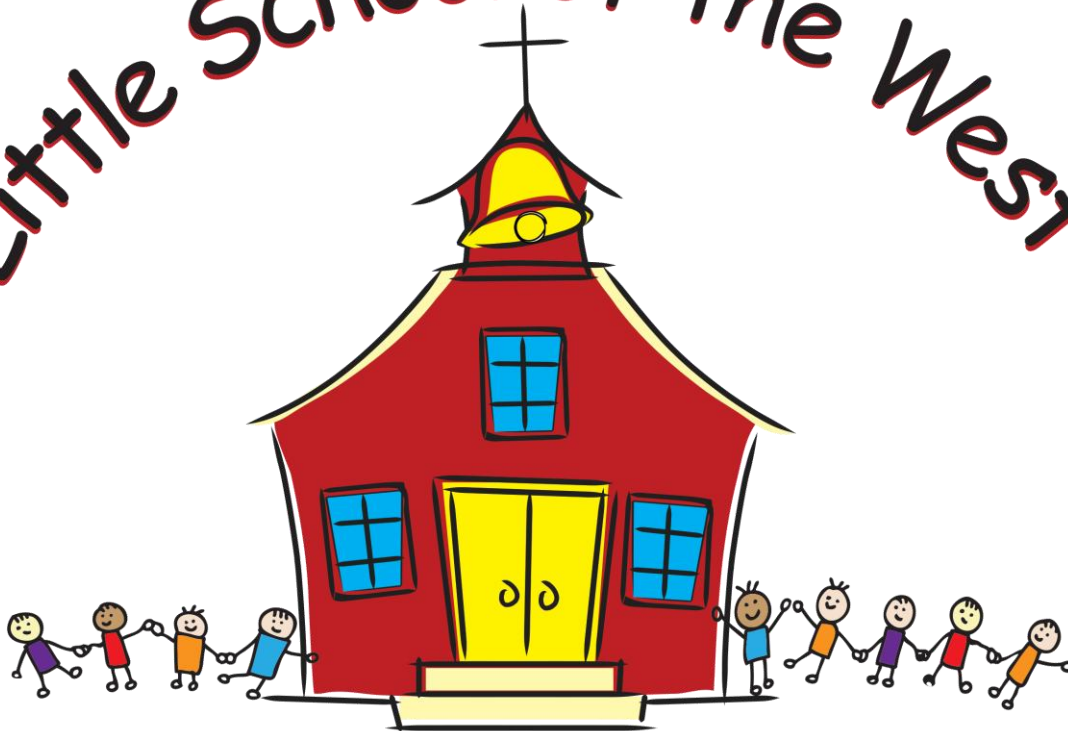


# Little School of the West



**Christian Preschool, Prekindergarten & Transitional Kindergarten**

## **Parent Handbook**

**As of: 1/14/2026**

A ministry of:  
West Cypress Church  
5471 Cerritos Ave.  
Cypress, CA 90630  
(714) 828-1484

License Number 300606141

Website: [www.littleschoolofthewest.com](http://www.littleschoolofthewest.com)

Dear Parents,

Welcome to **Little School of the West**. We look forward to a very productive year with your child. The degree of success we experience will depend on your cooperation and participation in your child's educational program. Through our activities, your child will grow academically, socially, emotionally, and most importantly, spiritually. The goals set for your child will be doubly effective if you as a parent assume your responsibilities to "train up a child in the way he should go" (Proverbs 22:6). We can do our job, but the home is the true learning center.



Our desire is to be the type of school that we as parents would seek for our own children. Please take time to read through this handbook for a clearer understanding of the various policies and procedures that relate to our school.

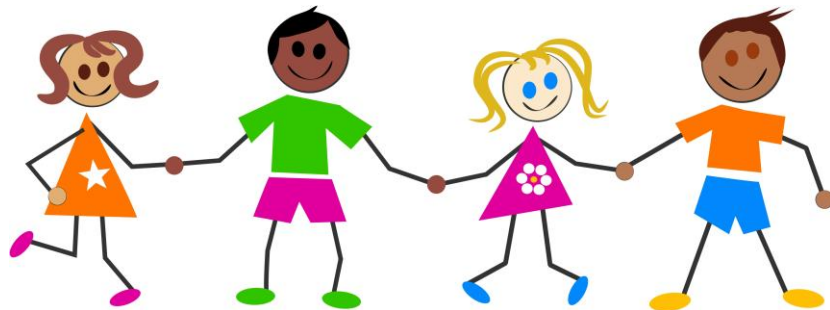
Let us lift up this year in prayer. Our God has great things in store for us!

Sincerely,

Joanna Garcia  
School Administrator

***"Now to Him who is able to do immeasurably more than all we ask or imagine, according to His power that is at work within us, to Him be the glory in the church and in Christ Jesus through all generations forever and ever!"***

***Ephesians 3:20 – 21***



### **Purpose:**

The program at **Little School of the West** has been established to provide an educational experience in a warm, friendly atmosphere for children 2 to 6 years of age. Recognizing the importance of balanced growth, our staff provides opportunities for the social-emotional, mental, physical and spiritual development of each child.

Our program was also established as a service to families and children of the community. This service has grown from a sincere love for children and a desire to help foster proper development and adjustment in our modern world.

## **Philosophy:**

It is the philosophy of **Little School of the West** to provide a sound, Bible-based curriculum development. The Christian school must be based on the “Word of God” and through this, distinguish between the world’s view of life and the Christian view.

Parents are responsible to God to see that the education of their children is of the highest quality, rooted in God’s truth. The Christian home, church and school must work together to bring about this development. No other approach to education can be truly Christ-honoring.

*“We will serve the Lord.” Joshua 24:15*

## **School-Church Policy:**

Although **Little School of the West** is a ministry of West Cypress Church, the Elder Board has adopted an independent Bible teaching program that does not emphasize denominational belief teaching. The primary emphasis is on the basic Biblical fundamentals of faith and Biblical doctrines, such as those of salvation by grace, etc.



## **Statement of Doctrine:**

**Little School of the West** believes in the following:

1. The inspiration of the Bible, equally in parts, without error in its origin.
2. The one God, eternally existent Father, Son and Holy Spirit, who created man by a direct, immediate act.
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven and the second coming of the Lord Jesus Christ.
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone and the resurrection of all to life or damnation.
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.
6. We believe that God created mankind, male and female, in His own image and likeness. *“But from the beginning of creation, ‘God made them male and female’.” Mark 10:6*

*“For God so loved the world, that He gave His only begotten Son, that whoever believes in Him should not perish, but have eternal life.” John 3:16*

## **Staff:**

**Little School of the West** employs only qualified and competent staff members who are capable of giving each child loving and understanding care. The staff is kind, but firm, in dealing with the children and treats each according to individual needs. The school administrator or pastor of the church/school is available for parent and/or child counseling, if requested.

## **Enrollment Policies:**

Children will be accepted into our preschool program if they are between the ages of 2 to 6 years old. Children are accepted regardless of race, color, religion, national origin, or ancestry.

**Little School of the West** is not equipped to handle children with serious emotional, behavioral, visual, speech, hearing or other severe learning disabilities or developmental delays. If your child has had any assessments regarding their behavior or developmental delays, please make sure to let us know. The school reserves the right to dismiss a child if, after entering, he or she seems unprepared for the group experiences or is unable to adjust appropriately. The school reserves the right at any time to place your child in the classroom that they deem best for your child's developmental level; therefore, please note that we do not honor teacher requests. Parents who wish to enroll their children at **Little School of the West** are required to complete the following:

1. Registration fee
2. Pre-registration forms
3. Application for Admission (approx. 15 pages)
4. Physician's Report (signed by doctor)
5. Copy of current Immunization Record
6. Emergency Contact Information
7. Original Birth Certificate (we will make a copy)



The California State Health Department requires that all health forms be on file before your child may attend school. It is important that all information be current. If there is a change, please notify the school office immediately.

## **Potty Training Policies:**

Little School of the West considers a child to be fully potty trained when he/she can do the following:

- Wear underwear the entire school day
- Initiate going to the restroom on his/her own
- Is self-sufficient when going to the restroom
- Clean/wipe on his/her own
- Pull pants up and down on his/her own
- Does not have multiple "potty accidents" (we reserve the right to make that determination)

Once a student is "fully potty trained" and passes a 2 week "testing" period with no accidents, we will apply the corresponding tuition fee.

I have read and received the policy on "non-potty trained" students and I understand the school's definition of what is considered "potty trained". I understand that there is an additional charge for students who are not potty trained. If my child is initially enrolled as "potty trained" but has multiple potty accidents (as determined by the school), he/she will be changed to "non-potty trained" status and I agree to pay the corresponding tuition price or withdraw my child from the program.



(\*Due to staffing limitations, 4-year-old students must be potty trained upon entry to the school.)

## **Financial Arrangements:**

- **Tuition:** The financial needs of a private educational facility are quite substantial. **Little School of the West** has developed a curriculum geared to meet the school's high standards for care, while keeping tuition fees as reasonable as possible. In order for the school to meet its financial obligations, parents must be faithful in making their tuition payments on the date that they are due. You have two options to choose from for tuition payments:
  1. **Monthly Payment Plan (12 months)** – Tuition is due and payable on the last day of the previous month. Payments made after the 10<sup>th</sup> of the current month will incur a \$50.00 late fee. If the 10<sup>th</sup> falls on a weekend, payment is due the Friday before. Failure to pay by the 15<sup>th</sup> of the current month **may** result in prompt suspension of the student.
  2. **Weekly Payment Plan (49 weeks)** – Tuition is due and payable on Monday of the current week of enrollment. Payments made after Wednesday of the current week will include a \$15.00 late fee each week (accumulative). Failure to pay by Friday of the current week **may** result in prompt suspension of the student.

Little School of the West reserves the right to dismiss any child whose tuition has not been paid. Payments can be made directly through the Procure app (small fee), by Zelle, or by cash or check. Please make your checks payable to: "Little School of the West". We do not accept credit card payments at this time.

- **Exit Notification:** We require **2 weeks' written notice** upon withdrawing your child from Little School of the West. If you withdraw your child without giving 2 weeks' notice, you will be charged 2 weeks tuition. Unpaid tuition balances will be sent to a collection agency.
- **Registration:** A non-refundable new student registration fee is payable when you enroll your child (see current tuition fee schedule). If you withdraw your child for any reason, upon returning, you will also be charged a non-refundable new student registration fee. A non-refundable re-registration fee is charged each year after, for continuously enrolled students (see current tuition fee schedule).

## **Absences:**

If possible, please let the office know if your child will be absent. We are licensed to handle a certain number of children per day, distributed between the various classrooms in specific numbers. Therefore, we cannot grant opportunities to make up for lost days as a result of absences. In addition, there will be **no tuition credit given for absences**.

## **Vacation Credit:**

After a student has been in **continuous** enrollment for one full year, they are entitled to a 1-week tuition credit for family vacations, applied to their account. Please inform the school if you would like to apply a qualified vacation credit to your account.



## **Holidays and Special Days:**

The school will be closed for the following holidays:



Labor Day  
Veterans' Day  
Thanksgiving Day (2 days)  
Christmas/New Year's (two weeks) \*  
Martin Luther King Jr. Day  
Presidents' Day  
Good Friday  
Memorial Day  
Independence Day\*\*

**No tuition credit is given for scheduled school holidays.**

\*Please see the school calendar for closure dates as they vary from year to year.

\*\*If Independence Day falls on a Tuesday, we will also be closed on the corresponding Monday. If it falls on a Thursday, we will also be closed on the corresponding Friday.

In addition to the above holidays, our school will be closed 8 additional days for staff retreat/conferences and for staff preparation days, as indicated on the school calendar.

We close early (3:00 p.m.) three times a year: the Wednesday before Thanksgiving, the day of our Christmas Program, and the day of our Spring Program/Open House.

## **School Hours:**

**Little School of the West** school hours are from **7:00 a.m. to 5:30 p.m.**



**Full-day students** should not be brought any earlier than 7:00 a.m. or picked up later than 5:30 p.m. Late pick-up charges are \$1.00 per minute, per child, for the first 5 minutes. After 5:35 p.m., the fee will be \$5.00 per minute, per child. Late pick-up fees will be added to your child's account. This late pick-up policy also applies to days the school closes at 3:00 p.m.

### **Half-day student hours:**

- Preschool 1, 2, 3 & 4 Programs: 8:30 a.m. – 12:00 p.m.
- Prekindergarten & Transitional Kindergarten Programs:
  - 8:30 a.m. – 12:30 p.m. (School Year: August – May)
  - 8:30 a.m. – 12:00 p.m. (Summer Session: June & July)

Half-day students may not be dropped off prior to 8:30 a.m. unless arrangements are made in advance with the school office. Morning and/or lunchtime daycare is available for half-day students at a rate of \$10 per hour. Please contact the school office if you need more information or to make arrangements. Half-day students picked up late will be charged the lunchtime daycare rate of \$10 per hour.

## **Tardiness:**

ALL students are expected to be in class by 9:00 a.m.

Please remember that we are not a glorified baby-sitting service. Your children will miss out on many learning activities and opportunities if you bring them late. Unlike a developmental center, where parents can drop and pick up their child as they please, our school has set times when a child attends class time. Our preschool program is a combination developmental and academic program. Each classroom teacher prepares, ahead of time, a lesson plan that includes learning activities in all areas. Our structured (not regimented) program allows children to feel safe and confident as they come to appreciate the daily classroom routine of learning and having fun. Parents are responsible for getting their children to school on time. **Excessive tardiness may result in the dismissal of your child from our school.** Students may not be dropped off after 9:30 a.m. without a doctor's note.

## **Sign In and Out Procedures:**

- The Department of Social Services requires that parent(s) or other authorized adults sign their child(ren) in and out each day in attendance. It is also mandated that the signature be legible with at least the first initial and FULL last name written. **A \$15.00 fee will be charged to your account if your child(ren) are not signed in or out.**
- **Drop-off:** Upon arriving at school each day, please proceed to the sign-in/out office and sign your child in on the Procare app by using the iPad or your smartphone. Parents, guardians, and authorized pick-up persons are given a 4-digit pin to sign their student in and out. Always accompany your child to their classroom. Be sure to check your child's classroom window for news and announcements.
- **Pick-up:** To check out a child, a parent or authorized person(s) must sign out through the Procare app. No child will be released to a person not authorized by a parent to pick up the child. A note, signed by the parent, is required when someone other than a previously authorized individual picks up your child. Please be sure that anyone picking up your child brings their photo I.D. in case the staff member on duty does not recognize the pick-up person.

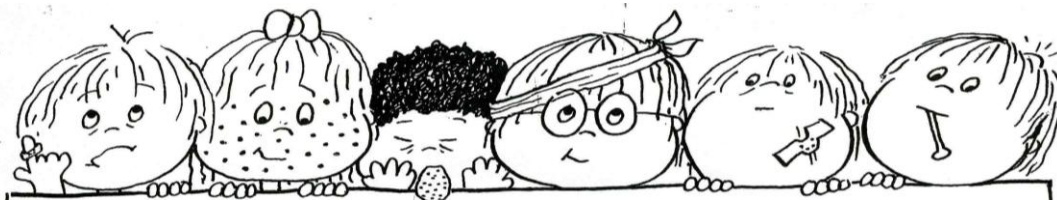
(During times such as a pandemic, these procedures might vary slightly.)

## **Procare:**

When you enroll your child, parents are sent an invite to join Procare, our childcare management system. Please download this app on your smartphone and be sure that your account is up-to-date with your current address, phone number, child's physician, and all "additional authorized pick-up" persons listed. Each pick-up person has their own personal 4-digit pin to sign your child in and out. Failure to add pick-up persons may cause issues at pick-up and drop-off times. Procare allows you to view/pay invoices, print year-end tax receipts, send a message to the office, receive pictures of your students, get important reminders, and much more.







## **Health and Safety of Your Child:**

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with us a health form signed by a physician. In accordance with the state of California, we also require that children have all required immunizations and tuberculin clearance. As of January 1, 2016, parents are no longer allowed to submit personal belief exemptions.

- **Daily Health Inspection:** Visual health inspection is given upon each child's arrival at school. Your child may be sent home if they appear to have symptoms of illness at any point during the day. In such cases, they are immediately isolated from the others and a parent is contacted.

- **Keep Your Child Home:**



1. If they have a fever or have had one during the previous 24-hour period.
2. If they have vomited within 24 hours of school time.
3. If they have a heavy nasal discharge (even if your doctor says it is not contagious).
4. If they have a constant cough.
5. If they are fussy, cranky, and generally not themselves.
6. If they have symptoms of a possible communicable disease (these are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, or fever). **Please notify the school at once if the child does have a communicable disease.**
7. For 24 hours if they were sent home from school due to illness or fever.

- **Your Child May Come to School (under normal circumstances\*):**

1. If they have been taking an antibiotic for 24 or more hours.
2. If their fever has subsided for 24 or more hours.
3. If their cold is over and they are only left with a minor, clear, nasal drip.
4. If vomiting has subsided for 24 or more hours.
5. If they have been exposed to a communicable disease, but the school has been notified, so that the incubation period can be discussed, and it can be determined on what dates he/she should stay home.

\* Pandemic Protocol – The above may be amended per the CDC and Department of Social Services, Community Care Licensing, requirements.

- **Accidental Injury:** In case of a serious accidental injury, we make an immediate attempt to contact a parent. If we can't reach you, we will call the child's physician. If necessary, we will also call an ambulance or paramedics. Until the arrival of a parent or paramedic, the Administrator or the person in charge will make all the decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by our insurance. The school will maintain a signed consent form agreeing to this provision.



- **Emergency Information:** It is very important that we have a current emergency phone number where you can be reached, if necessary. Your child's care is our utmost concern. In the event of an emergency, unnecessary delays in locating the parents could jeopardize the well-being of the child. Please keep the school up to date on phone numbers and other pertinent information.
- **Medication:** Little School of the West does not administer "over the counter" medication without a doctor's note (including lotions, vitamins, etc.). Instruction forms for the administering of doctor prescribed medication may be obtained from the school office. These must be filled out, signed, and returned to the school before ANY medication will be given to your child. **Medication must be brought to the school office in the original container, by the parent, NOT the child.** It is against the law to leave medication in your child's lunch pail or cubby.
- **Child Abuse:** If your child has any unusual birthmarks, permanent scars, etc., please inform the school office prior to your child's first day at school. The school is under obligation, by law, to report any unusual marks found on the body of a child. It is most important to make the school aware of these marks ahead of time, to save you from being offended or embarrassed.



### **Discipline:**

All discipline is done in love, with self-control, patience and free from anger, as Biblically set forth. Our rooms are designed to be learning centers for the spiritual, physical, educational, emotional, and social development of each child. If a child is continually disruptive or disobedient, they will need to be disciplined. **Little School of the West's** disciplinary policy is:

1. Teach children the rules; what is allowed, what is not.
2. Continually use positive reinforcement for appropriate behavior, redirection toward behavior desired, given choice when redirection doesn't work and then, lastly, isolation "time out" for continual negative behavior.
3. If a child who is aware of the rules is habitually disruptive or disobedient, the child will meet with the Administrator and agree to cooperate before returning to class.
4. If the unacceptable behavior continues, the child will meet with the Administrator again; however, the first visit usually solves the problem.
5. If the unacceptable behavior gets out of control, the parent will be contacted and requested to come get their child for the remainder of the day.

Racial comments, of any kind, will not be tolerated. Parents will be notified of all discipline problems. It is important that the family and the school work together to help each child understand the importance of acceptable behavior. Continual unacceptable behavior will result in the dismissal of the child from the school. Corporal punishment, humiliating or frightening techniques are not used. Also, punishment will not be associated with food, rest, or isolation for illness. The school reserves the right to dismiss a child if, after entering, he or she seems unprepared for the group experience or is unable to adjust appropriately. A child displaying continual disruptive and/or aggressive behavior (i.e. hitting, biting, violent speech or play), may be suspended or expelled from the school.

*"Train up a child in the way he should go: and when he is old he will not depart from it."*  
Proverbs 22:6

## **Nutrition:**

At **Little School of the West**, we are interested in the total development of your child. Nutrition plays a very important role in a successful day at school.



- **Breakfast:** Be sure that your child eats a healthy breakfast before coming to school. Please stay away from sugary items.
- **Mid-Morning Snack:** We provide a mid-morning snack.
- **Mid-Afternoon Snack:** Full-day students will have the opportunity to eat what is left in their lunches during mid-afternoon snack time. If the student has eaten all of their food at lunchtime, we will provide a snack for them.
- **Lunch Time:** Full-day students are required to bring a nutritious lunch to school every day. Nutritionally balanced lunches include foods from the traditional Basic 4 Food Groups as follows:
  1. **Protein:** peanut butter, cheese, meat, poultry, eggs, tuna, beans, peas, nuts
  2. **Dairy:** \*milk (non-flavored), cheese, yogurt, cottage cheese (\* *Little School of the West provides milk for lunch and afternoon snack.*)
  3. **Vegetables and Fruits:** oranges, tomatoes, apples, bananas, pears, grapes, peaches, plums, raisins, applesauce, 100% fruit juices only (no sugar added). Also: carrots, green beans, celery, lettuce, spinach, bell peppers, cucumber, turnips, broccoli, beets, potatoes, cauliflower
  4. **Bread and Cereals:** bread (whole grain is best), muffins (low sugar), crackers, graham crackers (excluding crackers that resemble cookies or sugary coated ones), pasta, rice, pretzels, pita bread, tortillas

**All lunch pails must contain an ice pack.** Our policy is to eat the high protein item first, before anything else. Therefore, if you want your child to eat a whole sandwich, send a whole one. If you want him to eat  $\frac{1}{2}$ , then send only  $\frac{1}{2}$ . We are not able to warm up any food. **Do not send candy or carbonated beverages.** We do not allow foods that contain mostly sugar. We reserve the right to decline giving foods that we deem non-nutritious to the students.

## **Birthdays:**



If you wish to share your child's birthday with their class, a special snack may be brought. We celebrate birthdays during the mid-morning snack period. We prefer that you send small treats like cookies, brownies, donut holes or miniature cupcakes. These are easier to handle and are greeted by the children as a special treat. Sorry, cakes are **not** allowed. Watch for an e-mail from the school office approximately 2 weeks before your child's birthday month to sign up to bring in a special birthday snack.

## **Your Child's First Day:**



You can help make your child's first day successful by assuring them that you will be busy while he/she is busy at school. It is difficult for some children to leave home and begin the school experience. The teachers are qualified to handle this transition in making the first days as easy as possible for your child. It is best if you arrange to show your child the school ahead of time and talk about the fun of attending the school. When your child is safely settled in his new class, go ahead and leave. Adjustments, even when tearful, are usually quicker if the parent is not present.

## **Dress Code:**

**Little School of the West** has adopted a minimum of dress code requirements and will rely heavily upon the cooperation of every family to use good judgment in their child's appearance. Washable play clothes are best. When/if our little girls wear dresses or skirts, we recommend they wear shorts underneath them. Please dress your children in clothes they can manage when using the restroom. Jewelry (necklaces, bracelets, rings, anklets, watches) are not allowed for safety purposes. Exceptions: studded earrings and identification or allergy bracelets. **All sweaters and jackets should be clearly marked with the child's name.** **Little School of the West** reserves the right to write your child's name on their clothes if they are not labeled.

Only rubber-soled, closed-toed and closed-heeled shoes can be worn. Open-toed sandals or shoes, high heeled shoes, as well as strapless (slip on) shoes of any kind, are not allowed.



## **Extra Clothes:**

Please send an extra set of clothes (top, bottoms, undies, socks) with your child on the 1<sup>st</sup> day of school that we can keep here in case of spills or accidents. These should be clearly marked with the child's name. Soiled clothes must be taken home daily from the "soiled clothes" container located in the patio area.

## **Rest Time:**

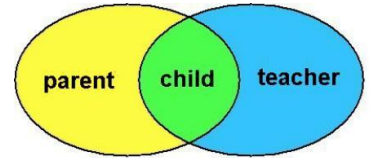
All full-day students will have a required rest time. Please bring a fitted crib sheet and light blanket marked with your child's name on their 1<sup>st</sup> day. The blanket and sheet will be sent home at the end of each week for laundering and must be brought back at the beginning of the next week. A name-labeled nap bag will be given to full-day students to transport bedding to and from school. The nap bag fee is \$5 and is due with your first month's tuition. Replacement nap bags are available in the office for \$5 each.

## **What Not to Bring:**

Do not allow your child to bring candy, gum, toys, or personal security items (blankets, stuffed animals, etc.) to school (unless asked to do so by his or her teacher). We will **NOT** be responsible for items brought from the home that are lost or broken at the school.

## **Parent – School Communications:**

Since parents need to understand what we are teaching their children and the benefits which should be derived from these teachings, we will continually try to communicate with you. It is of utmost importance that we work together to provide the very best education and enrichment for your child. Each week we will email a weekly update that will give you information about upcoming events. Please make sure the school office has your current e-mail addresses. If you are not receiving our weekly email, please check your spam folder or contact the school office.



## **Newsletter:**

A weekly newsletter is available on our school website, on the classroom windows, and attached to our weekly email update. It will provide you with information concerning your child's activities, what he/she is learning, helpful hints and upcoming events. Our school website is: [www.littleschoolofthewest.com](http://www.littleschoolofthewest.com)

## **Updates and Announcements:**



Parent's Corner:  
Bulletin Board

Always pay attention to the classroom windows for updates and announcements. Notices posted here are done so to help inform you. Do take time to read them; they are posted for your benefit.

## **Progress Reports:**

A progress report will be sent home twice a year, in January and May. Conferences are always welcome and are scheduled upon request.



## **Visiting and Volunteering:**



If you are interested in volunteering, we have opportunities from time to time for you to get involved. Your child's teacher or the Administrator will be happy to discuss the school's needs with you. **All visitors must sign in with the school office and get a visitor sticker.**

**Please note: Volunteers who wish to help in the classroom, at special events, etc., must show proof of the following immunizations: MMR, Tdap, Influenza (Flu). You may opt out of the flu vaccination if you sign the appropriate form available in the school office.**

*"It is more blessed to give than to receive."*

*Acts 20:35*

## **Gates:**

Each family and staff member is assigned a unique gate code and must use their code upon entering the school each time. **Please do not hold the gate open for other families or staff.** This helps us keep accurate records of who is on campus at all times. If you have forgotten your code, please ring the bell, identify yourself, and the office will let you in the gate. This is for the safety and security of our school.

## **Custody/Visitation Issues:**

The splitting of a family is traumatic for parents and particularly for children. Consequently, the focus of **Little School of the West** is on the safety and well-being of all students, and our instituted policies are to further those goals.

- **Documentation:** At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at **Little School of the West**. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to **Little School of the West** within seven days of change.
- **School Records:** A noncustodial parent shall have the right to access school records related to his or her child unless prohibited by a legally binding instrument.
- **Parent Teacher Meeting:** It is **Little School of the West's** policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.
- **Dismissal and Early Release:** No student shall be released to any individual other than a custodial parent unless express written permission is first given to Little School of the West. This written permission must be given by a custodial parent or a valid legally binding instrument granting release that is on file with Little School of the West. All early dismissal requests shall go through the school office. A parent cannot ask the school to withhold release of his or her child to the other parent or parent's representative without a legally binding instrument.
- **School Communications:** It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements, notes, programs and other activities.





**Preschool 1, 2, 3 & 4 Sample Schedule:**  
**(Rooms 107, 101, 102 & 103)**

8:30 a.m. – 9:25 a.m. – Learning Centers (Free Play)  
 9:25 a.m. – 9:30 a.m. – Clean-up  
 9:30 a.m. – 9:40 a.m. – Calendar, Weather, Circle Time  
 9:40 a.m. – 9:55 a.m. – Perceptual Motor Development  
 9:55 a.m. – 10:05 a.m. – Restroom Break  
 10:05 a.m. – 10:25 a.m. – Snack, Books  
 10:25 a.m. – 10:55 a.m. – Outside Play  
 11:00 a.m. – 11:15 a.m. – Bible time  
 11:15 a.m. – 12:00 p.m. – Assorted Activities: Art, Science, Social Studies, Fine Motor Activities, Music, Numbers, Alphabet, Share Time, Etc.

**Prekindergarten Sample Schedule:**  
**(Room 104)**

8:30 a.m. – 9:30 a.m. – Learning Centers (Free Play)  
 9:30 a.m. – 9:45 a.m. – Calendar Time  
 9:45 a.m. – 10:05 a.m. – Bible Time  
 10:05 a.m. – 10:25 a.m. – S.P.A  
 10:25 a.m. – 10:35 a.m. – Story Time or Academics  
 10:35 a.m. – 10:50 a.m. – Snack  
 10:50 a.m. – 11:00 a.m. – Restroom Break  
 11:00 a.m. – 11:25 a.m. – Outside Play  
 11:25 a.m. – 12:10 p.m. – Creative Art, Fine Motor, Bingo, Share Time  
 12:10 p.m. – 12:30 p.m. – Music, Perceptual Motor Development, Science, Etc.

**Transitional Kindergarten Sample Schedule:**  
**(Room 105/106)**

8:30 a.m. – 9:25 a.m. – Learning Centers (Free Play)  
 9:25 a.m. – 9:30 a.m. – Clean- up  
 9:30 a.m. – 9:50 a.m. – U.S. Government / Geography  
 9:50 a.m. – 10:15 a.m. – Calendar / Flag / Numbers / Phonics  
 10:15 a.m. – 10:35 a.m. – Unit Worksheet  
 10:35 a.m. – 10:50 a.m. – Snack  
 10:50 a.m. – 11:00 a.m. – Restroom Break  
 11:00 a.m. – 11:25 a.m. – Recess  
 11:25 a.m. – 11:45 a.m. – Perceptual Motor Development, Science  
 11:45 a.m. – 12:00 p.m. – Bible / Share Time  
 12:00 p.m. – 12:15 p.m. – Art / Math  
 12:15 p.m. – 12:25 p.m. – Music  
 12:25 p.m. – 12:30 p.m. – Goodbye

**Afternoon Daycare**

**107/101/102/103**

12:00-12:30 p.m.	Lunch
12:30-1:00 p.m.	Restrooms & Outside
1:00-2:30 p.m.	Rest Time

**104/105/106**

12:30-12:50 p.m.	Lunch
12:50-1:05 p.m.	Restrooms & Outside
1:05-2:30 p.m.	Rest Time

**All Classes**

2:30-3:10 p.m.	Snack, Restrooms
3:10- 5:00 p.m.	Outside (Weather Permitting)
5:00-5:30 p.m.	Daycare (Story and Centers)