



MHS

Early Learning Center

HANDBOOK



Welcome Letter

Dear Spartan Families,

The Family and Consumer Science Department of Montour High School is pleased to offer your child the opportunity to participate in our Laboratory Program for 3-5 year olds. The program is offered as a lab experience for the 9th through 12th grade students in our Early Childhood Education, Middle Childhood Development, and Child and Adolescent Development Classes. We offer a structured environment that explores learning about letters, numbers, science, math, reading, the importance of play and physical activity, and of course making new friends. We would love to have your child come to school to learn and play with us. **Remember that this is also a learning experience for our high school students.**

Our laboratory days are as follows:

PM Session Tuesday, Wednesday, and Thursday 12:30-2:30

Students currently in the program receive first priority, followed by Montour Faculty and Staff during an early registration period. Applications for remaining spots will be accepted beginning on March 1st, 2018.

SUMMARY OF REQUIREMENTS AND GENERAL INFORMATION:

1. Child must be 3-5 years old during the 2018-2019 school year.
2. Child must be toilet trained.
3. You must supply a copy of your child's immunization record for our files within 30 days from the start of classes.
5. Capacity: 18 children per session
6. Electronic applications only!
7. Resident of the Montour School District if not faculty or staff.

If you wish to register your child, please complete the registration form and return it via email at stagln@montourschools.com. We will begin taking applications for open spots from Montour School District residence March 1st, 2018.

****Electronic applications ONLY.**

This registration process DOES NOT guarantee enrollment. This application confirms your child's place on the list by date and time of received application. You will receive an email from us after we receive your registration form confirming your status on our list.

Thank you for your interest in our program.

If you have any questions or concerns, please feel free to contact us at:

stagln@montourschools.com



What does your child's day look like at MHS ELC?

Circle Time - Circle time is a more structured setting where children are asked to practice self-regulation, increase attention span, and develop listening skills. The children greet one another, record the weather, mark the calendar, sing songs, listen to stories, and talk about what they would like to learn that day. We encourage children to take turns talking and listening to each other.

Activity Center Descriptions - Children are encouraged to freely choose any and all centers listed below. Specific skills checks and activities are facilitated by the teachers during Activity Center Time.

Art - Art projects provide children with opportunities for expanding their creative expression and imagination as well as discovering aesthetic pleasure from art itself. Fine motor skills such as holding a paintbrush and cutting paper are developed when children create art. We encourage self-directed art projects that are unique for each child.

Engineering - Constructive play allows children to create structures of their own design, while developing concepts of size, numbers, shape, and weight. Eye-hand coordination, as well as a sense of accomplishment is also fostered in this area.

Books - We have an extensive library and a wide variety of age-appropriate literature for children. This comfortable area provides a quiet place to read and relax. Book reading strengthens cognitive, listening and language skills.

Technology- We use tablets in our classroom to encourage social engagement, peer teaching, cognitive learning, and fine motor skills.

Dramatic Play - Children are encouraged to put on puppet shows, dress-up, and engage in pretend play. This area enhances creative expression and imagination, social role-play, verbal skills, and storytelling by offering a wide variety of multi-cultural and age appropriate materials.



Example: DAILY SCHEDULE

Our day begins upon arrival to school, where the students will be greeted at the front door by their teachers. Students are encouraged to participate in all planned daily activities.

- 12:30 **Arrival** - Students will be assisted in finding their name on the attendance chart and place a sticker by their name. They will hang up coats and book bags in their lockers.
- 12:40 **Circle Time** - Children will be given an opportunity to share any news or special experiences. We will select the helper of the day. We will discuss the days of the week, the month, the year, and the weather. The helper of the day will mark each of the calendar components. We will also have show and tell time with one new student each day. The show and tell list will be in the weekly newsletter. Circle time will end with the singing of a song each day.
- 1:10 **Large Group Activity** -Children will participate in our activity as a group. This may involve arts & crafts, science & discovery, games, puzzles, etc. Some days this will be a planned activity based on our current theme or skill focus. Other days the children will be given materials to work on their own creations.
- 1:30 **Small group activities-** The children will have a choice of which activities to participate in. We will have stations set up for art activities, math, science, music, reading, dramatic play, blocks, computers, and physical play.
- 2:00 **Story time**
- 2:10 **Letter of the week practice**
- 2:20 **Snack**
- 10:30 **Dismissal-** Students will be dismissed to approved pick up person at the front door.



Snack

You will be responsible for packing a small snack for your child each day. MHS Early Learning Center will provide a beverage.



School Closings

Our class will use Remind 101 text alerts, to alert of school closings. Information on how to sign up will be provided prior to the first day of school. If Montour School District is canceled MHS Early Learning Center will cancel.



Dress Code

Backpack: Your child should come to school with a backpack. This will be important for sending home art projects, notes, etc.

Backup clothes: Please send in an extra set of clothing to be kept in your child's backpack. (Tops, bottoms, underwear, and socks) should be placed in a zipped plastic bag.

Shoes: It is highly suggested that your student wear comfortable closed toed shoes. We do activities that involve running, jumping, riding on scooters, etc. We walk to the library, and other parts of the school building. Please make sure your child can walk in the shoes they wear to school each day.



Pick-up and Drop off Procedures

Parents shall enter and exit the parking area via the main high school entrance (bus loop), driving slowly and watching for children being accompanied to and from the daycare.

The ignition of all cars must be turned OFF and the keys removed from the ignition.

All children must be accompanied by a parent or designated adult into the front door. The high school students will meet your child and escort them to the daycare room as a group. While children are walking to and from their cars, their care and safety is the responsibility of the parent.

The child(ren) will be released only to their parents unless instructions are received permitting pick-up by another adult. Release will be at the double doors of the high school main entrance.

We would appreciate your cooperation with the above outlined procedures. Please keep in mind they are designed with your child's safety and well-being in mind.

MHS Early Learning Center Registration Form

Please fill out for each child attending

Child's Name _____ (First, Middle, Last)

Nicknames: _____

Child's Birthdate _____ Month/ Day/ Year

Current Age ____ Gender ____

Parent/Guardian Names _____

Address: (Please include street name)

E-mail Address _____

First Contact Name and Phone Number: _____

Other Phone Number you can be reached at: _____

Health Concerns (including allergies, developmental concerns, etc.) _____