

# The Elements of *Radiance*



My Literacy Center, LLC  
Radiance PreK-KG & Daycare  
2020-2021  
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# About My Literacy Center

At *My Literacy Center*, our main focus is the student and his/her satisfaction and motivation throughout the learning experience. While getting through the material and progressing through grades is a must; confidence and true understanding of basic and complex concepts is just as important, if not more.

*My Literacy Center* provides an outlet for various areas-from Elementary Math to Test Prep to Essay Edits. Programs are catered to the student and are guaranteed to lead to proficiency in the area of choice. The success of the student is our success!

## Mission Statement

Our mission is for students to gain confidence and independence to complete the given task, activity, subject or grade by taking ownership of their learning through one-on-one interaction and guidance.

## Vision Statement

We envision our students reaching their academic goals within 6 months. To ensure our students graduate from our program, we will:

- provide each student with an individualized plan
- communicate progress with specified parties
- follow the Grasp, Apply, Perfect system

Once the student and tutor meet and the individualized plan has been created, it's time to bridge the G.A.P. between what they know and what they will learn. Students will step through grasping, applying and perfecting concepts through engaging and tailored lessons.

The Path to Completion highlights this process:



# Radiance Overview

With 5 years of tutoring and connecting students with mentors and parents with resources, *My Literacy Center* created *Radiance* to better service preschool and kindergarten children.

## Mission and Vision

Mission: Radiance is a home-care adventure designed for 3, 4 and 5 year old children with the mission to provide a foundation for Islamic Studies and primary education through engaging, individualized instruction.

Vision: We envision an education system designed to reach children where they are and guide them along their learning path.

Radiance's Learning Path includes following components:

- Social and Emotional Development
- Qur'an and Arabic
- Islam and community
- Math- Numbers and Shapes
- Health and Science
- English- Speaking, Reading, Writing

## Schedule

The day begins at 8:00am and students may arrive as early as 7:50am. When students first arrive, they will be expected to remove/change their shoes, place any belongings in their cubbies, wash their hands, and choose any work/material which they have been taught. The teacher will be working with students one on one or in small groups, while others make their choices on what to do. Outdoor play is incorporated within the schedule. Students will be given regular opportunities to work or play outside during the "Lessons and Work" times.

Snack will be provided. Allergies will be considered when food and drinks are purchased and served. A closer look at our schedule is as follows:

Arrival	7:50-8:00am
Lessons and Work	8:00-9:15am
Group /Snack	9:15-9:45am
Lessons and Work	9:45-11:50am
Pickup	11:50-12:10pm
Noon Pickup	11:50-12:15pm
Lunch	12:15-12:45pm
(Nap Time)	12:45-2:00pm
Lessons and Work	12:45-3:30pm
Afternoon Pickup	3:30-3:45pm

The front door will remain closed at all times. Upon arrival and pickup, you will be required to knock or ring the doorbell to enter. Only Staff members and keyholders are permitted to opening and closing the main door.

# Requirements

## Application Process

1. Before Applying, read through the handbook and ensure that your child meets the following requirements:
  - Be 3 years old by October 31, 2020
  - Show minimal command of the English Language
  - Be Potty Trained
2. Complete Application online and submit Fee \$50 (non-refundable)
  - Check box for video/picture permissions
  - Allow 24 hours for your application to be processed and contacted to sign up for an interview
3. Join a 30-minute interview
  - Your child, you, and the lead teacher will have a conversation
  - Your child may bring 1 toy or special item to share at this meeting
4. Receive Letter of Acceptance or Reconsideration
5. Submit first payment (equivalent to 2 months) by August 21, 2020
6. Enter *Radiance*!
  - Create an account to keep up with your child's progress, specialized content and resources
  - Upload Emergency Contact Form
  - Upload a picture of your child

## Contributions and Supplies

Parents may be expected to:

- Volunteer in the classroom
- Provide ingredients or materials for special projects
- Meet with the lead teacher 3 times a year

Each student will need the following supplies, which will be kept in cubbies:

- 2 sets of clothes and underwear
- 1 pair of shoes
- 2 pairs of socks
- 1 wet bag

Please support our school by providing the following supplies

- |   |  |
|---|--|
| ▪ 1 pack of gallon sized Ziploc bags      | ▪ 1 pack of construction paper               |
| ▪ 1 box of 24 crayons (Crayola preferred) | ▪ 1 pack of 24 color pencils                 |
| ▪ 3 glue sticks                           | ▪ 2 packs of baby wipes                      |
| ▪ 3 boxes of Kleenex facial tissue        | ▪ 1 pair of scissors (Fiskars preferred)     |
| ▪ 1 roll of Scotch tape                   | ▪ 1 pack of oil pastels (Cray-Pas preferred) |
| ▪ 1 pack of note cards (white or color)   | ▪ 2 rolls of paper towels                    |

# Tuition

We offer 4 different enrollment plans: Full Time Afternoon, Full Time Noon, Part Time 3 and Part Time 2. Choose the Plan that works for you: A Full Time Afternoon student is one who is scheduled to attend school every day (Monday through Friday) from 8:00am-3:30pm. A Full Time Noon student is one who is scheduled to attend school every day (Monday through Friday) from 8:00am-12:00pm. Part Time 3 and Part Time 2 students attend school from 8:00am-12:00pm.

Tuition amounts are shown in the table below. The first payment covers 2 months of tuition and is required to secure a spot for your child(ren). The first payment is due August 21, 2020.

	Full Time Afternoon M-F	Full Time Noon M-F	Part Time 3 M/W/F	Part Time 2 T/Th	Due	Period
1	\$1,500	\$950	\$750	\$600	8/21	8/24-10/15
2	\$750	\$475	\$375	\$300	9/15	10/16-11/15
3	\$750	\$475	\$375	\$300	10/15	11/16-12/15
4	\$750	\$475	\$375	\$300	11/15	12/16-1/15
5	\$750	\$475	\$375	\$300	12/15	1/16-2/15
6	\$750	\$475	\$375	\$300	1/15	2/16-3/15
7	\$750	\$475	\$375	\$300	2/15	3/16-4/15
8	\$750	\$475	\$375	\$300	3/15	4/16-5/15
9	\$750	\$475	\$375	\$300	4/15	5/16-6/15

**Attendance:** We will keep track of absences, late arrivals, early pickups and late pickups. Tuition is not altered due to attendance. Late arrivals are considered after 8:10am and early pickups will be logged before 11:50am for Noon students and before 3:20pm for Afternoon students. Late pickups will be charged \$5 for every minute after the designated pickup time.

**Vacation Days:** The school calendar includes vacation days and holidays. You will not be penalized by any additional vacation days you take; however, tuition is not altered due to vacation days.

**Making Payments:** Invoices will be sent on the 1<sup>st</sup> of every month to the primary email provided on the Application. Payments are due by the 15th of the month. If you wish to change the primary email or add an additional email, please do so by emailing the office with the designated email for receiving invoices.

**Failure to Pay:** After the 3<sup>rd</sup> consecutive missed payments, we will no longer be able to serve your child. You will receive a Letter of Termination.

**Plan Changes or Withdrawal:** Upon deciding to change a plan or withdraw from the program, please notify us at least 30 days before the change or departure. New tuition charge will apply to the following month after the change has been made. In the case of withdrawing, tuition charges will terminate after 30 days of withdrawal.

# Radiance Remotely

As an alternative to joining us in the classroom, Radiance offers a remote option for families who would prefer to keep students at home. Students logging into *Radiance Remotely* will follow the same curriculum as those in the classroom.

## Application Process

1. Before Applying, read through the handbook and ensure that your child meets the following requirements:
  - Be 3 years old by October 31, 2020
  - Show minimal command of the English Language
2. Complete Application online
  - Submit Fee \$50 (non-refundable)
  - Check box for video/picture permissions
3. Join a 30-minute interview
  - Your child, you, and the lead teacher will have a conversation
  - Your child may bring 1 toy or special item to share at this meeting
4. Receive Letter of Acceptance or Reconsideration
5. Submit first payment by August 15
6. Enter Radiance!
  - Create an account to keep up with your child's progress, specialized content and resources
  - Upload a picture of your child

## Home Kits

After an assessment is conducted, each student will be provided with a customized bag filled with the supplies they need to complete assignments at home. Parents are expected to retrieve the kits from the school biweekly on Fridays between 11am and 1pm.

## Weekly Check-ins

Parents will be asked for a schedule that works best for them and their child to meet with the teacher through Zoom video calls 2-3 times a week. Meetings will last up to 30 minutes where the student and teacher will engage in new lessons, practice old lessons and demonstrate mastered skills.

## Routine

The students in the classroom will follow a schedule similar to the one below. We suggest you create a schedule which works for you at home. Families may request help with developing a routine and organizing the home workspace.

Lessons and Work	8:00-9:15am	
Group /Snack	9:15-9:45am	
Lessons and Work	9:45-12:00pm	(include outside play)

## Supplies

Having the following supplies at home would be helpful. These supplies do not always have to be readily accessible in your child's workspace, though will be used in activities throughout the school year.

- Crayons
- Glue sticks
- Facial tissue
- Scotch tape
- Note cards (white or color)
- Scissors (Fiskars recommended)
- Construction paper
- Color pencils
- Baby wipes
- Scissors
- Oil pastels
- Paper towels

### Tuition

We offer 4 different packages for families to choose which best suits their needs or call us to customize your own. Materials in packages are sent to families bi-weekly on Mondays. The first payment is due August 21, 2020. Monthly payments are stated under the number package in the chart below.

	1 \$400	2 \$375	3 \$275	4 \$200
Online Resources and Printable Activities	✓	✓	✓	✓
Teacher-Made Videos	✓	✓	✓	✓
Suggested Materials, Schedule and Classroom Setup	✓	✓	✓	
Recipes and Experiments with Supplies Listed	✓	✓	✓	
Daily Lesson Plans (Biweekly)	✓	✓		
Home Kits (3-5 Activities Biweekly)	✓	✓		
3 Check-ins Weekly with Teacher via Zoom	✓			

We offer discounts for families enrolling multiple students into our Remotely program. For multiple children in a family, take 15% of total tuition. For example, you would pay \$400 for 1 child, though if you have 2 children, monthly tuition would be \$680. With 3 children, you would be charged \$1,020.



# Policies

Radiance is a program within My Literacy Center, LLC and operates according to Raleigh's Unified Development Ordinance and complies with the regulations of North Carolina's Division of Child Development and Early Education.

## Health and Safety

Emergency Contact: Parents are required to submit an Emergency Contact form upon acceptance before school starts. The form may be downloaded, completed, and uploaded to the member's page. This information must remain updated. If anything on the form changes, please upload a new file or deliver the updated form to the school in a sealed envelope.

Health and Incident Documentation: Teacher will take notes of student's health and conditions daily, as well as accidents and incidents that may take place during the day. Major incidents will be communicated with parents daily. Minor incidents will be documented on students' weekly reports and sent to parents.

### Emergency Medical Action Plan:

In the event of an emergency, teachers will call 911 and notify parents. Unless otherwise stated in Medical Information Card, child will be transported to UNC Rex Hospital at 4420 Lake Boone Trail, Raleigh, NC 27607.

Radiance follows an Emergency Medical Care Plan suggested by the NC Division of Child Development and Early Education. This plan includes where the emergency information for students is kept and the following important number: Carolinas Poison Center 1-800-222-1222

Temperature-Checks: Teachers and students will have temperatures checked upon arrival every day. Parents will be notified to pick up a student with a temperature of 100 degrees Fahrenheit or more. If a teacher has a temperature of 101 degrees Fahrenheit or more, a substitute teacher will be called.

Physical and Immunization Records: Students are expected to have current physical and immunization records. These documents can be sent directly to the school from the healthcare provider.



The form is titled "Radiance Emergency Contact Form" and includes a logo at the top. It is divided into several sections: "Student" (First Name, Last Name, Middle Initial, Date of Birth, Allergies, Home Address, City, State, ZIP), "Medical Information", "Parent/Guardian #1" (First Name, Last Name, Phone, Email, Home Address, City, State, ZIP), "Parent/Guardian #2" (First Name, Last Name, Phone, Email, Home Address, City, State, ZIP), "Emergency Contact #1" (First Name, Last Name, Relationship, Phone), "Emergency Contact #2" (First Name, Last Name, Relationship, Phone), and a section for "List the first and last name of individuals (in addition to those listed above) who may pick up your child". At the bottom, there is a signature line with "Printed Name", "Signature", and "Date" fields, and a footer with contact information: "office@myliteracycenter.org", "(919) 999-0087", "(919) 532-4413", and "MyLiteracyCenter.org".

### Medication and Drugs.

The school is committed to maintaining a drug-free and alcohol-free environment. Medication will not be administered at school, unless a doctor's note or written instructions from a parent is provided. Teachers are permitted to apply sunscreen and insect repellent with a written permission from parents.

Illness and Medical Emergencies: Parents will be called to pick up a student if he/she exhibits any of the following conditions and will be welcomed back to the premises once they have been symptom free for at least 24 hours, unless otherwise stated.

- |                        |                                  |
|------------------------|----------------------------------|
| ▪ fever                | ▪ strep throat                   |
| ▪ diarrhea             | ▪ chicken pox                    |
| ▪ rash (unexplainable) | ▪ blood in stool                 |
| ▪ hand, foot, mouth    | ▪ tuberculosis                   |
| ▪ constant coughing    | ▪ constant sneezing              |
| ▪ vomiting             | ▪ mouth sores                    |
| ▪ pink eye             | ▪ abdominal pain (unexplainable) |

### Safety and Security:

The front door is to remain closed and locked at all times. When parents and students arrive and depart, the door is shut and locked immediately. Before opening the door, the adult will look for the peep hole or window. The building will be closed to staff, children, and families in the event that the building is rendered unsafe. In the event that there is a threat outside the building or nearby, *Radiance* will remain on Lockdown until the threat is removed. Lockdown drills will be practiced, and parents will be notified.

Access to School Building: Only teachers, keyholders, students, parents/guardians of students, substitutes and volunteers are allowed in the building. Adults may be asked to complete a background check before entering.

Transportation off Premises: In the event of a field trip or off premises trip, parents will be notified at least a week in advance and asked to complete a Permission Form.

Fire/Weather Safety: *Radiance* will close in the event of severe weather. Fire and Severe Weather drills will be practiced, and parents will be notified.

Sanitation Plan: For the safety of our students, staff, and their families, we are following a strict sanitation plan. Where applicable, students and staff will use disposable materials, otherwise individual materials will be issued and kept separately. Other measures include:

- Washing communal dishes after single uses
- Spraying/wiping all hard surfaces (tables, handles, materials) 3-4 times daily
- Washing hands regularly
- Cleaning the kitchen daily

- Wiping tables and washing hands before and after eating
- Washing personal dishes daily
- Cleaning the bathroom daily
- Wiping outside materials
- Washing students extra clothing weekly
- Sending soiled clothing home in plastic bag

Pets and Visiting Animals: Animals are allowed in the building for educational purposes. Parents will always be notified in advance when an animal will be brought on the premises. Allergies should be listed on the Emergency Contact Form

## COVID-19 Procedures

In the event of an outbreak, COVID-19 or similar, the school will close for 2 weeks and sessions will be held online to match the lessons given in the classroom. Each student will receive a block of time for individual lessons and be invited to daily group lessons. Students will be permitted to retrieve their belongings and activity kits from school before closing. After 2 weeks, the situation will be re-evaluated, and families will be communicated with promptly.

COVID-19 within Family: Upon feeling symptoms, adults in household are encouraged to receive a COVID-19 test. If all tests return as Negative, student may attend regularly. If one or multiple tests return as Positive, student must remain off the premises and may join remotely for 2 weeks. In any case, the student's temperature will be taken upon entry. Positive tests from a teacher or family member may result in closing school for 2 weeks if individual was present in school or came in contact with another teacher or student while exhibiting symptoms.

COVID-19 with International Travel: Upon returning from international travel, students and teachers are asked to remain away from the school premises for 10 days. In this time, adults are encouraged to receive a COVID-19 test. Teachers are asked to work from home upon receiving a Negative test. If test returns Positive, teachers are not expected to work from home and may request sick leave. Student must remain off the premises and may join remotely for 2 weeks. Upon return, temperature checks will resume.

**School Administrator will request proof of Positive or Negative tests.**

## Abuse and Neglect

As childcare professionals, each teacher, substitute or volunteer who works with My Literacy Center is mandated to report child abuse or neglect to a Wake County Child Protective Services:

- By Phone: (919) 212-7990 for English or (919) 212-7963 for Spanish
- In Person: Monday-Friday, 8am-5pm, 4<sup>th</sup> floor of Human Services Building at 220 Swinburne St. in Raleigh

- After hours, Weekends, or Holidays: 911 operator to connect to a Social Worker and CPS

### Prevention of Shaken Baby Syndrome and Abusive Head Trauma

The North Carolina Child Care Health and Resource Center | <http://healthychildcare.unc.edu/> | 800-367-2229

### **Background**

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09.0608, family child care homes, 10A NCAC 09.1726) each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT.

### **Procedure/Practice**

Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will:
  - Call 911 immediately upon suspecting SBS/AHT and inform the director.
  - Call the parents/guardians.
  - If the child has stopped breathing, trained staff will begin pediatric CPR

Reporting:

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing [webmasterdcd@dhhs.nc.gov](mailto:webmasterdcd@dhhs.nc.gov).
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services. Phone number: (919) 212-7000

### **Prevention strategies to assist staff in coping with a crying, fussing, or distraught child**

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

- Other \_\_\_\_\_

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.
- Other \_\_\_\_\_

### **Prohibited behaviors**

Behaviors that are prohibited include (but are not limited to):

- shaking or jerking a child
- tossing a child into the air or into a crib, chair, or car seat
- pushing a child into walls, doors, or furniture

## **Behavior Plan**

What is Misbehavior: We consider a student misbehaving if he/she acts or refuses to act in a way that distracts or disrupts the daily routine of an individual or a group

Reasons for Misbehavior: Students often misbehave due to factors out of their control and it is up to the adults in their lives to provide them with the proper tools and expectations to engage with their environment and peers. Some reasons include the student:

- Feeling sick, hungry, or sleepy
- Balancing different expectations at home or with other adults
- Receiving attention for negative behaviors
- Being bored or not knowing what to do next
- Needing to let our energy and move around
- Lacking the words to explain his/her discomfort
- Being unengaged and not understanding what is being taught or told
- Focusing on duties or situations within his/her family

Preventing Misbehavior: At a young age, individuals want to feel respected and safe in their environments. In schools, the best way to do this is to set clear expectations and focus on desired behaviors from the beginning. Like employees in a workplace, students want to know what their responsibilities and incentives are. Teachers take ample time to set these guidelines and get to know their students before they jump into teaching the curriculum.

Responding to Misbehavior: When redirecting or responding to misbehaviors, the teacher must always remember to focus on the desired behavior. In most instances, teachers can follow these three steps:

1. State the problem or misbehavior
2. Acknowledge the feelings of those involved
3. Practice saying or doing what is expected

# The Learning Path

The Learning Path is a compilation of our children's objectives in completing a year in Radiance. The side by side listing is an indicator of the progression of the different areas of learning that students who stick with us will be immersed. Children who are Part Time 2 may reach half of the listed objectives.

As students learn reading, writing, math, religion, health and community, it is important to help them understand and manage their emotions and relationships. The objectives for *Social and Emotional Development* below are implemented throughout the student's day.

- Speak audibly and express thoughts, feelings, and ideas clearly
- Follow agreed upon rules
- Express emotions through words
- Develop a sense of self and safety
- Develop a sense of self and safety with/for others
- Understand healthy and effective interpersonal communication
- Engage in cooperative play with others
- Ponder, process, and apply experiences
- Show flexibility and ability to problem solve
- Show responsibility for self, space, objects and others
- Show persistence and long periods of attentiveness

Teachers at Radiance follow an individualized plan for each student. When exploring a new concept, teachers will provide a simple evaluation before working to bridge the G.A.P. between what the student knows and what they will learn. Students will step through grasping, applying and perfecting concepts through engaging lessons and tailored work. The Path to Completion highlights this process:



## Qur'an and Arabic

When students learn a Surah, they will also explore the meaning and build their Arabic vocabulary. Students will also explore the formation and sounds of letters.

3 year olds	4 year olds	5 year olds (KG)
Surah Fatiha	Surah Asr	Ayah Al-Kursi
Surah Ikhlas	Surah Masad	Surah Quraish
Surah Falaq	Surah Nasr	Surah Humazah
Surah Nas	Surah Kawther	Surah Fil
Surah Kafiroon	Surah Ma'oon	Surah Takathur
Recall basic vocabulary related to colors	Recall basic vocabulary related to colors	Recall basic vocabulary related to colors
Recall basic vocabulary related to classroom items household items	Recall basic vocabulary related to classroom and household items	Recall basic vocabulary related to classroom and household items
Recall basic vocabulary related to animals	Recall basic vocabulary related to animals and food	Recall basic vocabulary related to animals and food
Recognize and name letters in their standard form	Recognize and name letters in their connecting forms	Recognize, name and write letters in their connecting forms
Recognize and name numbers 0-10	Writing letters in their standard form	Recognize vowel sounds: Fatha, dumma, kasra
	Recognize, name and write numbers 0-20	Write 2-4 letter words with proper vowel sounds
		Recognize, name and write numbers 0-100

## Islam and Community

Through stories of the Prophets and conversation, students will refer to and analyze our communities in order to appreciate our world and others. This approach enables students to view Islam as a way of life as Qur'an and Hadith are used to develop the stories.

3 year olds	4 year olds	5 year olds (KG)
Name and recognize the 6 Pillars of Iman (Belief)	Name and Recognize the 5 Pillars of Islam (Practice)	Show understanding of the 6 Pillars of Iman and 5 Pillars of Islam
Show understanding of the Belief in Allah through the story of Prophet Ibrahim	Memorize the Shahada in Arabic and English	Memorize the Shahada in Arabic and English
Show understanding of the Belief in the Angels through the story of Prophet Adam	Name and recognize the names of the 5 daily prayers and understand the components of a rakah	Show understanding of the stages of wudu and salah
Show understanding of the Belief in the Prophets through the life of the Prophet Muhammad, peace be upon him	Show understanding of the rules of fasting and focus on Ramadan and Eid Al-Fitr	Recognize key events in the life of the Prophet Muhammad, peace be upon him
Show understanding of the Belief in the Books through the stories of Prophet Ibrahim, Dawud, Musa, Isa and Muhammad, peace be upon him	Show understanding of giving Zakat and forms of charity	Recognize examples of character from the life of Prophet Muhammad, peace be upon him (kindness, diversity, and interactions with others)
Show understanding of the Belief in the Day of Judgement through Prophet Musa and Isa	Show understanding of the steps of Hajj and focus on Eid Al-Adha	Recognize examples of etiquette from the life of Prophet Muhammad, peace be upon him (dua and hadith)
Show understanding of the Belief in Qadr/Fate through the stories of Prophet Nuh, Ayyub, and Yusuf	Recognize key events of the life of the Prophet Muhammad, peace be upon him	Recognize examples of community from the life of Prophet Muhammad, peace be upon him (following rules and service)



## Math-Numbers and Shapes

In math lessons, students explore numbers and shapes using concrete objects. Lessons build on each other, creating a strong foundation for future learning.

3 year olds	4 year olds	5 year olds (KG)
Name and recognize numbers 0-10	Name, recognize and write numbers 0-20	Name, recognize and write numbers 0-100
Count objects 1-10	Count objects 1-20	Count objects 1-100
Compare amounts of objects as less and more	Understand that numbers can be added together and take apart (place value: units and tens)	Fluently add and subtract numbers within 1-20 using place value (units and tens)
Recognize that numbers have value	Understand numbers are used to represent length and weight	Compare objects based on value and amount (more of, less of)
Classify objects into groups by amount	Classify objects into groups by length	Compare objects based on length (longer/taller, shorter)
Name and recognize shapes	Classify objects into groups by weight	Compare objects based on weight (heavier, lighter)
	Name and recognize 3 dimensional shapes	Classify objects into groups by shape
		Analyze and compare 3 dimensional shapes

## Health and Science

Our Health and Science lessons allow students to explore the world through observation, experiments and physical activity. They will explore plants, animals, water, land and nonliving things that are a part of our environment. For the health of our bodies, students will understand and demonstrate:

- the importance of washing hands regularly
- the need for personal/hygiene products: combs, toothbrushes, utensils, etc.
- the importance of covering sneezes and coughs
- body awareness and self-regulation
- small and large muscle control and coordination
- increased speed, balance and strength through practice
- enhanced hand-eye coordination
- an awareness of physical health and fitness through movement and nutrition

3 year olds	4 year olds	5 year olds (KG)
Show understanding changes in breathing with activity (Respiratory System)	Show understanding of beneficial food and drinks for energy (Digestive System)	Show understanding for beneficial food and drinks for teeth and bones (Skeletal System)
Physical properties (shape, color, texture, size, weight, flexibility)	Physical properties (shape, color, texture, size, weight, flexibility)	How things are made and how they are used materials—clay, wood, cloth, paper, etc.
Observe changes in the environment: weather and storms	Observe changes in the environment: seasons and biomes	Observe changes the living things: growth and metamorphosis
Compare characteristics of living things (structure, growth, changes, movement, basic needs)	Compare characteristics of living things (structure, growth, changes, movement, basic needs)	Compare different types of the same animal or species (different types of dogs, flowers, etc.)
Compare characteristics of nonliving things (structure, growth, changes, movement, basic needs)	Compare characteristics of nonliving things (structure, growth, changes, movement, basic needs)	motions of objects and organisms (movement: fast slow, round, zigzag, straight
Use safe practices when engaging in gross motor activities: walking, running, catching, kicking and jumping	Use safe practices when engaging in gross motor activities: running, throwing, catching, lifting, kicking and jumping	Use safe practices when engaging in gross motor activities: running, throwing, catching, lifting, kicking, jumping and hopping
Give examples of foods classified as grains, fruits, vegetables, protein and dairy	Give examples of foods classified as grains, fruits, vegetables, protein and dairy	Classify foods by groups: grains, fruits, vegetables, protein and dairy

## English-Speaking, Reading, Writing

Students will engage in speaking, reading and writing activities to strengthen their use of the English language through exposure to a range of texts, games, stories and pictures. Students will also demonstrate their command of the language through teacher-lead instruction and pretend play.

3 year olds	4 year olds	5 year olds (KG)
Share words to provide detail	Add drawings and other visual displays to provide detail	Write words and add drawings to provide detail
Listen to a text read loud or information presented orally	Confirm understanding of a text read aloud or information presented orally (ask/answer questions, add details)	Ask and answer questions in order to seek help, get information, clarify something that is not understood, make connections
Recognize letters by name in print	Write letters in print (uppercase and lowercase)	Read and write words phonetically, consisting of short vowel sounds (CVC words)
Recognize that letters create sound to make words	Demonstrate understanding of spoken words, syllables, and sounds (phonemes).	Count, pronounce, blend, and segment syllables in spoken words.
Play with the sounds of language, learning to identify the sounds at the beginning of words	Play with the sounds of language, learning to identify and then create rhymes, attending to the first sounds in words	Associate the long and short sounds with the common spellings for the five major vowels (ea pronounced long e and oo pronounce short u)
Recognize and name the sounds of letters	Read words phonetically, consisting of short vowel sounds (CVC words)	Form sentences with a capitalized letter at the beginning and proper punctuation at the end

## English-Speaking, Reading, Writing Continued...

3 year olds	4 year olds	5 year olds (KG)
Use verbal and non-verbal language to communicate for multiple purposes	Read some sight words: the, of, and, a, to, I, in, is, you, it, like, with, etc...	Read some sight words: that, he, she, on, as, are, they, have, from, one, had, what, were, there, use, etc...
Holding a crayon or paint paintbrush or color	Holding a pencil to form lines and shapes	Show evidence of standard English grammar usage in their oral and written work
State people or objects in their own writing attempts and drawings	Explain their own writing attempts and drawings	Play with the sounds of language, learning to identify and then create rhymes, attending to the first sounds in words.
Show understanding of person and object words (nouns)	Show understanding of action words (verbs)	Holding a pencil to form letters and numbers
		Read and explain their own writing and drawings
		Forming sentences with a capitalized letter at the beginning and a period, question mark, or exclamation mark at the end
		Show understanding of describing words (adjectives and adverbs)

# Tracking Progress

## Weekly Reports

Parents will receive an electronic weekly report at the end of each week. This report will include accomplishments, minor incidents, focus areas and goals.

## Quarterly Reports

Parents will receive an electronic quarterly report on October 16, January 15, April 16, and June 15. The last report will include the final assessment or comprehensive portfolio. These reports will highlight the student's progress along the Learning Path.

## Parent/Teacher Conferences

Parents/Guardians are expected to meet with the lead teacher at least 2 time throughout the school year. These may be formal meetings taking place towards the middle and end of the school year, or they may be informal phone calls to discuss the student's progress.

## Assessments

Five year old students in the KG program will receive 3 standardized assessments in Math, Reading and Writing. All students will receive a comprehensive portfolio at the end of the school year.