

1238 Bunnell Road

Altamonte Springs, FL 32714

407-447-6529

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

## **VPK PROGRAM**

Our program is offering a school year and summer time. This program incorporates and captivates children in emergent literacy and writing skills, allowing for hands on learning in a developmentally appropriate environment. Our classroom is fittingly equipped for language, science, math, music, art, dramatic and blocks play.

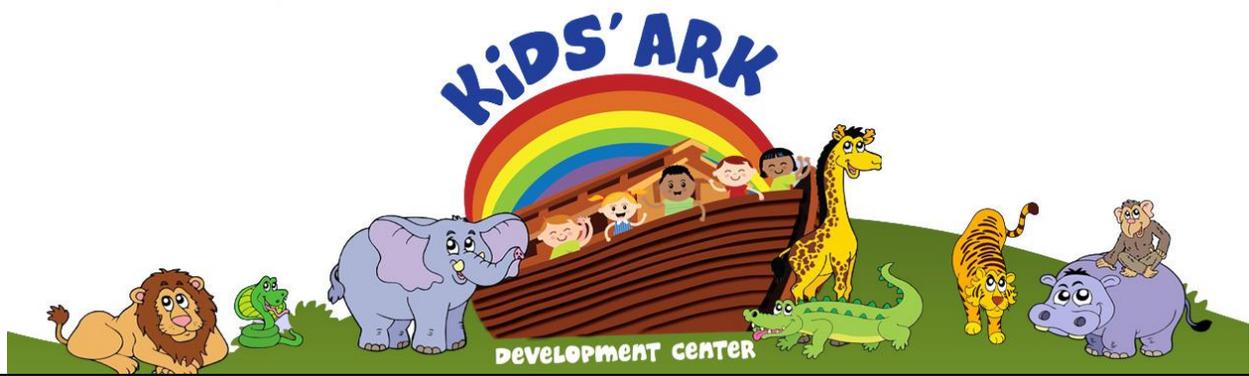
Alongside the standard benchmarks, the Wee Learn Creative Curriculum and Pebbles are utilized.

We begin our morning at 8:00-8:15 when we have our opening activities. With circle time and Breakfast. **Everyone entering the center must use hand sanitizer upon arrival.**

Circle Time: This is a very important part of our day as we come together to build our classroom community. We start at 8:00am, it is important for all children to be at school for this time. We sing songs, greet each other in a variety of ways, share a Bible story, discuss ideas pertaining to our curriculum, play a game to provoke their thinking, discuss various ways to resolve conflicts, or any other concerns that are relevant at the time. Next, we discuss the particular center choices of the day and describe what is happening at each center to assist children in knowing what is expected of them during this time and what their options are for the morning. Once this has been discussed, the children are welcome to make a center choice.

The week's lesson plans are always posted inside the classroom, along with the curriculum standards. We encourage parents to make note of activities and discuss them with their child at the end of the day.

*“Developing all children’s faculties in a fun, loving, Christian environment.”*



1238 Bunnell Road

Altamonte Springs, FL 32714

407-447-6529

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

### **ARRIVAL AND DISMISSAL**

It is very important that all parents arrive at school for drop-off and pick-up of their child on time. Arrival and dismissal will occur using the front door. Parents can wait in the morning for the VPK door to open and VPK Teacher or Assistant will welcome each child. Promptly at 8:15am, the VPK door will be closed. Tardy children must wait in the front office. This is to minimize interruptions during Circle Time.

Dismissal is at 11:30am, and parents are to wait in the hallway for VPK Teacher or Assistant, who will escort their children. We ask that lunchtime is not interrupted. Students in Wrap-Around may be picked up in the classroom or playground at their scheduled time. Pick-ups made after 11:35am are considered late and are subject to the corresponding fees.

### **ASSESSMENT**

The VPK students are tested 3 times throughout the school year. This is a required by Florida Department of Education. The results will be discuss with the teacher in a Parent/Teacher conference.

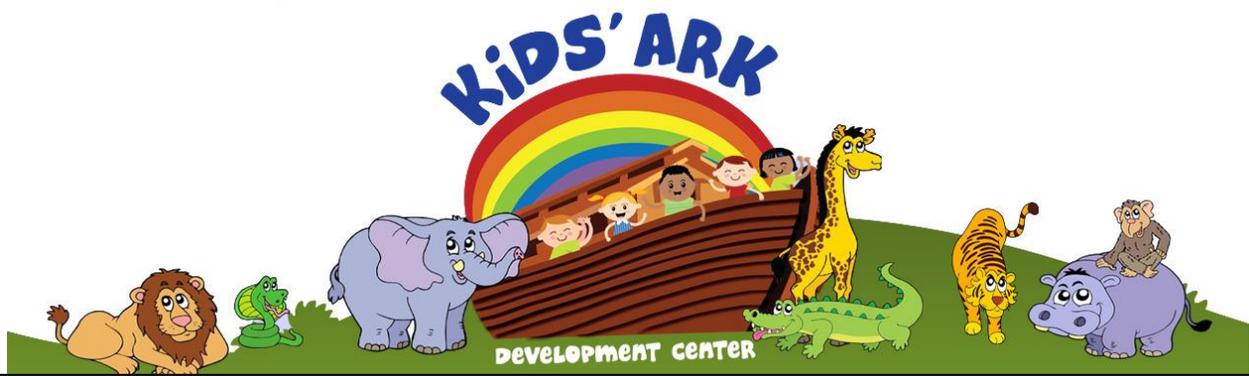
### **ART PROJECTS**

Art projects will pertain to our topic for the week. During this time, your child will be encourage to use his or her imagination to create original projects. These projects will be offered twice a day, once in the morning and once in the afternoon.

### **DONATIONS**

We will make art/crafts out of all kinds of supplies. If you have any extra glue sticks, craft scissors, buttons, tissue paper, yarn, fabric, paper, pipe cleaners, craft sticks, old magazines, paper plates (all sizes) or glitter that you would like to donate we will greatly appreciate it!

*“Developing all children’s faculties in a fun, loving, Christian environment.”*



1238 Bunnell Road

Altamonte Springs, FL 32714

407-447-6529

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

### **SELF HELP SKILLS**

There are some self-help skills that each child should have to entering VPK. Please make sure that your child meets these requirements. The self-help skills are listed below.

- Picking up after play
- Bathroom responsibility
- Picking up
- Dispensing Soap
- Washing and drying hands
- Serving foods
- Cleaning up after eating
- Dressing and undressing self
- Putting shoes
- Responsibility of personal belongings

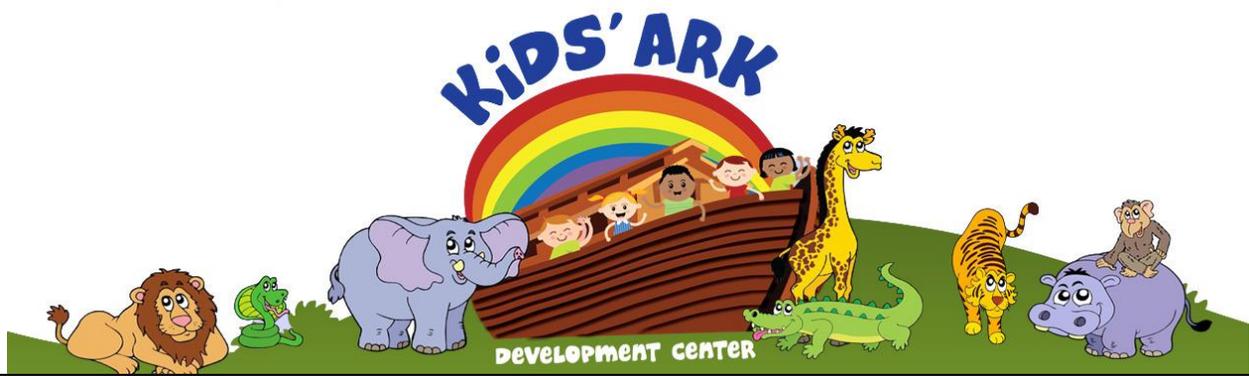
### **COMMUNITY SERVICES PROJECTS**

Here at Kids' Ark we pride ourselves in community awareness. Each year, we choose several community service projects in which to participate. We will keep you posted regarding these special events throughout the year. New ideas are welcome!

### **CUBBIES/FOLDERS**

Inside the VPK room the children are provided with a cubby to keep their belongings. We ask that you check your child's folder daily. This is a communication route, so we will include homework, letters, and notices from the office, newsletters for the class, payment receipts and financial notes.

*"Developing all children's faculties in a fun, loving, Christian environment."*



1238 Bunnell Road

Altamonte Springs, FL 32714

407-447-6529

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

## **REST TIME**

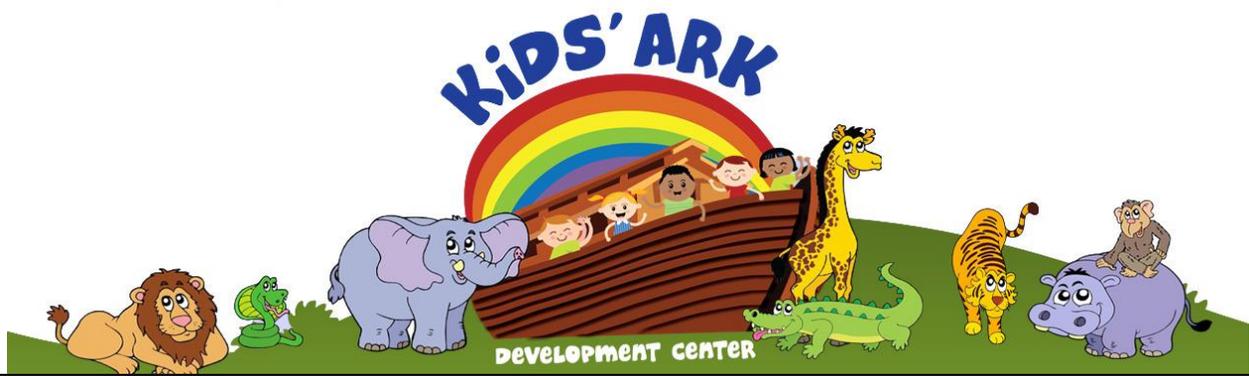
The preschoolers have rest time from 12:00p.m. - 2:00p.m. Your child is encouraged to bring a foldable plastic nap mat, small labeled blanket, and sheet every Monday morning. They will stay on our child's bed until Friday at which time we will then send it home to be laundered. Do not send pillows, sleeping bags, yoga mats, or large blankets that will not fit in the cubbies.

## **DAILY UNIFORMS**

- Navy pants or navy shorts (knee length)
- Girls may wear navy skirts (knee length) with shorts underneath
- Yellow polo shirt with KADC logo ( buy them at our office)
- Solid colored socks (navy blue or black)
- Plain, solid black tennis shoes or sneakers. Suitable for outdoor playground.  
No neon colors, light-up soles, no superheroes, or characters.

Children should wear clean, neat, comfortable clothing, appropriate for playing. A complete set of clean clothing must be available at the center at all times in case of an accident (including socks and underwear). Flip-flops, clogs, sandals, and slippers are not allowed to be worn by children at the center. No bracelets (except medical alert), no watches, earrings, rings, necklaces, chains or studs for initial stage of ear piercing. No costume jewelry is allowed. Please place your child's name on all clothing. Complete uniform is to be worn for ALL Field Trips.

*“Developing all children’s faculties in a fun, loving, Christian environment.”*



1238 Bunnell Road

Altamonte Springs, FL 32714

407-447-6529

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

## ATTENDANCE

Kids' Ark Development Center will be operating a Voluntary Pre-Kindergarten (VPK) for three hours a day, 5 days a week for 180 days. **Our program begins with Arrival at 8:00 am and ends with lunch at 11:15 am. If you are not part of our wrap around program, your child be dropped off at 8:00 am and must be picked up at 11:35 am. Late pick-up fees will be applied starting at 11:36am.**

Attendance during the scheduled instructional days is of the most importance to remain in the VPK program. Not only because Kids' Ark's funding is linked to attendance, but also the child's success upon entrance into Kindergarten.

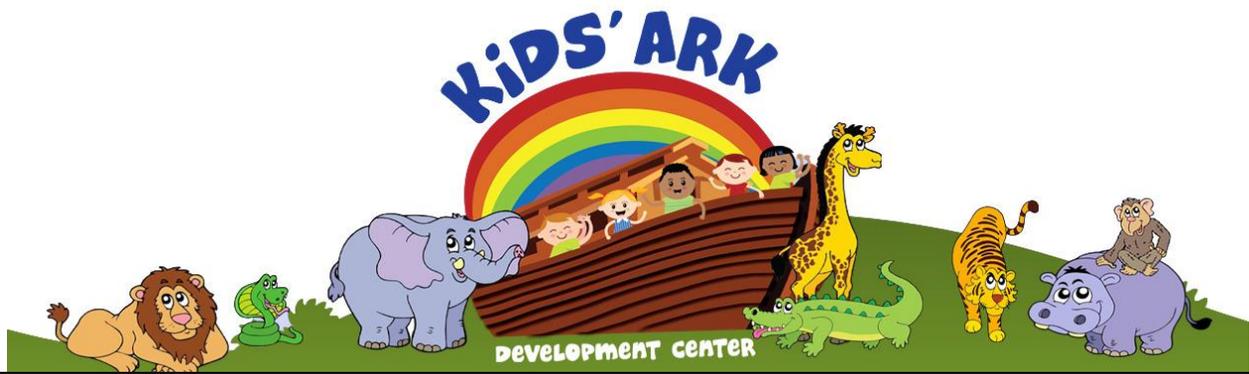
You will be required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

**Tardiness:** Arrival is at 8:00am. VPK arrivals should sign in at the VPK folder located in the desk of hallway in front of the classroom. Arrivals after that point are disruptive to the group and difficult for your child's morning adjustment. At 8:15 the VPK door is closed.

We understand that it is occasionally unavoidable to be "running late", but more than three times in one month may be a cause for termination from the VPK program.

**Late Pick Up:** The VPK program ends at 11:35 daily. A late fee of \$1.00 for every minute increment will be assessed if your child is not picked up by 11:35.

*"Developing all children's faculties in a fun, loving, Christian environment."*



1238 Bunnell Road

Altamonte Springs, FL 32714

407-447-6529

www.kidsarkcenter.com

**Absence:** Daily attendance in the VPK program is necessary for optimal learning. Any absences beyond those three required a written note from the parent for one of the following reasons:

1. Illness or injury of the child or the child's family which may require hospitalization or bed rest.
2. Physician, dentist, or therapy appointments. Special Education or related services for a child's disability.
3. Infectious disease or parasitic infestation.
4. Funeral service or a memorial service of a loved one.
5. Compliance with a court order (e.g. Visitation or a subpoena.)
6. Observance of a religious holiday or service.
7. Family vacation, not to exceed 5 excused absences per program year.

**Verifying your child's attendance and absences:**

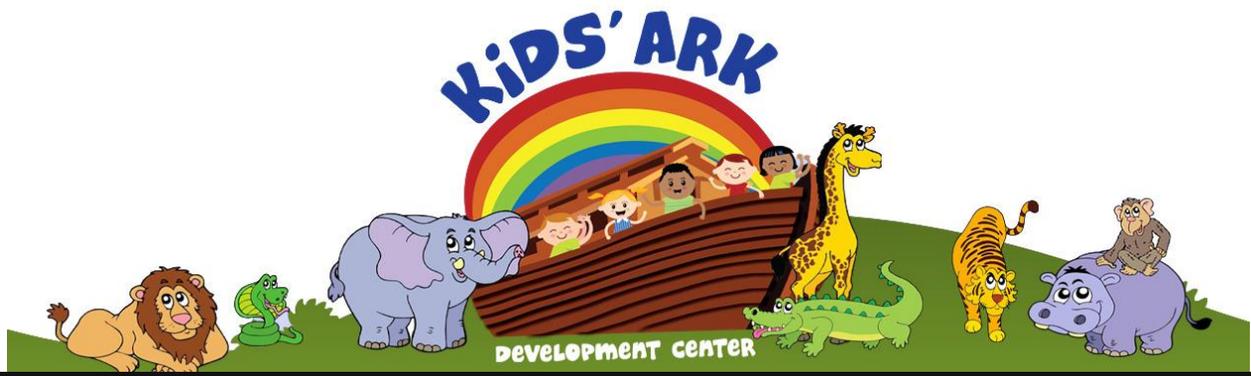
For daily attendance, full name of the parent/guardian is required in signature. No initials or nicknames. At the end of the month, you will be given a form to review and confirm your child's recorded attendance for the month. Signature on this form will not only verify the attendance, but also will direct the Early Learning Coalition of Seminole to direct payment for the month's VPK program for your child to Kids' Ark.

Children who do not meet attendance requirements will lose VPK funding. The child may be allowed to remain in the classroom but will be required to pay full tuition.

I understand and accept the terms of the VPK attendance policy.

Parent /Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*"Developing all children's faculties in a fun, loving, Christian environment."*



1238 Bunnell Road Altamonte Springs, FL 32714 407-447-6529 www.kidsarkcenter.com

**EMPHASIS ON THE POSITIVE & KIDS ARK/HOME PARTNERSHIP**

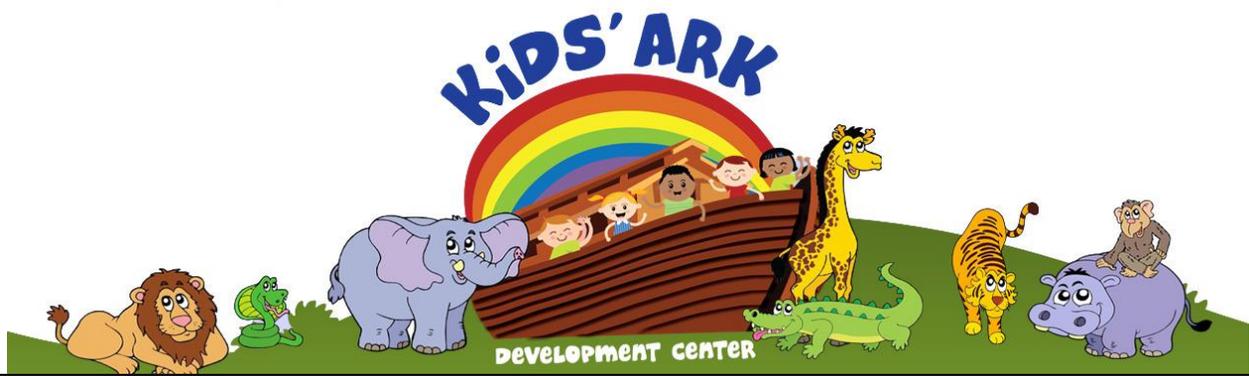
We realize that the single most effective behavior management tool at our disposal is an emphasis on positive behavior. Our teachers are trained to be constantly on the lookout for opportunities to praise or otherwise reinforce positive behavior. Common reinforcers include: verbal praise, a high-five or hug, and/ or classroom wide recognition. As often as possible teachers will share incidents of positive behavior with parents. Sometimes families are working in the home to modify certain behaviors. Our staff welcomes the opportunity to support these efforts, so please do not hesitate to share with your teachers if you have concerns or if you would like for us to support any work that you are doing at home with your child.

In the case of reminders of the same rules being broke, we will send home a form like this:

Oops, \_\_\_\_\_ is having a little trouble remembering classroom rules. This is the rule your child needs help with: \_\_\_\_\_ This is what happened: \_\_\_\_\_ Please talk with your child about what happened and why rules are important in the classroom and in life. Please sign and return on your child's next day of school.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_ Parent Comments: \_\_\_\_\_

*“Developing all children’s faculties in a fun, loving, Christian environment.”*



1238 Bunnell Road

Altamonte Springs, FL 32714

407-447-6529

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

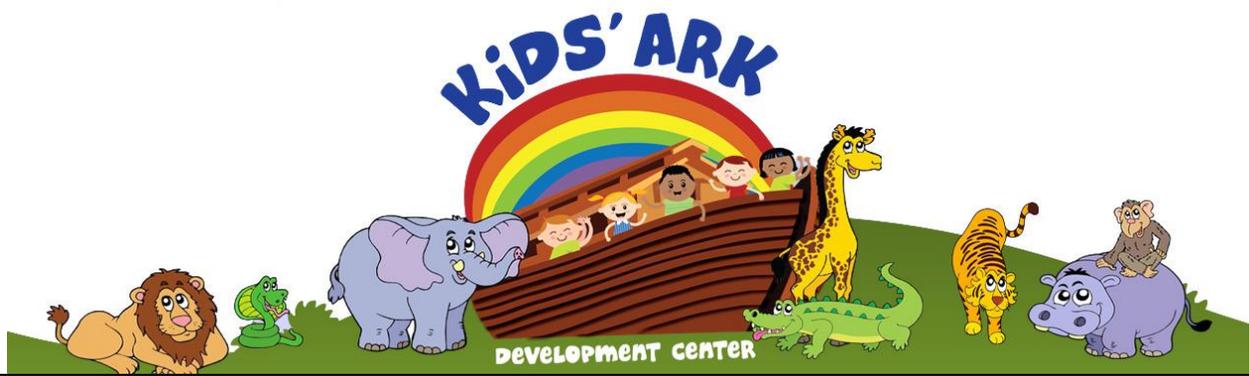
## **CLASSROOM RULES**

1. Use your inside voice. No screaming or shouting out.
2. Use your walking feet. Inside the classroom and hallways we walk.
3. Listen to your teacher. The teacher is there to help you learn!
4. Play nicely with your classmates. We are all friends here. Sharing, taking turns, and playing nicely are ways friends treat friends.
5. Ask permission before leaving the classroom. If you need to use the restroom, please tell the teacher, and she will go with you.
6. Help keep the classroom clean. A clean classroom is a fun classroom. Remember to put your toys away and help clean messes, before you change centers or activity.

For classroom management we use plenty of redirection when necessary. We will find a child behaving in a positive way to help direct a child behaving in a non-positive way. If needed, a child may sit out for a short amount of time if repeated redirection does not correct the problem. We will always talk to a child that has had Quiet Time in the Cozy Area. We will discuss what happened and what we can do differently next time. It is one of our jobs to keep all children safe; if a child hurts (hits, kicks, bites, etc.) he/she will be removed from the area and an incident will be sent home, as seen above.

If your child tells you that they had quiet time in the cozy area, please do not yell or punish them. They have already received a consequence for their actions. Preschool is completely new learning experience and having some time to reflect on their choices is just a new learning tool.

*“Developing all children’s faculties in a fun, loving, Christian environment.”*



1238 Bunnell Road

Altamonte Springs, FL 32714

407-447-6529

www.kidsarkcenter.com

**SUPPLY LIST**

**2015-2016**

The following will be for general use by the whole class:

- 1 box 8-count jumbo crayons
- 2 boxes standards crayons
- 1 box colored pencils
- 3 packs white copy paper
- 4 units play-doh
- 2 units hand sanitizer 8oz or more
- 2 boxes facial tissue
- 1 box quart-sized zip-top bags
- 1 unit paper lunch bags
- 1 pack multiple-colored construction paper
- 1 pack reward stickers (No Disney characters, no superheroes)
- 2 composition notebooks
- 10 units glue sticks

The following will be for personal use, to be kept in a plastic pencil box (please label all items with child's name):

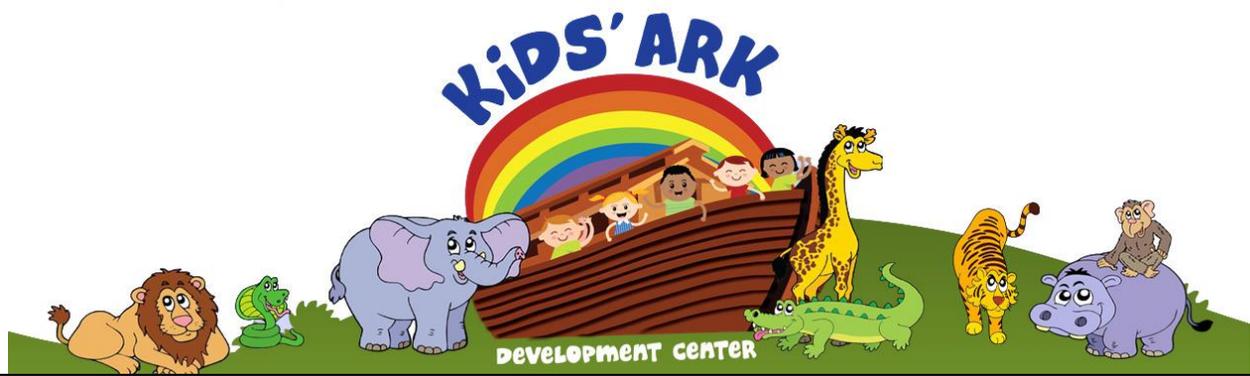
- 1 small dry erase board and marker (Fine tip)
- 2 jumbo pencils
- 1 pack No.2 pencils
- 1 pencil sharpener
- 1 box washable markers
- 1 pair child-safe scissors
- 1 full change of clothes in zip-top bag. Include underwear and socks.
- 1 pair child-safe scissors

**Wrap Around students:**

- Plastic foldable mattress
- crib-size (small) sheet
- small blanket
- standard size pillowcase

Please do not send pillows, sleeping bags, yoga mats, or air-filled pads.

*“Developing all children’s faculties in a fun, loving, Christian environment.”*



1238 Bunnell Road Altamonte Springs, FL 32714

407-447-6529

www.kidsarkcenter.com

**School Calendar and Events 2015-2016**

**August**

13 VPK Open House  
 17 First Day of Class for VPK  
 TBA KADC Anniversary  
 TBA Family Blessing

**September**

7 Holiday Labor day DC Closed  
 5 VPK Class Local Nursing Home Visit (Florida Living)  
 11 Grand Parents Day Celebration  
 8-11 Assessment/ Evaluation  
 21-25 Disaster Preparedness  
 28-2 Parents Teacher Conference  
 TBA Fall picture

**October**

TBA Let's Get Moving Kids at Crane's Roost  
 12-16 Heritage Fair  
 16 International Parade

**November**

All month Canned Food Drive  
 21 VPK Class Local Nursing Home Visit (Florida Living)  
 20 Thanksgiving program.  
 25 Potluck Breakfasts  
 26, 27 Thanksgiving Holiday.

**December**

5 VPK Class Local Nursing Home Visit (Florida Living)  
 10 Christmas Program 4:30  
 18 Last Day of Class for VPK  
 24 Dismissal 4:00pm  
 25 Christmas Day Daycare Closed  
 31 Dismissal 4:00pm

**January**

1 Daycare Closed New Year's day  
 4 Back to school  
 4-8 Show Share and Play Christmas Gifts  
 18 Martin Luther King Day VPK Closed  
 19-21 Assessment/ Evaluation

**February**

12 Friendship Party  
 15 Presidents' VPK/Day Daycare closed  
 17-19 Parent/Teacher Conference  
 22-26 Week of Prayer  
 Registration for Kindergarten/Step Up scholarship

**March**

7-11 VPK Spring Break  
 7-11 Spring Bible Camp  
 25 Good Friday VPK and Daycare Closed  
 28 Spring Parade  
 TBA Spring Pictures  
 TBA Graduation Pictures  
 TBA VPK Field Trip

**April**

18-22 Assessment/ Evaluation  
 25-29 Spirit Week

**May**

5 Day National of Prayer  
 6 Mother's Breakfast  
 TBA 3 yrs. Class Local Nursing Home Visit (Florida Living)  
 9-13 Parents/Teacher Conference  
 20 VPK Graduation Day 10:30am/3:00pm  
 23 VPK Water Day/Graduation Party  
 30 Memorial Day Daycare closed

*"Developing all children's faculties in a fun, loving, Christian environment."*