not just “me”
9. Indicates awareness of people and having different feelings in situations
10. Works and plays independently
11. Works or plays with another child
12. Works or plays in a group
13. Begins to build friendships and be a good friend
14. Shares toys or takes turns
15. Follows simple rules of a game, run by an adult
16. Waits his/her turn
17. Accepts a compromise suggested by another
18. Learning to suggest compromises to solve a problem

Self Help Skills

1. Puts on and takes off own coat
2. Can dress self with limited assistance
3. Works on putting on shoes
4. Manipulates buttons but with some assistance
5. Feeds self (with little or no spilling)
6. Drinks from a cup (with little or no spilling)
7. Pours from a pitcher
8. Helps to clean up messes
9. Helps put things away
10. Follows daily routine with minimal assistance
11. Easily follows 2 step directions
12. Sits in a group for 5-10 minutes
13. Uses toilet with no assistance
14. Distinguishes between edible and inedible objects

Social/Emotional

1. Demonstrates knowledge of self
2. Identifies self by first and last name
3. States age
4. Feels good about self

5. Names familiar people and places
6. Values his/her belongings and names them
7. Identifies and names feelings
8. Names 6 body parts
9. Identifies ways people are alike and different
10. Learns more about the world around them
11. Develops senses of touch, smell, taste, and hearing
12. Demonstrates control of aggressive behavior

Spiritual

1. Understanding of GOD
 - a. He loves them unconditionally
 - b. He cares for them
 - c. GOD wrote the Bible to teach us
 - d. GOD never changes
 - e. GOD is perfect and all knowing
 - f. GOD sent his son, Jesus, for them, as their Savior
2. We can show GOD our LOVE by
 - a. Worshipping Him by
 - b. Praying to Him
 - c. Singing to Him
 - d. Obeying Him
 - e. Being Kind to Others
 - f. Being Gentle with our Friends
 - g. Following His ways

3 DAY & 4 DAY PREKINDERGARTEN

Cognitive Skills

1. Identifies and groups objects by characteristics
 - a. Big and little
 - b. Groups by particular characteristics
 - c. Subgroups items by additional characteristics
 - d. Identifies what doesn't belong
 - e. Copies a simple pattern – Creates a simple pattern
 - f. Creates a pattern
 - g. Copies a simple block design & a complex block design
 - h. Uses comparative words (big, bigger, biggest)
 - i. Differences between hot/cold, hard/soft, wet/dry, full/empty
 - j. Matches colors
 - k. Groups items and pictures (cow with barn) (from large to small)

- l. Identifies opposites
- m. Identifies common sounds
- 2. Identifies 8 colors
- 3. Puts together a simple puzzle (12-24 pieces)
- 4. Awareness of time concepts and sequence
 - a. Understands concept of daily routines
 - b. Waits turn
 - c. Puts 3 pictured events in sequential order
 - d. Understands present and future tenses of words
 - e. Uses past and future tenses of words correctly
- 6. Demonstrates world around us
 - a. Understands that animals need food, water and air to survive
 - b. Identifies seeds grow into plants and parts of plant
 - c. Identifies sun, moon, stars
 - d. Describes weather
 - e. Understands air all around us
- 7. Measures objects
 - a. Understands objects have weight, length, etc.
- 8. Demonstrates creativity
 - a. Pretends one item is another (block is a car)
 - b. Multiple uses for classroom objects
 - c. Asks "what if" and seeks answers
 - d. Draws a person in detail
- 9. Demonstrates memory
 - a. Recalls 3 objects that are present visually
 - b. Identifies when something is missing from a picture

Language Skills

- 1. 75-80 percent of words are understandable
- 2. Communicates verbally
- 3. Speaks so others can understand
- 4. Answers questions with a complete thought
- 5. Answers questions with detail
- 6. Uses complex sentences to express thoughts and feelings
- 7. Repeats parts of songs, rhymes, stories and finger plays
- 8. Uses pronouns correctly
- 9. Uses plurals correctly
- 10. Names common objects in pictures, clothing, furniture
- 11. Describes what is happening in a picture
- 12. Uses positional words (over, under, etc.)
- 13. Asks complex questions

Manners

1. Learning to Say;
 - a. Please and Thank You,
 - b. You're Welcome, Excuse me
 - c. Yes/No
 - d. Asking to be excused
2. Not interrupting when others are talking
3. Waits their turn to talk, patiently
4. Obeys the first time
5. Respectful of adults and teachers

Math Readiness

1. Demonstrates understanding of numbers
 - a. Counts 20 items/objects
 - b. Can rote count to 20 by memory
 - b. Recognizes numbers 1-20
 - c. Can write numbers 1-20
2. Recognizes and identifies shapes (circle, square, triangle, diamond, cross, & rectangle)
3. Identifies size differences (big, small)
4. Sequences different sizes (small, smaller, smallest)
5. Categorizes objects (shape, color, size, texture)
6. One-to-one correspondence
7. Identifies AB pattern
 - a. Demonstrates one-to-one correspondence
 - b. Uses one-to-one correspondence to compare sets

Physical

1. Gross Motor Skills
 - a. Runs around obstacles
 - b. Walk on a line forward & backward-8 ft.
 - c. Walks on tiptoe
 - d. Stands on one foot 10 seconds
 - e. Hops on one foot five plus times
 - f. Jumps 3 times with both feet
 - g. Balances on one foot for 5 seconds
 - h. Throws beanbag to a target
 - i. Catches, bounces, rolls, kick, and throws a ball easily
 - j. Climbs well
 - k. Claps to rhythm of music
2. Fine Motor Skills
 - a. Can use crayons/markers using fingers

- b. Uses age appropriate pencil grasp effectively
- c. Can glue
- d. Paints with a brush
- e. Draws horizontal, vertical and diagonal lines
- f. Copies circle, triangle, squares
- g. Forms shapes with clay
- h. Strings 5 small beads
- i. Puts pegs in board
- j. Builds tower of 10 small blocks
- k. Applies glue and pastes collage pieces
- l. Screws and unscrews nuts and bolts
- m. Uses scissors to cut along a straight line
- n. Uses scissors to cut simple shapes out of paper

Positive Relationship with Others

- 1. Shows pleasure in dealing with people and things
- 2. Shows affection or concern for others
- 3. Separates from family member without undue stress
- 4. Interacts well with peers
- 5. Follows classroom rules, without prompting
- 6. Understands consequences of not following class rules
- 7. Works and plays independently
- 8. Works or plays with another child
- 9. Works or plays in a group
- 10. Expresses wide range of emotions, identifies & begins to understand and deal with them
- 11. Indicates awareness of people and having different feelings in situations
- 12. Recognizes the needs or desires of another
- 13. Accepts a compromise suggested by another
- 14. Suggests a compromise to solve a problem
- 15. Maintains a friendship with another child and can be a good friend
- 16. Shares toys or takes turns
- 17. Follows simple rules in a game
- 18. Able to wait his/her turn
- 19. Accepts a compromise suggested by another
- 20. Learning to suggest compromises to solve a problem

Reading Readiness

- 1. Understands print concept
 - a. Understands that all words can be written
 - b. Recognizes and identifies letters (upper and lower case letters)
 - c. Makes letter-phonetic sound connections

- d. Copies letters
- e. Writes letters independently
- f. Copies name
- g. Writes their name independently
2. Demonstrates enjoyment of stories and books
 - a. Participates in story time
 - b. Asks teacher to read a book
 - c. Talks about a story or a book
 - d. Looks independently at books
3. Acts out a story
4. Retells a story, including details
5. Uses illustrations to guess what comes next
6. Predicts what will happen next in a story
7. Demonstrates knowledge of how to use a book
 - a. Holds book properly
 - b. Turns one page at a time
 - c. Pretends to read a book
 - d. Read simple words
 - e. Seeks information from books
8. Rhyming, recognizes rhyming words
9. Can say the alphabet (rote memory)
10. Identifies likeness/difference
11. Beginning reading skills (two-three letter words)
12. Recognizes opposite words (hot/cold)
13. Understands positional orientation words (top/bottom)
14. Recognizes beginning word sound

Self Help Skills

1. Puts on and takes off own coat
2. Can dress self
3. Puts on shoes
4. Pours from a pitcher
5. Helps to clean up messes
6. Helps put things away
7. Follows daily routine without prompting
8. Easily follows 2-3 step directions
9. Sits in a group for 15 minutes
10. Completes tasks

Social/Emotional

1. Demonstrates knowledge of self
2. Identifies self by first and last name

3. States age, beginning to share birthdate
4. Identifies self by gender
5. Feels good about self
6. Names familiar people and places
7. Values his/her belongings and names them
8. Identifies and names feelings
9. Names 6 body parts
10. Identifies ways people are alike and different
11. Shows curiosity and interest in surroundings
12. Desires to learn more about the world around them
13. Discriminates between different textures, smells, tastes and sounds
14. Demonstrates control of aggressive behavior

Spiritual

1. Understanding of GOD
 - a. He loves them unconditionally
 - b. He cares for them
 - c. GOD wrote the Bible to teach us
 - d. GOD never changes
 - e. GOD is perfect and all knowing
 - f. GOD sent his son, Jesus, for them, as their Savior
2. We can show GOD our LOVE by
 - a. Worshipping Him by
 - b. Praying to Him
 - c. Singing to Him
 - d. Obeying Him
 - e. Being Kind to Others
 - f. Being Gentle with our Friends
 - g. Following His ways
3. Learns and recites weekly Bible Verses

KINDERGARTEN ENRICHMENT

The Kindergarten Enrichment Class will take place on Fridays from 8:15 A.M. - 12:15 P.M. This class is designed to be an extension/supplement to kindergarten curriculum. The focus of the class will be phonics and reading, writing, math skills, science, Bible, music, and art. The hands-on learning environment will include games, experiments, art and other fun activities to reinforce the skills being taught.

1. No more than 30 minutes of free choice time throughout the day which will include a planned individual directed project (if no project is planned, than no more than 20 minutes).

2. All lesson plans and projects prepared (1) week prior to the date they will be taught. This includes but is not limited to all preparation for art projects.
3. Bible taught daily with a go home Bible verse.
4. Perform two art projects per month.
5. Two phonics based papers per month.
6. Two letter writing pages per month.
7. Two beginning arithmetic or math exercises per month.
8. Two Science or supplemental projects per month.

EMERGENCY/DRILLS/CONTACT PROCEDURES

When I am Afraid I will trust in YOU, in GOD whose word I praise, in GOD I trust.

Psalm 56:3&4

The following guidelines will be followed in the event of an Emergency Situation;

- Teachers are required to teach children safety procedures and practice them monthly.
- A monthly fire drill will be required for each class and/or campus.
- A quarterly earthquake disaster drill will be required as well.
- Stepping Stones Preschool will have supplies on hand to allow us to serve the children in our care for up to 3 (three) days, as required by Washington State Law. Our goal is to have a five (5) day supply.
- All will be trained and equipped to handle emergencies, as required by Washington State Law and with the LORD's help and guidance.
- In the unlikely event of severe weather or other emergencies (i.e. broken water pipes, lack of heat, etc.) it will be up to the Director to close one or both facilities.

PARENT'S MUST NOT REMOVE THEIR CHILD WITHOUT NOTIFYING THE DIRECTOR OR THEIR CHILD'S TEACHER.

1. COMMUNICATION

- a. Parents are encouraged NOT to CALL the facility lines in the event of a school emergency. This line must remain open for the "AUTHORITIES" to contact us.
- b. If time, situation, and resources are available the Director(s) will post and update status of emergency situations on the website.

2. EMERGENCY CONTACT PROCEDURE, FOR PARENTS AT LIGHTHOUSE CAMPUS

In case of an emergency situation at the Lighthouse Campus, at 3008 36th Ave., Gig Harbor; Parents are encouraged to follow the below guidelines for contacting us.

- a. Check our website for all current information regarding the emergency situation.
- b. Please keep our phone lines free, for emergency use only.

- c. The Director or appointed Staff Member will update parents as often as possible via phone call, email, text or website posting.
- d. Director or a Staff Member will call parents directly to arrange for pick-up of their child.
- e. Director may assign a Staff Member to contact parents if their child's teacher is with the children at the "Special Meeting Place" and unable to do so.

3. Parent Pick-up for LCS Campus

IT IS RECOMMENDED..... Parents do not rush to the campuses in the event of an emergency. We must allow the emergency personnel to take the necessary precautions to keep us all safe. Parents must use the lower Point Fosdick entrance, park, and then find us on the 3rd Level Parking Lot.

If the emergency is at the Lighthouse Campus only, calls may be redirected to the main campus for information, status and updates. (253) 853-2818

2. EMERGENCY CONTACT PROCEDURE, FOR PARENTS AT MAIN CAMPUS

In case of an emergency situation at the Main Campus, at 6220 38th Ave., Gig Harbor; Parents are encouraged to follow the below guidelines for contacting us.

- a. Check our website for all current information regarding the emergency situation.
- b. Please keep our phone lines free, for emergency use only.
- c. The Director or appointed Staff Member will update parents via phone call, email, text or website posting as often as possible.
- d. Director or a Staff Member will call parents directly to arrange for pick-up of their child.
- e. Director may assign a Staff Member to contact parents if their child's teacher is with the children at the "Special Meeting Place" and unable to do so.

3. Parent Pick-up for Main Campus

IT IS RECOMMENDED..... Parents do not rush to the campus in the event of an emergency. We must allow the emergency personnel to take the necessary precautions to keep us safe.

- a. Parents DO NOT Park on the school property.
- b. DO NOT block the main entrance.
- c. In the event the buildings are both deemed unsafe then meet us at our EMERGENCY MEETING PLACE.

If the emergency is at the Main Campus only, calls may be redirected to the LCS campus for information, status and updates. (253) 851-2484

PARENT'S MUST NOT REMOVE THEIR CHILD WITHOUT NOTIFYING THE DIRECTOR OR THEIR CHILD'S TEACHER.