

Cyn's Play Place Learning Center

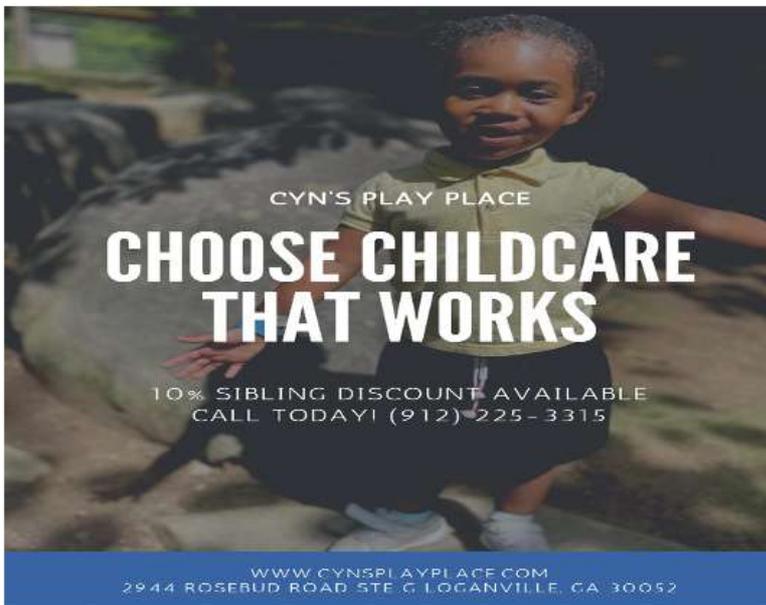


CYN'S PLAY PLACE CHILDCARE AGENCY & LEARNING CENTER

SIBLING DISCOUNT 10% OFF
DROP-INS \$40
NANNY & BABYSITTING SERVICES AVAILABLE

REGISTER NOW

www.cynsplayplace.com



CYN'S PLAY PLACE

CHOOSE CHILDCARE THAT WORKS

10% SIBLING DISCOUNT AVAILABLE
CALL TODAY! (912) 225-3315

WWW.CYNSPLAYPLACE.COM
2944 ROSEBUD ROAD, STE G, LOGANVILLE, GA 30052



Cyn's Play Place

MONDAY - SUNDAY
5:30AM - 7:00PM

770.702.0118
WWW.CYNSPLAYPLACE.COM

SUITE G

Tour & Information Packet

2944 Rosebud Road STE G
Loganville, GA 30052
Agency: (912) 225-3315
Learning Center: (770) 702-0118



Welcome to Cyn's Play Place

At Cyn's Play Place, we understand that choosing the right setting for the care of your child is a huge decision and one that you must get right from the start. This parent pack contains some important information we wanted to share with you about our different programs and the learning opportunities we offer here at Cyn's Play Place.

We have taken everything into consideration in order to create a high quality setting for your child.

At Cyn's Play Place we offer;

- Highly experienced management team
- Qualified staff and ongoing training Safe,
- secure and clean facility
- We work in partnership with parents Child
- led learning and play environment Opening
- hours from 5:30am – 7:00pm



Goals and Values

- ~~To offer~~ the highest quality care to children from 6 weeks to 12 years.
- To provide a safe, stimulating and clean environment for all children.
- To provide affordable childcare at times that suit the parent/guardian.
- To help children learn through play.
- To identify and respond appropriately to each child's individual needs.
- To provide opportunities for children to explore and develop.
- To build relationships with parents to ensure the child's routine is adhered to.
- To support parents with their role as the child's first educator, through mutual respect and understanding.
- To encourage each child to be creative and imaginative.
- To ensure staff always deliver the highest quality of care and are kept up to date with the latest training techniques.

About Us

At Cyn's Play Place, we put children first - always.

We believe that a child care setting should be an extension of each child's family. A safe and supportive environment where parents and our child care staff work together to give your child the loving environment they need to grow. We care for each child as if they were our own. It is our goal to make your whole family comfortable coming to our facility each and every day.

We offer child care from 6 weeks to 12 years, with age-appropriate activities to help them learn and develop. Our program is designed to give children the best educational foundations possible, giving them the confidence they need to explore the world around them.

Our Facility

We offer an open 24/7 camera monitored layout creating and allowing for clear visibility of all children and staff. Our open layout and separate infant room allows your child to move swiftly from one activity to the next so they can develop their independence and curiosity.

Our curriculum

Exercising small brains is our passion. As a childcare provider for over 13 years, our director noticed how important it is to get young minds started early when it comes to introducing core subjects.

We teach- Math, Science, English, Art, Music, Social Studies, French, & Spanish.

Our material is Department of Education certified which means you have the peace of mind knowing your child is using K-12 resources that will keep them ahead as they enter preschool and headstart.



Our Relationship With You

At Cyn's Play Place, we believe that the relationship between all childcare providers and parents is absolutely key. We work with parents to create an environment that will support children and provide a home away from home feeling.

Our staff make continuous strides in helping children to grow and giving them a life-long love of learning by providing quality education and nutritional meals, as well as support for both children and their families. We also ensure that every member of staff is trained to do First Aid and CPR.

Our staff will provide feedback to you throughout your child's time with us and will work with you to ensure they hit developmental milestones. We want you to be a part of your child's journey and it is important to us that parents always feel welcome in the center.

“We are very appreciative of the babysitters and management staff. Without child care both my husband and I can't work so it's a relief having this company on hand.”

“They have become my go to for every need. Very professional and trustworthy. I love the reliability of the sitters, having someone able to take my son to school and pick him up before I get home makes my work life so much easier to balance.”

Staff Responsibilities



Our team knows that their number one priority is to ensure your child feels safe, secure and supported. We take pride in ensuring we treat each child as an individual and help them to develop at their own pace.

We also have staff assigned with specific responsibilities for behaviour, child protection, equality & diversity and special needs.



Daily top safety precautions:

- Keeping main entry door locked throughout the day.
- Routine disinfecting of all toys & surfaces and common areas.
 - Full, Deep cleaning of facility twice a week.
- Gloves and masks worn throughout the day by staff.
- No visitors unless prearranged with director/owner.

Let us know your questions, we'll be happy to assist!

Phone: (770) 702-0118

Email: contact@cynsplayplace.com



**CYN'S PLAY PLACE
ACADEMY**

**Parent/Teacher
Curriculum Handbook**

Kindergarten

MESSAGE FROM THE OWNER/DIRECTOR

Cynthia Mbangue

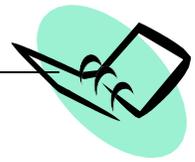
Dear Parents and Guardians,

The core mission of Cyn's Play Place Academy is to educate and prepare our students for successful and productive lives. To that end, the school's Kindergarten program "Parent Handbook" is designed to provide parents with the understanding of what their children are expected to learn and perform in each level. By keeping parents informed and as active participants, our hope is that they will be aware of what their children are learning in school, enabling them to provide better educational assistance and support and ask more precise questions about their progress. With schools and parents working together, our students will surely succeed. Thank you for working in collaboration and partnership with us to help your children become successful both in learning and in life.

Sincerely,

Cynthia Mbangue
Owner/Director





ENGLISH LANGUAGE ARTS



Reader's Workshop – Reader's workshop is designed to build on each student's reading strengths and meet his/her reading needs. Teachers and students work together to build comprehension skills. The components of reader's workshop include:



- ✦ *Mini Lesson* – focuses on a particular skill being taught.
- ✦ *Guided Reading* – with teacher support, in a small group setting.
- ✦ *Shared Reading* – students read along with the teacher.
- ✦ *Independent Reading* - reading books that are “just right” which are books that students self-select and are able to read and comprehend.
- ✦ *Word Work* – practice the reading of word families to increase fluency (e.g., *est* – *west, best, nest, test*; able means can do – *capable, agreeable, acceptable, adorable*).

Genres – During reader's workshop, students are exposed to a balance of fiction and non-fiction during reading and the content areas of Social Studies and Science.

Types of Fiction Genres (stories that are not true):

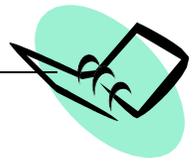
- *Realistic fiction* – stories that could be real but are not true.
- *Historical fiction* – stories that include some part of history.
- *Science fiction* – stories that include elements of science.
- *Fantasy* – stories that cannot occur and include folktales, fairy tales, myths, and legends. These stories often teach lessons and are passed down from generation to generation.

Types of Non-Fiction Genres (stories that give accurate, truthful information):

- *Informational text* – gives us information about history, science, language or other subjects.
- *Biography* – tells about people's lives.
- *Autobiography* – a person tells about his or her own life.
- *Memoir* – the author writes about an experience in his or her own life.

Fluency – Fluency is the ability to read text quickly and accurately. Readers use the punctuation to help them say the text fluently like they speak. When we read, it sounds like we are talking. When we see a period or comma, we need to pause or take a breath. When characters are talking in the text, we can give each character a voice to help determine who is speaking.

Sight Words – Sight words are words that are immediately recognizable as whole words and do not require word analysis for recognition (i.e. *the, and, was, that, etc.*). To read fluently with understanding, readers need instantly to recognize about 95% of words with text. In the beginning stages of reading, children recognize certain words by sight, and these words help them figure out that letters and sounds are related.



High Frequency Words – Words that are most often used when speaking, reading, and writing may include “Tricky Words.” The trickiness of a word is relative to which spellings have been taught.

- ✚ Some words are taught initially as tricky words but, later on, students learn they are part of a spelling pattern. Examples: he, she, we, be, me; no and so; my and by.
- ✚ Other tricky words are never absorbed into the spelling patterns. Examples: one, of, two, could.

Most words are not 100% tricky but may have tricky parts. Strategy for tricky parts: draw attention to regular parts and tricky part within the word (break it down.)

The Skills Strand – Teaches the mechanics of Reading – students are taught systematic and explicit instruction for decoding written English. By Grade 2, students will have learned all of the sound-spelling correspondences within the English language and will be able to decode just about any written material they encounter.

Phonics – Phonics instruction involves teaching children the relationships between letters and individual sounds (phonemes). It is the ability to solve words while reading and spelling. Phonics instruction stresses symbol-sound relationships (decoding) and is used especially in primary grades.

Decoding – Decoding is the process of identifying unknown words by using knowledge of letter-sound associations. Decoding includes:

- ✚ *Letter-sound association* (e.g., “m” says /m/).
- ✚ *Letter combinations* (e.g., “ch” says /ch/ in chair).
- ✚ *Blending initial letter sounds* with common spelling patterns to read words (e.g., /s/ /at/ - sat).

Structural Analysis – Structural analysis is the process of recognizing unknown words by using knowledge of word structure. Structural analysis includes:

- ✚ *Base words* – also called a root word (e.g., *wilt* in *wilted*).
- ✚ *Compound words* – two words combined to make a new word (e.g., *sunset*).
- ✚ *Inflectional endings* (e.g., *-ed* in *wilted*).
- ✚ *Suffixes* – word endings (e.g., *-less* in *careless*).
- ✚ *Prefixes* – word beginnings (e.g., *un* in *unhappy*).
- ✚ *Contractions* – combining two words joined by an apostrophe (e.g., *isn’t* for *is not*).
- ✚ *Verbs* – words that describe action or being (action words e.g., *run, walk, laugh*; being verbs e.g., *am, are, is*).

Synonyms – Words with the same or similar meaning (e.g., *happy/cheerful*).

Antonyms – Words with the opposite meaning (e.g., *happy/sad*).

Homonyms – A word that is spelled or pronounced in the same way as one or more other words, but has a different meaning.

- ✚ *Homophones* – a word that is pronounced the same as another word but differs in meaning. A short example of a homophone is the words *know* and *no*.
- ✚ *Homograph* – one of a group of words that share the same spelling but have different meanings. An example of a homograph is: “Will you please *close* that door!” or “The tiger was so *close* that I could smell it.”



Comprehension Strategies

Students are taught to think while they are reading so that they understand the meaning of a text. There are two ways to think about text: 1) Literal and 2) Inferential. *Literal* thinking is when readers think about what is stated in the text, while *inferential* thinking is when the reader uses what they know about the text and their background knowledge. *Inferential* thinking is what is “between the lines.” Teachers and students engage in a variety of reading strategies which help them to comprehend text. Strategies used are:

- ✦ *Solving words* – students use problem solving strategies to recognize, decode, and/or understand the meaning of words.
- ✦ *Monitoring and correcting* – students check on whether their reading sounds right, looks right, and makes sense.
- ✦ *Gathering* – students identify and select information from print (*literal*).
- ✦ *Predicting* – students will say in advance what they believe will happen next (*inferential*).
- ✦ *Maintaining fluency* – students will read easily and smoothly.
- ✦ *Adjusting* – students read in different ways for different purposes with a variety of texts (e.g., readers read at a slower pace when reading non-fiction texts).
- ✦ *Connecting* – students show or think of how two or more things are related (*literal/inferential*).
- ✦ *Inferring* – students will arrive at a decision or opinion by reasoning from known facts or evidence within a text (*inferential*).
- ✦ *Summarizing* – students present the substance or general idea of a text in brief form (*literal*).
- ✦ *Synthesizing* – students bring together information from the text and from personal, world, and literacy knowledge to create new understanding about what they have read (*inferential*).
- ✦ *Analyzing* – students closely examine elements of a text to achieve a greater understanding of how it is constructed (*inferential*).
- ✦ *Critiquing* – students judge or evaluate a text based on personal, world, or text knowledge (*inferential*).

Story Elements – Students are taught to use their comprehension strategies to understand the setting, character(s), and plot.

- ✦ *Setting* - The time, location, weather conditions, social times, and mood in which a story takes place is called the setting.
- ✦ *Character* - A character is a person, or sometimes even an animal, who takes part in the action of a short story or other literary work.
- ✦ *Plot* - The plot is how the author arranges events to develop his basic idea. It is the sequence of events (beginning, middle, and end) in a story.

When analyzing the story elements, students think about events that take place, the problem(s), the causes and effects of events and/or problems, the solution to problems, the main idea (mostly about), theme, lesson, moral, and/or author’s purpose of a story.

Writing – Is throughout all curriculum areas.

- ✦ *Skills Strand.*
- ✦ *Listening and Learning domains.*
- ✦ *Guided Reading.*
- ✦ *Mathematics.*
- ✦ *Social Studies.*
- ✦ *Science.*





Writing Process - Students engage in various stages of the writing process across all subjects. Children write using the writing process which includes:

- ✚ *Generate* – The writer brainstorms ideas they may want to write about.
- ✚ *Select* – The writer chooses a topic to write about.
- ✚ *Drafting* – The writer gets all their ideas down on paper.
- ✚ *Revision* – The writer improves their writing to make sure it is developed, organized, has voice, appropriate word choice and sentence fluency.
- ✚ *Edit* – The writer checks for appropriate use of conventions (see definition below).
- ✚ *Publish* – The writer decides how to present their writing to other readers. The writer incorporates all revisions and editing into the final writing piece.

Six Traits Of Writing - During the writing process, teachers address concepts taught during writing mini lessons and confer with students to support individual writing needs. The six traits include:

- ✚ *Idea Development* – The ideas are the heart of the message, the content of the piece, the main theme, together with the details that enrich and develop that theme.
- ✚ *Organization* – The internal structure of a piece of writing which includes a lead, a beginning-middle-end, a sequencing of events, transitions, and a conclusion.
- ✚ *Voice* – The voice is the heart and soul, and the magic, along with the feeling and conviction of the individual writer coming out through the words.
- ✚ *Word Choice* – The use of rich, colorful, precise language that moves and enlightens the reader.
- ✚ *Sentence Fluency* – The rhythm and flow of the language, the sound of word patterns and sentences, the way in which the writing sounds.
- ✚ *Conventions* – The mechanics correctness of the piece which includes spelling, grammar and usage, paragraphing, capitals and punctuation.

Read Alouds/Close Reading - The goal of Read Alouds is for students to develop background knowledge and acquire language competence through listening and building a rich vocabulary and a broad knowledge in literature, history and science by being exposed to carefully selected and sequenced read-alouds. Reading aloud to students allows them to experience a variety of high quality and challenging texts in different genres. It invites discussion and comments from students, while the teacher models and fosters comprehension of a variety of texts. Read Alouds are also referenced during Reading and Writing Workshop.

SCIENCE

STEM (Science, Technology, Engineering, and Mathematics)



Scientific Process – Students engage in science by investigating using the scientific process. The scientific process includes:

- ✚ *Question* – What do we want to learn?
- ✚ *Hypothesis* – What do we think will happen?
- ✚ *Materials* – What will we use to prove/disprove our hypothesis?
- ✚ *Procedure* – What steps will we take to prove/disprove our hypothesis?
- ✚ *Results* – Analyze what happened during the procedure.
- ✚ *Conclusion* – The answer to the question which proves/disproves the hypothesis. We answer the question “why.”



PARENT'S GUIDE TO Student Success



KINDERGARTEN

This guide provides an overview of what your child will learn by the end of kindergarten in mathematics and English language arts/literacy. It focuses on the key skills your child will learn in these subjects, which will build a strong foundation for success in the other subjects he or she studies throughout the school year. These K-12 standards are informed by the highest state standards from across the country. If your child is meeting the expectations outlined in these standards, he or she will be well prepared for 1st grade.

WHY ARE ACADEMIC STANDARDS IMPORTANT?

Academic standards are important because they help ensure that all students, no matter where they live, are prepared for success in college and the workforce. They help set clear and consistent expectations for students, parents, and teachers; build your child's knowledge and skills; and help set high goals for all students.

Of course, high standards are not the only thing needed for our children's success. But standards provide an important first step—a clear roadmap for learning for teachers, parents, and students. Having clearly defined goals helps families and teachers work together to ensure that students succeed. Standards help parents and teachers know when students need extra assistance or when they need to be challenged even more. They also will help your child develop critical thinking skills that will prepare him or her for college and career.

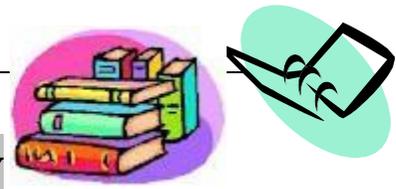
HOW CAN I HELP MY CHILD?

You should use this guide to help build a relationship with your child's teacher. You can do this by talking to his or her teacher regularly about how your child is doing—beyond parent-teacher conferences.

At home, you can play an important role in setting high expectations and supporting your child in meeting them. If your child needs a little extra help or wants to learn more about a subject, work with his or her teacher to identify opportunities for tutoring, to get involved in clubs after school, or to find other resources.

THIS GUIDE INCLUDES:

- An overview of some of the key things your child will learn in English/literacy and math in kindergarten.
- Ideas for activities to help your child learn at home.
- Topics of discussion for talking to your child's teacher about his or her academic progress.



English Language Arts & Literacy

Learning new language skills is a hallmark of kindergarten. Your child will learn about the alphabet and its role in reading. Your child will practice rhyming, matching words with beginning sounds, and blending sounds into words. Practice with these types of activities is a powerful step toward learning to read and spell correctly. The size of your child’s vocabulary is another key factor in his or her ability to read and comprehend books and stories. Your child also will begin to experiment with writing and will be encouraged to use a combination of drawing, dictating, and writing letters to share information, ideas, and feelings.

A Sample of What Your Child Will be Working on in Kindergarten

- Naming upper- and lower-case letters, matching those letters with their sounds, and printing them.
- Comparing the adventures and experiences of characters in familiar stories, such as fairy tales and folktales.
- Retelling familiar stories and talking about stories read to them using details from the text.
- Using a combination of drawing, dictating and writing to describe an event, including his or her reaction to what happened.
- Stating an opinion or preference about a topic or book in writing (e.g., “My favorite book is . . .”)
- Taking part in classroom conversations and following rules for discussions (e.g., learning to listen to others and taking turns when speaking)
- Speaking clearly to express thoughts, feelings, and ideas, including descriptions of familiar people, places, things, and events.
- Asking and answering questions about key details in stories or other information read aloud
- Understanding and using question words (e.g., *who, what, where, when, why, how* in discussions).
- Learning to recognize, spell, and properly use those little grammatical words that hold the language together (e.g., *a, the, to, of, from, I, is, are*)

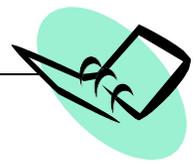
Talking to Your Child’s Teacher

Keeping the conversation focused.

When you talk to the teacher, do not worry about covering everything. Instead, keep the conversation focused on the most important topics. In kindergarten, these include:

- Using knowledge of letters and letter-sound correspondences to figure out how to spell words as they sound.
- Reading and understanding a story designed for early readers.

Ask to see a sample of your child’s work. Ask the teacher questions such as is this piece of work satisfactory? How could it be better? Is my child on track? How can I help my child improve or excel in this area? If my child needs extra support or wants to learn more about a subject, are there resources to help his or her learning outside the classroom?



Mathematics

Young children arrive in kindergarten with widely varying knowledge in math. By the end of the year, your child must have some important foundations in place. One of the most important skills your child should develop is the ability to add and subtract small numbers and use addition and subtraction to solve word problems. This will rely on gaining some fundamentals early in the year, such as counting objects to tell how many there are. Addition and subtraction will continue to be a very strong focus in math through 2nd grade.

A Sample of What Your Child Will Be Working on in Kindergarten

- Counting objects to tell how many there are.
- Comparing two groups of objects to tell which group, if either, has more; comparing two written numbers to tell which is greater.
- Acting out addition and subtraction word problems and drawing diagrams to represent them.
- Adding with a sum of 10 or less; subtracting from a number 10 or less; and solving addition and subtraction word problems.
- Adding and subtracting very small numbers quickly and accurately (e.g., $3+1$)
- Correctly naming shapes regardless of orientation or size (e.g., a square oriented as a “diamond” is still a square)

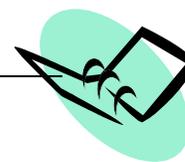
Keeping the conversation focused.

When you talk to the teacher, do not worry about covering everything. Instead, keep the conversation focused on the most important topics. In kindergarten, these include:

- Counting to tell the number of objects (this will not be written work, ask the teacher for his or her observation of your child’s progress in this area)
- Solving addition and subtraction word problems.

Ask to see a sample of your child’s work. Ask the teacher questions such as: Is this piece of work satisfactory? How could it be better? Is my child on track? How can I help my child improve or excel in this area? If my child needs extra support or wants to learn more about a subject, are there resources to help his or her learning outside the classroom?

Talking to
Your Child’s
Teacher



Help Your Child Learn at Home

Learning does not end in the classroom. Children need help and support at home to succeed their studies. Try to create a quiet place for your child to study and carve out time every day when your child can concentrate on reading, writing, and math uninterrupted by friends, brothers or sisters, or other distractions.

You should also try and sit down with your child at least once a week for 15 to 30 minutes while he or she works on homework. This will keep you informed about what your child is working on, and it will help you be the first to know if your child needs help with specific topics. By taking these small steps, you will be helping your child become successful both in and outside the classroom.

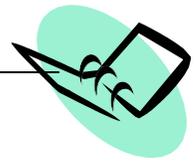
Additionally, here are some activities you can do with your child to support learning at home:

ENGLISH LANGUAGE ARTS & LITERACY

- Read with your child every day, books like *Are You My Mother* by P.D. Eastman or *Green Eggs and Ham* by Dr. Seuss. Ask your child to explain his or her favorite parts of the story. Share your own ideas. To find more books for your child to read, visit www.corestandards.org/assets/Appendix_B.pdf.
- Encourage your child to tell you about this or her day at school. Keep paper, markers, or crayons around the house for your child to write letters or words or draw a picture about his or her day. Have your child describe the picture to you.
- Play word games like *I Spy*, sing songs like *Itsy bitsy Spider*, and make silly rhymes together.

MATHEMATICS

- Look for “word problems” in real life. Some kindergarten examples might include:
- Play “Write the next number.” You write a number, and your child writes the next number.
- Ask your child questions that require counting as many as 20 things. For example, ask, “How many books do you have about wild animals?”
- Ask your child questions that require comparing numbers. “Who is wearing more bracelets, you or your sister?” (Your child might use matching or counting to find the answer.)



Kindergarten

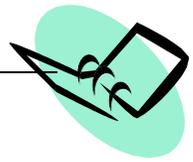
KINDERGARTEN CURRICULUM GUIDE

WHAT YOUR CHILDREN WILL BE TAUGHT IN KINDERGARTEN

The purpose of this guide is to provide parents and guardians with an overview of the concepts and skills children will be taught in Language Arts, Mathematics, Social Studies, Science, Health, Technology, Art, Music, and Physical Education throughout the Kindergarten school year. We believe that the partnership between school and home is of vital importance to your child’s social, emotional, and academic success. This guide is designed to be a reference for you so that you are aware of what your child is expected to learn and to help you reinforce your child’s learning.

Lifelong Practices of Readers and Writers

Lifelong Practices of Readers	Lifelong Practices of Writers
<p>Readers</p> <ul style="list-style-type: none"> • think, write, speak, and listen to understand • read often and widely from a range of global and diverse texts • read for multiple purposes, including for learning and for pleasure • self-select texts based on interest • persevere through challenging, complex texts • enrich personal language, background knowledge, and vocabulary through reading and communicating with others • monitor comprehension and apply reading strategies flexibly • make connections (to self, other texts, ideas, cultures, eras, etc.) 	<p>Writers</p> <ul style="list-style-type: none"> • think, read, speak, and listen to support writing • write often and widely in a variety of formats, using print and digital resources and tools • write for multiple purposes, including for learning and for pleasure • persevere through challenging writing tasks • enrich personal language, background knowledge, and vocabulary through writing and communicating with others • experiment and play with language • analyze mentor texts to enhance writing • strengthen writing by planning, revising, editing, rewriting, or trying a new approach



ELA Kindergarten

Reading: Kindergarten-Literary and Information

1. Develop and answer questions about a text.

- Identify what they know and have learned about a specific story.
- Identify and explain ideas and experiences from text.
- Identify what they know and have learned about a specific story or topic.
- Answer questions about text read aloud.
- Read familiar informational texts to begin to collect data, facts, and ideas, with assistance.
- Interpret information presented in simple charts and webs.

2. Retell stories or share key details from a text.

- Comprehend and respond to literary texts and informational texts.
- Dramatize or retell stories, using puppets, toys and other props using key details.
- Retell a story, using key details.
- Dramatize or retell stories, using puppets, toys, and other props.
- Retell or dramatize stories or parts of stories.
- Use illustrations to assist in understanding the content of a text.

3. Identify characters, settings, and major events in a story, or pieces of information in a text.

- Comprehend and respond to literary and informational texts.
- Identify characters, settings and major events in a story.
- Identify and explain ideas and experiences from texts.
- Relate previous experiences to what is read.
- Use knowledge learned from the text to make sense of a topic, recognizing similarities between: personal experiences and the text, what is known about the topic, and what is learned from the topic.

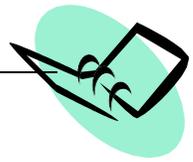
Craft and Structure

4. Identify specific words that express feelings and senses.

- Use a picture dictionary to learn the meanings of words in books.
- Learn the meaning of new words and use them in own speech.
- Learn new words from books.
- Learn the meaning of new words and use them when speaking about what was read.
- Connect new vocabulary and life experiences to ideas in books.

5. Identify Literary and Informational texts.

- Recognize various types of fictional texts (e.g. storybooks, poems).
- Show familiarity with some book titles and authors.
- Distinguish between real and imaginary stories.
- Recognize how a book and print is organized and read.
- Identify the parts of a book and their function (front cover, back cover, title page, etc.).
- Hold book in the correct manner.



6. Name the author and illustrator and define the role of each in presenting the ideas in a text.

- Identify what an author does and what an illustrator does.
- Understand that authors tell stories through words and illustrators tell stories with pictures.
- Identify the roles of the author and the illustrator in presenting ideas or information in Literary and informational texts.

Integration of Knowledge and Ideas

7. Describe the relationship between illustrations and the text.

- Use illustrations to assist in understanding the content of a text.
- Understand the difference between print and illustrations.
- Relate illustrations to print
- Recognize how a book and print is organized and read.

8. Identify specific information to support ideas in a text.

- Identify the main idea and key details of literary and informational texts.
- Identify the reason(s) an author gives to support key points within literary and informational texts.

9. Make connections between self, text and the world.

- Make connections between personal experiences and stories read.
- Form an opinion about the differences between events in a story and events in own life, other texts and the world.

Reading: Foundational Skills - Kindergarten

Print Concepts

1. Demonstrate understanding of the organization and basic features of print.

- a. Follow words from left to right, top to bottom, and page by page.
 - Follow left-to-right and top-to-bottom direction when reading English.
- b. Recognize that spoken words are represented in written language by specific sequences of letters.
 - Understand the purpose of print is to communicate.
 - Recognize that the sequence of letters in written words represents the sequence of sounds in spoken words.
- c. Understand that words are separated by spaces in print.
 - Distinguish between letters and words.
 - Distinguish between print and pictures.
- d. Recognize and name all upper- and lowercase letters of the alphabet.
 - Recognize and name automatically all uppercase and lowercase manuscript letters.
- e. Identify the front cover, back cover, and title page of a book.



Phonological Awareness

2. Demonstrate understanding of spoken words, syllables, and sounds (phonemes).

- a. Recognize and produce spoken rhyming words.
 - Identify and produce spoken words that rhyme.
- b. Blend and segment syllables in spoken words.
 - Count or tap the number of syllables in spoken words.
- c. Blend and segment onsets and rimes of single-syllable spoken words.



- Blend beginning sound (onset) with ending sound (rime) to form known words in rhyming word families (k-it, s-it, b-it).
- d. Blend and segment individual sounds (phonemes) in spoken one-syllable words.
- Isolate individual sounds within spoken words (“What is the first sound in can?”) - Phoneme Isolation.
 - Identify the same sounds in different spoken words (“What sound is the same in sit, sip, sun?”). - Phoneme Identity.
 - Make a new word by adding a phoneme to an existing word (“What word do you have if you add /s/ to mile?”) - Phoneme Addition.
- e. Create new words by manipulating the phonemes orally in one-syllable words.
- Substitute one phoneme for another to make a new word (“The word is rug. Change /g/ to /n/. What is the new word?”).
 - Phoneme Substitution.

Phonics and Word Recognition

3. Know and apply phonics and word analysis skills in decoding words.

- a. Demonstrate one-to-one letter sound correspondence by producing the primary sound or most frequent sound for each consonant.
- Identify some consonant letter-sound correspondences.
- b. Decode short vowel sounds with common spellings.
- Associate long and short sounds with common spellings for vowels a,e,i,o,u.
- c. Decode some regularly spelled one-syllable words.
- Recognize and identify some sight words.
 - Read automatically a small set of high-frequency words.
 - Recognize words convey meaning.
 - Read own name and names of family and friends.
 - Read familiar kindergarten-level texts at the emergent level.
- d. Read common high-frequency words by sight.
- Categorize the word in a set of three or four words that has a different sound (which word doesn't belong: doll, dish, and pill? - Phoneme categorization.

Fluency

4. Read emergent-reader texts with sufficient accuracy to support comprehension.

- Read familiar kindergarten-level texts at the emergent level.
- Read voluntarily familiar kindergarten-level texts.
- Show familiarity with some book titles and authors.

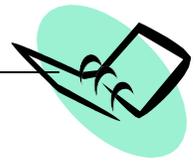


Writing

Keyboarding

Learning Standards

1. Students should explore keyboards.
 - a. Identify a keyboard
 - b. Explore keyboards
 - c. General familiarity with letter and number placement



Writing Standards

Text Types and Purposes

1. Use a combination of drawing, dictating, oral expression, and/or emergent writing to state an opinion about a familiar topic or personal experience and state a reason to support that topic.
2. Use a combination of drawing, dictating, oral expression, and/or emergent writing to name a familiar topic and supply information.
3. Use a combination of drawing, dictating, oral expression, and/or emergent writing to narrate an event or events in a sequence.
4. Create a response to a text, author, or personal experience (e.g., dramatization, art work, or poem).
5. Begins in grade 4.

Research to Present Knowledge

6. Develop questions and participate in shared research and exploration to answer questions and to build and share knowledge.
7. Recall and represent relevant information from experiences or gather information from provided sources to answer a question in a variety of ways (e.g., drawing, oral expressions, and/or emergent writing).

Speaking and Listening

Comprehension and Collaboration

1. Participate in collaborative conversations with diverse peers and adults in small and larger groups and during play.

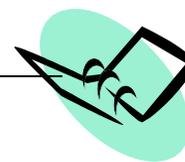
- Participate in small or large group storytelling, singing, and finger play, in order to interact with classmates and adults in the classroom and school environment.
- Share favorite anecdotes, riddles and rhymes with peers and familiar adults.
- Engage in conversations with adults and peers regarding pictures, books, topics, and experiences.
- Speak for different purposes (e.g., share ideas or information, retell a story, dramatize an experience or event).
- Respond to stories, legends, and songs from different cultural and ethnic groups.
- Express an opinion or judgment about a story, poem, finger play, or poster.
- Form an opinion about a book or play read aloud by using established criteria, such as title and vocabulary, to judge books.
- Express an opinion or judgment about a story, poem, finger play or poster.
- Express an opinion about the color, form, and style of illustrations.
- Dramatize differences and similarities in characters.
- Explain why two different characters view an event differently.
- Compare different versions of the same story.

1a. Follow agreed-upon rules for discussions, including listening to others, taking turns and staying on topic.

- Take turns speaking in a group.
- Understand and follow oral directions.
- Listen respectfully without interrupting others.
- Stay on topic when speaking.

1b. Participate in conversations through multiple exchanges.

- Participate in a variety of discussions (e.g., one-to-one, small group, whole class).
- Take turns speaking in a group.
- Participate in activities (partner and group) which include conversations, discussions, book chats, retelling of stories, dramatizations, role play).



- Dramatize an experience or event.
- Participate in small or large group storytelling, singing, and finger play, in order to interact with classmates and adults in the classroom and school environment.
- Share favorite anecdotes, riddles and rhymes with peers and familiar adults.
- Engage in conversations with adults and peers regarding pictures, books, topics, and experiences.
- Speak for different purposes (e.g., share ideas or information, retell a story, dramatize an experience or event).

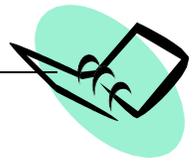
1c. Consider individual differences when communicating with others.

2. Participate in a conversation about features of diverse texts and formats.

- Listen to read alouds (fiction and non-fiction).
- Acquire information from non-fiction text.
- Identify similarities in information about people, places and events.
- Listen to literary texts and performances to match spoken words to pictures.
- Recall a sequence of events from a story read or told.
- Identify character and setting.
- Identify specific people and places.
- Distinguish between a story and a poem.
- Respond to vivid language (e.g., nonsense words and rhymes).
- Retell more than one piece of information in sequence.
- Respond orally to simple questions.
- Share what they know and have learned about a topic.
- Ask questions to clarify understanding of words and ideas.
- Retell familiar stories.
- Interpret words of characters in stories.
- Role-Play characters or events from stories.
- Compare stories from personal experience with stories heard.
- Dictate stories with a beginning, middle and end.
- Describe the actions of characters in a story.
- Tell real or imaginative stories on the basis of response to illustrations.
- Form an opinion or evaluate information on the basis of information in the world.
- Form an opinion about a book or play read aloud by using established criteria, such as title and vocabulary, to judge books.
- Express an opinion or judgment about a story, poem, finger play or poster.
- Express an opinion about the color, form, and style of illustrations.
- Dramatize differences and similarities in characters.
- Explain why two different characters view an event differently.
- Compare different versions of the same story, song, or finger play.

3. Develop and answer questions to clarify what the speaker says.

- Ask and answer questions to clarify directions.
- Ask and answer questions to gain assistance.
- Ask and answer questions to gain information.
- Ask and answer questions to clarify what is not understood.

**Presentation of Knowledge and Ideas****4. Describe familiar people, places, things and events with detail.**

- Dictate information from personal experience.
- Report information to peers and familiar adults.
- Share observations from classroom and home.
- Use words to describe people, places, things, actions and events, with prompting and support, and provide additional detail.
- Dramatize an experience or event.
- Describe familiar persons, places, or objects.

5. Create and/or utilize existing visual displays to support descriptions.

- Share information, using appropriate visual aids, such as, puppets, toys and pictures, to illustrate a word or concept.
- Understand that print conveys meaning.
- Read and explain own writing and drawings.

6. Express thoughts, feelings, and ideas.

- Speak audibly.
- Speak with speed and expression.
- Speak with feelings.
- Speak in complete sentences expressing thoughts, feelings and ideas clearly.

Kindergarten Language Standards

Anchor Standard 1 (PK-2L1): Demonstrate command of the conventions of academic English grammar and usage when writing or speaking.

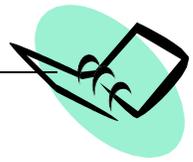
Core Convention Skills

- Print upper and lowercase letters in their name
- Print many upper- and lowercase letters
- Print all upper- and lowercase letters.
- Use frequently occurring nouns and verbs.
- Use common nouns
- Understand interrogatives (question words- e.g., who, what, where, when, why, how).
- Use frequently occurring prepositions (e.g., to, from, in, out, on, off, for, of, by, with)
- Produce complete sentences in shared language activities
- Use personal pronouns (e.g., I, me, my).
- Use verbs
- Use simple sentences in speech

Anchor Standard 2 (PK-2L2): Demonstrate command of the conventions of academic English capitalization, punctuation, and spelling when writing.*

CORE PUNCTUATION and SPELLING SKILLS

- Attempt to write symbols or letters to represent words.
- Spell simple words phonetically, drawing on knowledge of sound-letter relationships.
- Write a letter or letters for most consonant and short-vowel sounds (phonemes)
- Recognize and name end punctuation



- Capitalize the first letter of their name.
- Capitalize the first word in a sentence and the pronoun I.

Knowledge of Language

(Begins in grade 2)

Vocabulary Acquisition and Use

L4: Explore and use new vocabulary and multiple-meaning words and phrases in authentic experiences, including, but not limited to the following.

a: Identify new meanings for familiar words and apply them accurately (e.g., knowing duck is a bird and learning the verb to duck).

b: Use the most frequently occurring inflections and affixes (e.g., -ed, -s, re-, un-, pre-, -ful, -less) as a clue to the meaning of a word.

L5: Explore and discuss word relationships and word meanings.

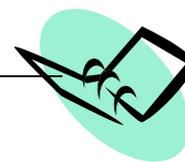
a: Sort common objects into categories (e.g., shapes, foods) for understanding of the concepts the categories represent.

b: Demonstrate understanding of frequently occurring verbs and adjectives by relating them to their opposites (antonyms).

c: Use words to identify and describe the world, making connections between words and their use (e.g., places at home that are colorful).

d: Explore variations among verbs that describe the same general action (e.g., walk, march, gallop) by acting out the meanings.

L6: Use words and phrases acquired through conversations, reading and being read to, and responding to.



Kindergarten Overview

In Kindergarten, instructional time should focus on two areas: (1) developing a sound sense of numbers by representing and comparing numbers, initially using sets of objects; (2) recognizing and describing shapes and using spatial relations. More learning time in Kindergarten should be devoted to number than to any other topic. Please note that while every standard/topic in the grade level has not been included in this overview, all standards should be included in instruction.

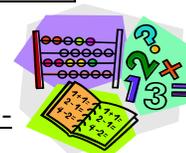
1. Through their learning in the **Counting and Cardinality** and **Operations and Algebraic Thinking** domains, students:

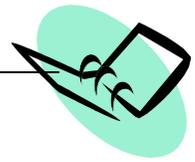
- develop a more formal sense of numbers;
- use numbers, including written numerals, to represent quantities and to solve quantitative problems, such as counting objects in a set; counting out a given number of objects; comparing sets or numerals; and modeling simple joining and separating situations with sets of objects, or eventually with equations such as $5 + 2 = 7$ and $7 - 2 = 5$. *Note: Kindergarten students should see addition and subtraction equations, and student writing of equations in kindergarten is encouraged, but it is not required; and*
- choose, combine, and apply effective strategies for answering quantitative questions, including quickly recognizing the cardinalities of small sets of objects, counting and producing sets of given sizes, counting the number of objects in combined sets, or counting the number of objects that remain in a set after some are taken away.

2. Through their learning in the **Geometry** and **Measurement and Data** domains, students:

- describe their physical world using geometric ideas (e.g., shape, orientation, spatial relations) and appropriate vocabulary;
- identify, name, and describe basic two-dimensional shapes, such as squares, triangles, circles, rectangles, and hexagons, presented in a variety of ways (e.g., with different sizes and orientations), as well as three-dimensional shapes such as cubes, cones, cylinders, and spheres;
- use basic shapes and spatial reasoning to model objects in their everyday environment to create and compose more complex shapes; and
- explore* coins and begin identifying of pennies and dimes.

Mathematical Practices	
1. Make sense of problems and persevere in solving them.	5. Use appropriate tools strategically.
2. Reason abstractly and quantitatively.	6. Attend to precision.
3. Construct viable arguments and critique the reasoning of others.	7. Look for and make use of structure.
4. Model with mathematics.	8. Look for and express regularity in repeated reasoning.



**Counting and Cardinality****Know number names and the count sequence.**

1. Count to 100 by ones and by tens.
2. Count to 100 by ones beginning from any given number (instead of beginning at 1).
3. Write numbers from 0 to 20. Represent a number of objects with a written numeral 0-20 (with 0 representing a count of no objects).

Count to tell the number of objects.

4. Understand the relationship between numbers and quantities up to 20; connect counting to cardinality.
 - a. When counting objects, say the number names in the standard order, pairing each object with one and only one number name and each number name with one and only one object. (1:1 correspondence)
 - b. Understand that the last number name said tells the number of objects counted, (cardinality). The number of objects is the same regardless of their arrangement or the order in which they were counted.
 - c. Understand the concept that each successive number name refers to a quantity that is one larger.
 - d. Understand the concept of ordinal numbers (first through tenth) to describe the relative position and magnitude of whole numbers.
- 5a. Answer counting questions using as many as 20 objects arranged in a line, a rectangular array, and a circle. Answer counting questions using as many as 10 objects in a scattered configuration.
- 5b. Given a number from 1-20, count out that many objects.

Compare numbers.

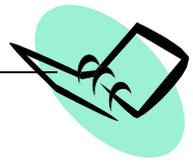
6. Identify whether the number of objects in one group is greater than (more than), less than (fewer than), or equal to (the same as) the number of objects in another group.
Note: Include groups with up to ten objects.
7. Compare two numbers between 1 and 10 presented as written numerals.

Operations and Algebraic Thinking**Understand addition as putting together and adding to, and understand subtraction as taking apart and taking from.**

1. Represent addition and subtraction using objects, fingers, pennies, drawings, sounds, acting out situations, verbal explanations, expressions, equations, or other strategies.
Note: Drawings need not show details but should show the mathematics in the problem.
- 2a. Add and subtract within 10.
- 2b. Solve addition and subtraction word problems within 10.
3. Decompose numbers less than or equal to 10 into pairs in more than one way.
Record each decomposition with a drawing or equation.
4. Find the number that makes 10 when given a number from 1 to 9.
Record the answer with a drawing or equation.
5. Fluently add and subtract within 5.

Understand simple patterns.

6. Duplicate, extend, and create simple patterns using concrete objects.



Number and Operations in Base Ten

Work with numbers 11-19 to gain foundations for place value.

1. Compose and decompose the numbers from 11 to 19 into ten ones and one, two, three, four, five, six, seven, eight, or nine ones.

Measurement and Data

Describe and compare measurable attributes.

1. Describe measurable attributes of an object(s), such as length or weight, using appropriate vocabulary.
2. Directly compare two objects with a common measurable attribute and describe the difference.

Classify objects and count the number of objects in each category.

3. Classify objects into given categories; count the objects in each category and sort the categories by count.
Note: Limit category counts to be less than or equal to 10.
4. Explore coins (pennies, nickels, dimes, and quarters) and begin identifying pennies and dimes.

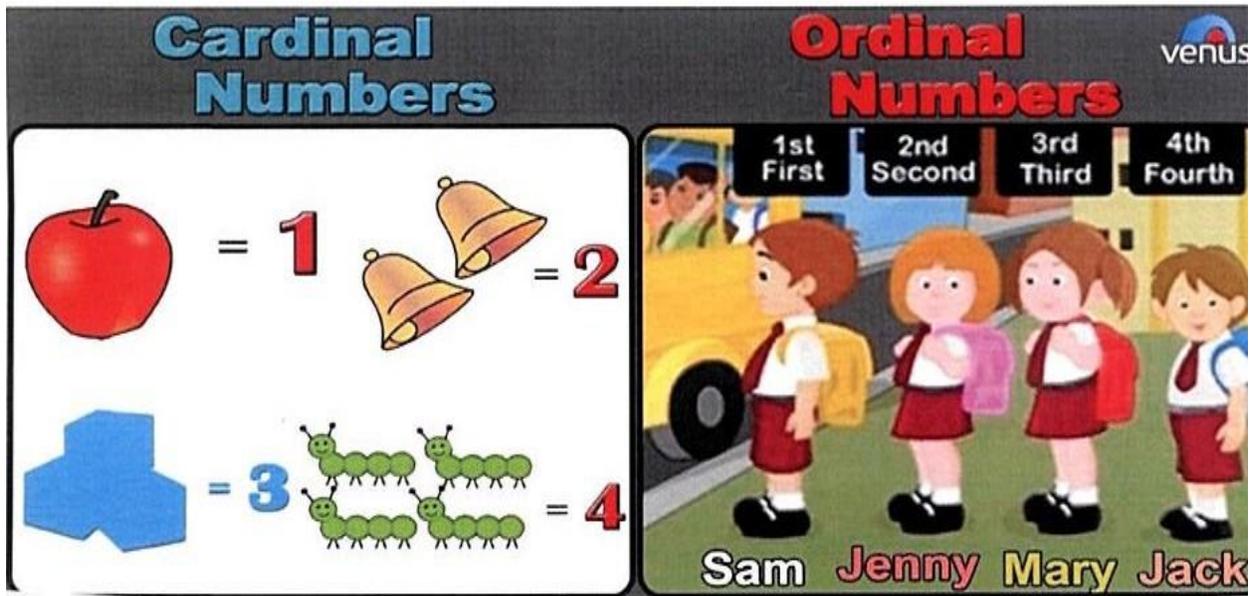
Geometry

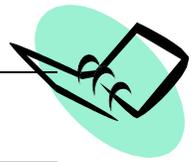
Identify and describe shapes (squares, circles, triangles, rectangles, hexagons, cubes, cones, cylinders, and spheres).

1. Describe objects in the environment using names of shapes and describe the relative positions of these objects using terms such as above, below, beside, in front of, behind, and next to.
2. Name shapes regardless of their orientation or overall size.
3. Understand the difference between two-dimensional (lying in a plane, “flat”) and three-dimensional (“solid”) shapes.

Analyze, compare, sort, and compose shapes.

4. Analyze, compare, and sort two- and three- dimensional shapes, in different sizes and orientations, using informal language to describe their similarities, differences, parts, and other attributes.
5. Model objects in their environment by building and/or drawing shapes.
6. Compose larger shapes from simple shapes.





SOCIAL STUDIES

In Kindergarten, children study “Self and Others.” The course is organized into five units of study- Individual Development and Cultural Identify; Civic Ideals and Practices; Geography, Humans, and the Environment; Time, Continuity, and Change; and Economic Systems. These units represent five of the unifying themes of social studies, and may be presented in any order. Each unit helps students study themselves in the context of their immediate surroundings. Children will learn about similarities and differences between children, families, and communities and about holidays, symbols and traditions that unite us as Americans. Students learn about respect for others, and rights and responsibilities of individuals.

Individual Development and Cultural Identity

K.1 Children’s sense of self is shaped by experiences that are unique to them and their families, and by common experiences shared by a community or nation.

K.1a A sense of self is developed through physical and cultural characteristics and through the development of personal likes, dislikes, talents, and skills.

K.1b Personal experiences shape our sense of self and help us understand our likes, dislikes, talents, and skills, as well as our connections to others.

K.2 Children, families, and communities exhibit cultural similarities and differences.

K.2a Each person is unique but also shares common characteristics with other family, school, and community members.

K.2b Unique family activities and traditions are important parts of an individual’s culture and sense of self.

K.2c Children and families from different cultures all share some common characteristics, but also have specific differences that make them unique.

K.3 Symbols and traditions help develop a shared culture and identity within the Unites States.

K.3a Diverse cultural groups within the community and nation embrace unique traditions and beliefs, and celebrate distinct holidays.

K.3b The study of American symbols, holidays, and celebrations helps to develop a shared sense of history, community and culture.

Civic Ideals and Practices

K.4 Children and adults have rights and responsibilities at home, at school, in the classroom, and in the community.

K.4a Children have basic universal rights or protections as members of a family, school, community, nation, and the world.

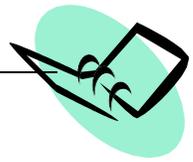
K.4b Children can be responsible members of a family or classroom and can perform important duties to promote the safety and general welfare of the group.

K.5 Rules affect children and adults, and people make and change rules for many reasons.

K.5a Children and adults must follow rules within the home, school, and community to provide for a safe and orderly environment.

K.5b People in authority make rules and laws that provide for the health and safety of all.

K.5c Children and adults have opportunities to contribute to the development of rules and/or laws.



Geography, Humans, and the Environment

K.6 Maps and globes are representations of Earth’s surface that are used to locate and better understand places and regions.

K.6a A globe represents Earth, and maps can be used to represent the world as well as local places or specific regions.

K.6b Places and regions can be located on a map or globe, using geographic vocabulary.

K.6c Places, physical features, and man-made structures can be located on a map or globe and described using specific geographic vocabulary.

K.7 People and communities are affected by and adapt to their physical environment.

K.7a Climate, seasonal weather changes, and the physical features associated with the community and region all affect how people live.

Time, Continuity, and Change

K.8 The past, present, and future describe points in time and help us examine and understand events.

K.8a Specific words and phrases related to chronology and time should be used when recounting events and experiences.

K.8b People use folktales, legends, oral histories, and music to teach values, ideas, traditions, and important events from the past.

Economic Systems

K.9 People have economic needs and wants. Goods and services can satisfy people’s wants. Scarcity is the condition of not being able to have all of the goods and services that a person wants or needs.

K.9a A need is something that a person must have for health and survival, while a want is something that a person would like to have.

K.9b Goods are objects that can satisfy people’s needs and wants; services are activities that can satisfy people’s needs and wants.

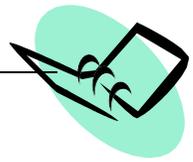
K.9c Scarcity is the condition of not being able to have all of the goods and services that a person wants or needs.

SCIENCE

Your child will explore, experiment, and observe the world around him/her. Kindergarten students will study Classroom Plants, Senses, and Sunshine, Shadows, & Silhouettes throughout the course of the year.

STEM (Science, Technology, Engineering, and Mathematics) Education in Elementary School. The development of STEM proficient students begins in elementary schools. In the elementary grades, students apply the rigor of science, technology, engineering, and mathematics content and the STEM Standards of Practice while engaged in learning activities that investigate the natural world. Students explore technology and engineering solutions and appropriately apply the concepts of mathematics in order to understand and address real life issues and solve problems or challenges. As students’ progress through elementary school they will begin to independently integrate the STEM Standards of Practice. They will understand how to apply the roles and views of STEM career professionals and analyze real world STEM issues, problems, or challenges as they incorporate STEM content, skills, and practices and other disciplines such as social studies, performing arts, health, and creative movement.





Next Generation Science Standards

Kindergarten Science Units provide students with opportunity to explore why something happens (phenomena-based). Students become scientists and engineers to:

- Use facts as needed to explain a phenomena or solve a problem
- Learn about science in a real-world context

Science Units for Kindergarten:

- Weather for Kindergarten – Matter and its Interactions: Solids and Liquids)
- Forces and Interactions: Pushes and Pulls
- Animals, Plants and their Environment: Survival and Life Cycles

Weather and Climate

1. Use and share observations of local weather conditions to describe patterns over time.
2. Ask questions to obtain information about the purpose of weather forecasting to prepare for, and respond to, severe weather.
3. Make observations to determine the effect of sunlight on Earth’s surface.
4. Use tools and materials to design and build a structure that will reduce the warming effect of sunlight on an area.

Matter and Its Interactions works with Weather and Climate

1. Plan and conduct an investigation to test the claim that different kinds of matter exist as either solid or liquid, depending on temperature.

Forces and Interactions: Pushes and Pulls

1. Plan and conduct an investigation to compare the effects of different strengths or different directions of pushes and pulls on the motion of an object.
2. Analyze data to determine if a design solution works as intended to change the speed or direction of an object with a push or a pull.

Interdependent Relationships in Ecosystems: Animals, Plants, and Their Environment

1. Use observations to describe patterns of what plants and animals (including humans) need to survive.
2. Construct an argument supported by evidence for how plants and animals (including humans) can change the environment to meet their needs.
3. Use a model to represent the relationship between the needs of different plants or animals (including humans) and the places they live.
4. Communicate solutions that will reduce the impact of humans on living organisms and non-living things in the local environment.





ART

- Develop essential learning skills in art and creativity in artistic expression.
- Learns to use art materials and scissors properly and safely.
- Learns to paint by dab and /or stroke.
- Learns how to glue.
- Learns to describe art works (opinion vs. description).
- Engages in discussions of artistic styles and art from other cultures.
- Learns to convey meaning through the presentation of artistic work.
- Learns to relate knowledge and personal experiences to make art.



MUSIC

Develops essential learning skills through singing, listening, movement and performance.

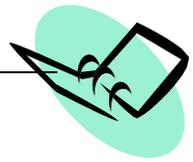
- Listens to and comprehends music in the mind.
- Engages in pitch matching.
- Develops beat competency.
- Participates in movement exercises to develop large motor skills.



PHYSICAL EDUCATION

- Demonstrates knowledge and understanding of safety and rules.
- Develops fundamental motor skills and movement concepts.
- Develops fundamental body and spatial awareness.
- Develops awareness of basic social and cooperative skills.





Character Education



Character Education fosters the development of responsible and caring young people by modeling and teaching good character through emphasis on universal values that we all share.

The goal of character education is to develop students socially, ethically, and academically by incorporating character development into every aspect of the school culture and curriculum. Students work to develop good character, which includes knowing, caring about, and acting upon core ethical values such as: responsibility, respect, honesty, compassion, perseverance, acceptance, forgiveness, and humility.

Responsibility - Students are accountable in their speaking and their actions. They develop a sense of duty to complete tasks with reliability, dependability, and commitment.

Respect - Students show a high regard for authority, other people, self, and their country. Students treat others as they would want to be treated. They understand that all people have value as human beings.

Honesty - Students tell the truth, admit wrong doing, are trustworthy and act with integrity.

Compassion - Students show an understanding and care for others by treating them with kindness, generosity, and a forgiving spirit.

Perseverance - Students pursue goals with determination and patience.

Acceptance - Students keep an open and understanding attitude toward others and accept differences.

Forgiveness - Students learn to resolve resentments towards each other and show a willingness to forgive.

Humility - Students learn to be humble and keep a modest opinion of their own accomplishments.



Kindergarten and First Grade Word List

WORDS 1-25

the
of
and
a
to
in
is
you
that
it
he
was
for
on
are
as
with
his
they
I
at
be
this
have
from

WORDS 26 -

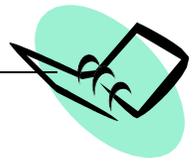
50
or
one
had
by
word
but
not
what
all
were
we
when
your
can
said
there
use
an
each
which
she
do
how
their
if

WORDS 51-75

will
up
other
about
out
many
then
them
these
so
some
her
would
make
like
him
into
time
has
look
two
more
write
go
see

WORDS 76-100

number
no
way
could
people
my
than
first
water
been
call
who
oil
now
find
long
down
day
did
get
come
made
may
part
over



PreSchool, PreKindergarten, Kindergarten Reading List

Any available unabridged edition of a title is acceptable.

Aesop’s Fables (Owlet Book), selected and illustrated by Michael Hague (Henry Holt, 1999)

The Ant and the Grasshopper, retold and illustrated by Amy Lowry Poole (Holiday House, 2000)

The Classic Treasury of Aesop’s Fables (Children’s Illustrated Classics), illustrated by Don Daily (Courage, 1999)

The Hare and Tortoise, retold and illustrated by Helen Ward (Millbrook Press, 1999)

The Lion and the Mouse, retold and illustrated by Bernadette Watts (North-South Books, 2007)

Mother Goose: A Collection of Classic Nursery Rhymes, by Michael Hague (Henry Holt), 1988)

Mother Goose Remembers, by Clare Beaton (Barefoot Books, 2000) (contains “*Three Little Kittens*”)

Professor Aesop’s The Crow and the Pitcher, illustrated and interpreted by Stephanie Gwyn Brown (Tricycle, 2003)

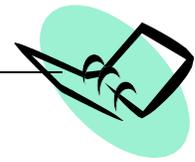
The Real Mother Goose, illustrated by Blanche Fisher Wright (Scholastic, 1994) (contains “*London Bridge*” and “*Ladybug, Ladybug*”)

Three Little Kittens, by Paul Galdone (Clarion, 1988)

The Tortoise and the Hare, adapted and illustrated by Janet Stevens (Holiday House, 1985)

Town Mouse, Country Mouse, by Jan Brett (Putnam Juvenile, 2003)





Sample of our Kindergarten report card.

Student Name:

ATTENDANCE			
	T1	T2	T3
Days Absent			
Days Tardy			
SUPPLEMENTAL INSTRUCTION			
SUPPLEMENTAL INSTRUCTION	T1	T2	T3
Approximate Grade Level Text			
	T1	T2	T3
Kindergarten	Pre	A/B	C/D
1 st Grade	E/F	G/H	I/J
2 nd Grade	K/L	M/N	O/P
3 rd Grade	M/N	N/O	O/P
KEY TO PERFORMANCE LEVELS			
E	Exceeds Grade Level Expectations		
M	Meets Grade Level Expectations		
AP	Approaching Grade Level Expectations		
BL	Below Grade Level Expectations		
FINE MOTOR DEVELOPMENT			
	T1	T2	T3
Demonstrates age appropriate fine motor skills (cutting, coloring, etc.)			
Writes neatly & legibly	DD	DF	DF
READING			
	T1	T2	T3
Identifies & names letters			
Identifies letter sounds			
Blends sounds to form words			
Segments (breaks apart) sounds in words	DF	DF	DF
Recognizes & produces rhyming words			
Reads sight words			
Determines or clarifies the meaning of unknown words using a variety of strategies; utilizes reading strategies; pointing, picture clues, etc.			
Identifies the elements of a book; title, author, illustrator, etc.;			
Identifies characters, settings, and major events in a story			
WRITING			
	T1	T2	T3
Prints letters			
Uses appropriate capitalization			
Recognizes & understands end punctuation	DF	DF	DF
Uses appropriate spacing between words			
Uses developmental spelling			
Correctly spells sight words			
Uses left to right & top to bottom direction			
Writes neatly & legibly			
Uses a combination of drawing, dictating, and writing to describe an event, supply information, and/or state an opinion			

SPEAKING & LISTENING			
	T1	T2	T3
Listens & responds during collaborative conversations: Attentive to speaker, stays on topic, follows rules of discussion	Df	Df	Df
Speaks to express ideas clearly: Speaks in complete sentences, includes supportive details, asks & answers questions			
MATH			
	T1	T2	T3
Counts to tell number of objects			
Demonstrates understanding of mathematical concepts			
Applies problem solving strategies			
SOCIAL STUDIES			
	T1	T2	T3
Demonstrates an understanding of content & concepts			
Understands subject related vocabulary			
SCIENCE			
	T1	T2	T3
Demonstrates knowledge of content & concepts			
Demonstrates appropriate use of mathematical applications, tools, & equipment			
KEY TO LIFE LONG LEARNING HABITS			
M	Meets Grade Level Expectations		
AP	Approaching Grade Level Expectations		
BL	Below Grade Level Expectations		
LIFE LONG LEARNING HABITS: Behaviors that Support Academic Progress			
	T1	T2	T3
Completes homework			
Follows directions			
Demonstrates pride in the quality of work			
Responsible for materials			
Completes tasks independently			
Uses time appropriately			
Actively engaged in class activities			
LIFE LONG LEARNING HABITS: Behaviors that Support Social Development			
	T1	T2	T3
Respectful to school personnel			
Respectful to peers			
Respectful to property			
Follows classroom & school rules & procedures			
Demonstrates self-control			
Accepts responsibility for own actions			
Works cooperatively with others			

ACADEMIC COMMENTS	
1st TRIMESTER COMMENTS	
2nd TRIMESTER COMMENTS	
3rd TRIMESTER COMMENTS	

PARENTS RIGHT-TO-KNOW ESSA

1006(e) “(e) PARENTS RIGHT-TO-KNOW— “(1) INFORMATION FOR PARENTS.—

“(A) IN GENERAL.—At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following: “(i) Whether the student’s teacher— “(I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; “(II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and “(III) is teaching in the field of discipline of the certification of the teacher. “(ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

“(B) ADDITIONAL INFORMATION.—In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student— “(i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and “(ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

“(2) TESTING TRANSPARENCY.—

“(A) IN GENERAL.—At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the local educational agency will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

“(B) ADDITIONAL INFORMATION.—Subject to subparagraph (C), each local educational agency that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency’s website and, where practicable, on the website of each school served by the local educational agency) for each grade served by the local educational agency, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including— “(i) the subject matter assessed; “(ii) the purpose for which the assessment is designed and used; “(iii) the source of the requirement for the assessment; and “(iv) where such information is available— “(I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and “(II) the time and format for disseminating results.

“(C) LOCAL EDUCATIONAL AGENCY THAT DOES NOT OPERATE A WEBSITE.—In the case of a local educational agency that does not operate a website, such local educational agency shall determine how to make the information described in subparagraph (A) widely available, such as through distribution of that information to the media, through public agencies, or directly to parents.

“(3) LANGUAGE INSTRUCTION.—

“(A) NOTICE.—Each local educational agency using funds under this part or title III to provide a language instruction educational program as determined under title III shall, not later than 30 days after the beginning of the school year, inform parents of an English learner identified for participation or participating in such a program, of— “(i) the

reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program; “(ii) the child’s level of English proficiency, how such level was assessed, and the status of the child’s academic achievement; “(iii) the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction; “(iv) how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child; “(v) how such program will specifically help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation; “(vi) the specific exit requirements of the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if funds under this part are used for children in high schools; “(vii) in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in section “(viii) information pertaining to parental rights that includes written guidance— “(I) detailing the right that parents have to have their child immediately removed from such program upon their request; “(II) detailing the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and “(III) assisting parents in selecting among various programs and methods of instruction, if more than program or method is offered by the eligible entity.

“(B) SPECIAL RULE APPLICABLE DURING THE SCHOOL YEAR.—For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, the local educational agency shall notify the children’s parents during the first 2 weeks of the child being placed in a language instruction educational program consistent with subparagraph (A).

“(C) PARENTAL PARTICIPATION.— “(i) IN GENERAL.—Each local educational agency receiving funds under this part shall implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can— “(I) be involved in the education of their children; and “(II) be active participants in assisting their children to— “(aa) attain English proficiency; “(bb) achieve at high levels within a well-rounded education; and “(cc) meet the challenging State academic standards expected of all students. “(ii) REGULAR MEETINGS.—Implementing an effective means of outreach to parents under clause (i) shall include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under this part or title III.

“(D) BASIS FOR ADMISSION OR EXCLUSION.—A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language minority status. “(4) NOTICE AND FORMAT.—The notice and information provided to parents under this subsection shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.”

A teal-colored oval shape centered at the bottom of the page, serving as a background for the text.

Handbook Design byCyn's
Play Place, LLC

Parent/Guardian Handbook



Providing parents and children with affordable &
effective childcare!

Tel: (912) 225-3315
www.cynsplayplace.com



Cyn's Play Place, LLC Daycare and Childcare Service Handbook/Agreement

Thank you for choosing Cyn's Play Place! We are happy that you have decided to place your trust in us when it comes to exceptional childcare services for your family. We bring a different model and approach to childcare by offering daycare and in-home services.

HOURS OF OPERATION-

Our office hours are Monday through Friday 9:00am to 6:00pm.

Daycare hours of operation are January to December; Monday through Sunday from 5:30am to 7:00pm.

*Drop off and pick up times before or after regular business hours must be prearranged in person or by phone.

**Holidays closed: Thanksgiving Day
Christmas Day**

*****FINE PRINTS*****

DEAR PARENTS,

What we as a provider should expect from you, the parent:

Open communication. Explain clearly and carefully your wishes and expectations about how your child will be cared for. Also provide updates on problems and progress that your child is making. Good communication helps us work together in the best interest of your child.

Agreement on Terms or Arrangements. You should fully understand the terms of the contract and the policies and procedures that you as the parent are agreeing to. **This handbook and contract agreement is intended for both Daycare facility and in-home childcare.**

Honesty and Trust. This includes being honest about how you believe the arrangement is working. Although you need to be vigilant to safeguard your child, you should trust your childcare provider to do the best for your child. Showing trust by asking questions rather than jumping to conclusions when apparent problems develop.

Respect. Your providers have personal lives too. Out of respect, please no trip to the grocery store etc. on your way just because you find it more convenient, ultimately the care of your child is your responsibility. Realize that taking care of children is a job and that not only are we workers, but also working parents. Recognize that this is not an easy job. We are not “just a baby-sitter”. Finally. We are only human; We’re not “superwomen”. Please don’t expect us to do things that you yourself would not want to do.

Goals

While in care your child will have the opportunity to participate in a wide variety of activities, which promote all aspects of development. Our childcare provides for children the comfort and experience of belonging to an extended family. We provide a home-like setting; and do not follow a strict routine. Our approach to childcare is child centered and child directed. Children are offered choices whenever possible.

IN-HOME SERVICES (Babysitting and Nanny Services)

Along with our Daycare, we are happy to extend our babysitting and nanny services to all of Metro Atlanta, GA, Jacksonville, FL, Chattanooga, TN, Albany, NY, New Orleans, LA, Sacramento, CA, Dallas, TX, & their surrounding areas. These services are available to parents requesting the following outside of the facility:

-Nanny/Sitter

-Pick Ups / Drop Offs

-Weekend Childcare

-Overnight Care

Referrals Cyn’s Play Place, LLC will refer applicants (hereinafter referred to as Nanny) to the Client, as they become available for consideration as a full-time or part-time live in or out nanny or occasional babysitter. Applicants are screened prior to their referral to the Client only to the extent that they meet the Agency’s criteria for a qualified Nanny Applicant. Client agrees to screen and interview applicants carefully to determine whether they meet the Client’s criteria and can fulfill the Clients expectations for their position. Offers of employment should not be made by Clients before carefully interviewing and screening applicants and getting authorization to do so by the agency.

Hiring

The Client agrees not to offer employment to any applicants referred by Cyn’s Play Place, LLC without first obtaining authorization from Cyn’s Play Place, LLC directly. The Client understands that applicants are not eligible to begin working for Cyn’s Play Place, LLC’s Client until the applicant’s criminal check have been provided to Cyn’s Play Place, LLC and to the Client. CLIENTS AGREE TO OBTAIN AUTHORIZATION FROM THE AGENCY BEFORE EXTENDING AN APPLICANT A JOB OFFER. Clients also agree to notify the Agency of the date the applicant begins her first day in the Client’s employment begins. All Services are quoted per hour and days requested. You are responsible to provide us your set schedule for the week or in advance. Nannies and sitters are expected to adhere to schedules provided therefore, additional time and services requested will be billed accordingly. All staff are directly employed through the company and may not accept direct employment offers. All services must be booked through the

agency and/or daycare facility. Use of any Cyn's Play Place providers outside of the agency's approval and/or knowledge is considered, "theft of services" and will result in a charge of \$5000 for liquidated damages.

Fees

The Client agrees to pay the Agency a placement Fee for any Nanny referred by said Agency and hired by Client. Placement Fees are those fees as defined in the Agency's Fee Schedule as of the date of the execution of this Agreement. Client acknowledges a receipt of said Fee Schedule, understands said Fee Schedule in its entirety and agrees to fees stated therein.

*****Retainer/Registration Fee**-This \$225 fee guarantees start of service(s) and/or a spot(s) for a specified start date of a child(s). This fee is nonrefundable and is applicable per family. Weekly payments are to be made on Fridays to cover the upcoming week and are only accepted in the following forms: Online via Debit/Credit Cards (Visa, MasterCard, AMEX, Discover) 5% is charged on all invoices handled through the company. *For On-Call childcare ONLY, checks can be made out to your sitter and include "Childcare" in Memo. The client agrees to pay all fees in full before a nanny begins employment. If the Client fails to pay the referral fee to the agency before the nanny begins employment, Cyn's Play Place, LLC will have the right to obtain full payment of the referral fee from client, along with attorney's fees and court costs incurred, and will not be obligated to provide the Client with any replacement or guarantee services as specified in this agreement. The client also agrees to pay finance charges, and all late fees charged by Cyn's Play Place, LLC.

Pay Schedule

Clients have the option of paying for in-home childcare services through the agency or to the nanny directly. Full payment is due before the nanny begins work in the client's home. The client agrees to pay the Agency and/or nanny the appropriate overtime fee in the event the nanny works more hours than originally contracted for pursuant to this agreement. Such additional fee does not apply to the client if said client contracted the nanny for 40 hours or more per week. The Client is responsible for speaking directly to a representative of the Agency to inform the Agency that the nanny will work additional hours BEFORE that nanny works such additional hours. The Client also agrees and understands that if the nanny works fewer hours than the hours contracted pursuant to this Agreement, the Client will NOT receive a credit toward additional hours of work by an applicant.

Refund and Guarantee Policies A.) The refund and guarantee policies set forth herein only apply to a client who has paid the referral fee prior to the nanny's employment. Cyn's Play Place, LLC offers no refunds. Clients will only receive three replacement nannies per contract. Clients agree not to change any of the terms agreed to with their nanny (i.e. work hours, pay, benefits, duties, etc.) Clients understand that if they change the terms of the work agreement that the nanny is not obligated to agree to a new Nanny/Family Agreement. B.) Replacement will only be given to the Client by the agency for the amount of hours per week that they originally contracted their nanny for. For example, if a Client hires a nanny for 40 hours per week and thereafter decided for any reason, that they only need for 30 hours per week, which causes their nanny to leave their employ, they will not receive a refund or a replacement. The Clients agree that if they chose to come back to the Agency for a new nanny at this time that they will have to re-contract with the Agency and pay that appropriate fee for a new nanny.

Relationship to Client and Nanny

A.) Cyn's Play Place, LLC is a referral service. Cyn's Play Place, LLC does train, employ, and exercise control, authority and/or discretion over applicants referred to clients.

B.) Cyn's Play Place, LLC disclaims any and all responsibility for any conduct or omissions of any applicant, including any applicant hired by the client. The agency is not responsible for losses or damages resulting directly or indirectly from its Clients relationship with any applicant or nanny. Cyn's Play Place, LLC carries State required employment insurance(s), may withhold applicable payroll taxes, and develops employment relationships with its applicants and/or staff.

C.) Clients are responsible for making sure their nannies are aware of all rules they want to him/her to follow as well as safety concerns and hazards.

D.) The Client, by signing this agreement, agrees to pay the appropriate referral fee and follow the appropriate policies in the event the client hires any of the applicants referred by the Agency.

Other Agreements

A.) Clients agree not to employ any of the associates, friends or relatives of any applicants sent to them by the agency. They understand that the nanny that they hire through the Agency has also signed an agreement of liability in regard to the above-mentioned matter. Clients who employ the above-mentioned people agree a \$5,000 theft of services fee and any legal fees incurred by the agency while collecting this fee. Clients who wish to employ any of the above-mentioned people understand that they can recommend such people to the agency so that they can be properly interviewed and screened to ensure their qualifications.

B.) Clients also understand and agree that if they are using another agency to find a nanny that they must immediately inform Cyn's Play Place, LLC, if they send the Client an application that the client has already been referred by that other agency. The client agrees that upon the hiring of such applicant they would pay the referral fee to the agency that sent the candidate first.

C.) Clients understand and agree that if they have placed an ad in the newspaper to locate a nanny that they will pay the agency the appropriate referral fee if Cyn's Play Place, LLC, refers the applicant whom the client hires before the applicant responds to the clients advertisement. The Client agrees that it is their responsibility to keep track of the timing of the referrals and the advertisement responses.

Occasional Babysitting Service

A.) Service Provided: Cyn's Play Place, LLC, occasional baby-sitting service is provided to clients on an as needed and as available basis only. Clients agree to give the agency at least 24 hours notice with each request. Cyn's Play Place, LLC, does not guarantee the ability to find an occasional sitter to fill each date requested by the client.

B.) Other Terms: The Client agrees not to contact any of the occasional baby-sitters after their initial request without calling the Agency to request her and getting permission to do so. The Client agrees NEVER to contact an occasional babysitter referred to them by Cyn's Play Place, LLC, for any future employment of any kind. The client understands that they do not have to employ any of the occasional baby-sitters referred to them by the agency. The client understands that they need to determine that an occasional baby-sitter meets their criteria. The client understands and agrees that if they cancel a request after Cyn's Play Place, LLC, has found them a baby-sitter they will still be obligated to pay the agreed upon fee to the agency.

C.) Safety: The client agrees that they as parents are responsible for going over household rules and safety hazards and precautions. Clients are advised to write down all safety concerns, go over them with the babysitter verbally before leaving the house, and leave emergency phone numbers. Clients should never leave the house if they are uncomfortable with their occasional baby-sitter.

This agreement embodies the in-home services agreement between Cyn's Play Place, LLC, and the Client. There are no other contracts, agreements, understanding, promises, conditions or obligations made or entered by Cyn's Play Place, LLC and its Client other than those contained herein.

DAYCARE SERVICES

Cyn's Play Place does not discriminate enrollment of **ANY** child(s) no matter race, creed, color, religion, sex or national origin; However, we do recognize that not every child will fit comfortably into our childcare family. For this reason, each new enrollment will be placed on a paid two-week trial basis. During this period, the parents or the provider can provide a one (1) day notice to terminate care based on, "Not a good fit." After the trial period, a two (2) weeks' notice is **REQUIRED** for either party to terminate care. The parent(s) and/or legal guardian enrolling the child(s) in childcare and/or daycare will assume responsibility for paying weekly rate quoted at time of enrollment. This contract is intended for both Daycare facility and In-home childcare services for children ages 6 weeks to 12 years old. *Evidence of age appropriate immunizations or a signed affidavit against such immunizations are due within 30 days of child's enrollment to daycare facility.*

Georgia Daycare Weekly Rates

(One-Time Registration Fee- \$225 per family)

**Rates may vary based on hours needed & number of children.*

**Full time rates based on standard 40hrs work week.*

Infants Full Time.....	\$280
Infants Part Time.....	\$250
Toddlers Full Time.....	\$220
Toddlers Part Time.....	\$185
School Age Full Time.....	\$165
School Age Part Time.....	\$140
Daily/Drop-In Fee.....	\$40/day
Before/After School Transportation.....	\$0.58/mile

Enrollment Requirements:

Before enrolling your child, there are several things you must do:

1. Read through and become familiar with the Policies. You will be required to sign a form that indicates you have read, understand, and agree to ALL the Policies as outlined.
2. An acquaintance visit/meeting must be made.
3. All appropriate forms must be filled out, signed, and on file PRIOR to Care beginning. All necessary forms/consents will be given to you at time of enrollment.
4. All deposits paid in full.
5. Our mobile app downloaded.

*****DEFINITIONS*****

Full Time: Childcare contracted on a set scheduled time slot 4 hours or more per day or 4 - 5 days per week. (40+ Hours)

Part Time: Childcare contracted on a set scheduled time slot less than 4 hours per day or 3 days per week or less. Part Time Childcare occupies a Full-Time position. Should a potential client need a fulltime position, termination notice may be given with the option of parent paying the full-time rate to preserve the child's slot. Slots can only be guaranteed to children that attend full time, or part time and pay full time rates (20-35 Hours)

Before/After School: Care will not begin before 5:30AM or end later than 7:00 PM. (Unless arranged in advance) Any day that school is not in session, a full day rate will be charged.

No Show: If your child will not be attending, or care needed, a one-hour notice of absence is required. If notice is not received, the fee will be assessed in addition to the regular fee for the day.

There are no refunds.

Drop Ins: We do accept children if we have the open spot for them.

Open Door: You are invited and welcome to visit Daycare anytime your children are present. You are asked to avoid visiting during Rest Time as much as possible. Parents are also free to call at any time. If we do not answer the phone, please leave a message, and we will call you back as soon as possible. **For emergencies, you may contact the owner/director directly at (404) 910-8774.**

OUR PHILOSOPHY OF PRESCHOOL EDUCATION

We believe children should have fun! After all, even the experts agree that preschool age children learn most through play. These carefree years are so short, and soon the children will be exposed to a much more structured form of learning. During the month, many activities take place which help promote basic skills (letter & number recognition, color & shape recognition, large motor skills, small motor skills, etc.).

INDOOR PLAY

Indoor Play constitutes much of our play time (when the entire year is averaged). We provide a variety of age appropriate toys for your child to play with. Since the ages of the children we have vary, all the toys are safe for even the youngest. It is preferred that no toys be brought from home, will not be responsible for toys from home that get broken or lost at day care. The responsibility remains with the child and the parents.

OUTDOOR PLAY

Please dress your child appropriately for the current weather, and in play clothes (with shoes that adequately protect the feet and are not slick-soled -- tennis shoes are a good choice). When the weather cooperates, we will spend time outdoors, ranging from a walk to more time spent outside as the weather permits.

MEALS

Breakfast, Lunch, & Snack will be provided in daycare. Parents are also welcomed to provide meals they would like their child to have each day. A child will be expected to eat what is served for each meal. If they dislike an item, they will be encouraged to taste it, but no alternatives will be served. Children who choose not to eat a meal or snack will be required to wait until the next scheduled time. If your child will be arriving after a mealtime has begun and you would like for your child to eat here, prior notice is

required. If your child will be arriving after a mealtime; it will be your responsibility to make sure that child has eaten prior to arriving. Bringing food or beverages from an outside **restaurant** after mealtimes will not be tolerated.

NAPS

All children under the age of five are required by state law to have a rest time (and we haven't met one yet who doesn't need it!). We will provide a safe, warm, quiet place for your child to rest. Children two and older will sleep on a cot, mat or sleeping bag. Children under the age of two will always be in a crib or playpen. Children will not be allowed to sleep with any loose items or toys in cribs, or cots. Children who wake up before the rest will be guided in finding a quiet time activity to engage in that will not disturb any sleeping children. We do not wake a sleeping child during naps; if they are sleeping, we feel they need to sleep.

CURRICULUM

We incorporate preschool curriculum into our daily activities for fun and to prepare the older children for school.

Activities:

Age appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual child and day. We will offer times for outside play, crafts, stories, instruction, and naps appropriate to the child's ages, interests, and abilities. We will provide your child with tender loving care, understanding, patience and guidance in a happy family setting. We provide preschool curriculum, developing large and small motor skills. We do many arts and crafts where the focus is on the process, not the product. Free play is an important part of a child's early years. It is here that they learn social skills that will be needed the rest of their lives.

DAILY SCHEDULES

Although we will accommodate schedules you would want us to follow, in the facility, toddlers will not necessarily follow a strict schedule. They are not quite capable of sitting still for circle time, may need a morning nap, etc. This is one reason our daily schedule is not "set in stone" Children develop differently, and activities will be done at their own pace. We will remain flexible throughout the day and adjust as the children's needs change.

TOILET TRAINING

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home. We will follow through and encourage your child while in our care. Please keep in mind that the activity level can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, also) and can control his/her bladder and bowels for a few minutes beyond that announcement. When the child has reached this point, training pants (5-ply, not plain terry cloth) with plastic pants may be used. When accidents are only happening once every other week, training pants will be used without plastic pants. Do not bring your child in panties or underwear until he/she has nap time and bedtime control established. We also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many "gadgets" makes it harder to get the child on the potty in time.

ABSENCES-

If your child will be absent from daycare, or will not need care, you **MUST** provide at least one (1) day notice either in writing or via email for record keeping purposes. Late arrivals are permitted however, you are still required to pay all fees due in full, unless communicated otherwise with staff personnel.

ILLNESSES-

If at any time a child becomes ill during the day, the parent(s) and/or legal guardian will be notified immediately. (This includes, but is not limited to, a fever of 101 degrees or more, vomiting, diarrhea or a rash other than a diaper rash or heat rash.) Please **DO NOT** bring your child to daycare if they have suffered from any of these symptoms within the past 12 hours! They will **NOT** be allowed back into care for 24 hours without a doctor's note.

If your child has been exposed to any contagious diseases or is diagnosed with one, please inform us immediately so we may notify the other parents as well. We are required to report any suspected case of notifiable communicable disease to the local county Health Department. Cyn's Play Place staff is in no way or form responsible for any medical conditions nor other symptoms contracted from uncontrollable, unusual circumstances. You will be **REQUIRED** to provide all known medical conditions and medications currently taking, at time of enrollment. ALL staff personnel are required to keep medical logs of each child, therefore, any unknown occurrences will be brought immediately to emergency responders' attention prior to contacting parents. Cyn's Play Place **DOES NOT** provide nor offer insurance. Sickesses and/or injuries contracted in or around the facility will be handled appropriately and according to the Rules for *Child Care Learning Centers Chapter 591-1-1 Updated October 16, 2016* for the State of Georgia.

MEDICATION

If your child is on medication and it needs to be administered while he is in our care, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken. We will also have a form for you to sign giving us permission to give the medication to your child. Medication will be administered at the time or with the meal you specify, and a written record kept.

INJURIES AND OTHER EMERGENCIES

Minor cuts and abrasions suffered while at the center will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged, and you will be advised on how and when the injury occurred. We are also required to log any injuries observed on your child which have occurred outside of our care and required by law to report any possible abuse situations. If a medical emergency arises, we will try to contact a parent first, unless doing so endangers the child's life. In that case we will take necessary steps, putting the child first (calling hospital, doctor, poison control, etc.). If need be, we will take your child to the nearest hospital from the facility, *Dekalb Medical, or the nearest hospital from parents' home*; via ambulance. Then try to call you when we arrive. If a parent is unable to be reached, we will keep trying until he or she is available.

PERSONAL ITEMS

Although not required, it is strongly encouraged for parents to provide us with the following items:

1. A change of clothing, labeled with the child's name, to be used in case of an accident.
2. A bottle of pain reliever and a bottle of cold medicine.
3. Diapers for children not potty trained. (Wipes will be provided.)

FOR PARENTS OF INFANTS: YOU WILL BE ASKED TO COMPLETE A FORM DETAILING PROPER CARE INSTRUCTIONS. YOU ARE RESPONSIBLE FOR BRINGING YOUR CHILD'S FORMULA, DIAPERS, MEDICATIONS, OINTMENTS, CHANGE OF CLOTHES, AND/OR ALL OTHER SUPPLIES NEEDED FOR THE PROPER CARE OF YOUR INFANT.

FOR PARENTS OF SPECIAL NEEDS CHILDREN: WE WILL PROVIDE ACCOMODATIONS FOR ALL SPECIAL NEEDS CHILDREN. YOU WILL BE ASKED TO COMPLETE A FORM DETAILING PROPER CARE INSTRUCTIONS.

SIGN IN/ SIGN OUT

Each day upon arriving, staff is required to sign child(ren) in, noting the time arrived. All sign-in/out facility devices are all located by the door and on staff cellular devices for in-home care. This gives us a digital record of the child's attendance, hours, and who brought/picked up the child.

RELEASING YOUR CHILD

Our normal procedure is to release the child only to his or her parents or someone else the parents designate. If someone other than the parent is to pick the child up, please notify us ahead of time. A verbal notice is fine on that day if this person is on the list of those authorized to pick up your child. If the person is not on that list, we must have written permission to release your child. One of the forms you are required to complete designates who may pick the child up if there is an emergency and we cannot contact you. Please make sure those listed are persons with whom you would allow your child to leave if that person showed up at my door and said, "I need to take Johnny with me." Those on the list should also be people we could call in the event something happened, and you did not show up to pick up your child. Please inform your emergency contacts that if we do not know them and the child is too young to recognize them ("Hi, Grandma!"), that we will ask for identification. We do not mean to offend them. This is simply a measure taken for the child's protection. Any person(s) wanting to pick up/drop off a child must show government issues ID and must be listed on enrollment form(s) as "parent and/or guardian". We will **NOT** tolerate friends, family members, co-workers etc. wanting to come in and pick up any child without proper identification or parties not listed on emergency contact.

RELIGIOUS PRACTICES

We feel that religious teachings should be left up to the parents.
If you have any restrictions or concerns, please feel free to address them to us.

DISCIPLINE-

Cyn's Play Place uses positive discipline techniques such as making my expectations clear, reminders, and redirection before resorting to time-outs and taking privileges away. Physical and emotional punishments will not be permitted under any circumstance and is automatic ground for termination for **ALL** staff!

SMOKING-

Smoking is NOT prohibited in the facility nor near parents' homes at any times. As parents, please do not smoke on facility property or extinguish cigarettes in parking lot. We ask these things to maintain a clean environment for not only our regular comers, but also new ones.

SAFETY-

A fire and escape plan will be drawn and posted by the front entrance as well as expected in homes. Fire and storm drills are practiced monthly to teach the children how to deal with an emergency. All staff personnel are CPR/First Aid trained and have all met state level required certifications to properly care for and evacuate all children in case of emergency. In the event of a fire, we would evacuate the building immediately and gather outside. This will be practiced monthly, so the children are familiar with what to do.

Daily Doings

We assume responsibility for your child only while he/she is in our care. No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pickup list, without written permission from the parent. Telephone permission will **not** do! Anyone unfamiliar will be required to show proof of Identification. Please make the alternate pick up person aware of the requirements. It is normal for your child to cry on arrival and/or when seeing you leave, especially for the first few weeks. Please make sure to physically walk your child into the facility, handing him/her over to a staff member & making goodbyes brief, telling your child exactly when you will be returning. If any, crying usually stops within seconds of your departure. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart. If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult. **Court Orders:** If there is a court order keeping one parent or guardian away from the child, we must have a written note from the custodial parent or guardian on file for that effect. Otherwise, we cannot prevent the non- custodial parent from picking up the child.

Transportation:

At times, we may plan a field trip, or it may be necessary for us to transport your child by car. A permission form is provided upon enrollment. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. Parents will be notified at drop off time or with a phone call. The only time we may leave without notice is in the case of an emergency, in which case a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will always be notified prior to any outing from Daycare and reserve the right to refuse. If we do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements for that day.

Confidentiality:

The information you supply to us will be kept confidential. We will, always, respect your privacy. Before any of the information is released to outside persons, the parents will sign a release form.

Child Abuse/Neglect:

We are required by law to report any suspected signs of child abuse and/or neglect to the Department of Family and Children Services;

This includes any form of physical punishment by the parents in home. Any request to use physical punishments by the parents will be noted in the child's file along with a written refusal from Daycare, signed by the parent and provider.

Changes to Policies:

Changes may be made to these policies as needed without notice. The policies, contracts, consents, and forms will be reviewed and updated, if needed, yearly in January. Please give written notice of any changes that may occur, especially of name or address, or of updated immunizations.

Termination of Daycare:

Care can only be terminated with 2 weeks' notice by the parent or provider. We reserve the right to immediately end care for non-payment, failure to respect policies, behavior of the child, which is harmful to the physical or emotional well-being of the other children, or failure to abide by state policies. If you terminate care without giving appropriate notice, you will be responsible for payment of the final 2 weeks of care whether your child attends. Please be advised that you will be charged your scheduled daily rate until you notify us that your child will not be returning. *Provider has the right to terminate a contract without notice in the case of harm to other children or a dangerous situation due to that child has caused intentionally or otherwise.

FEES

Payments are due every Fridays by 7:00 PM to cover the upcoming week. Late pick up fee is \$3.00 per minute. A late charge of \$30.00 per day will be assessed to fees not paid on time. A fee of \$15.00 will be assessed on returned checks. There are no refunds.

Matters of Money:

All payments are due Fridays by 7:00 PM and on the chosen day **prior** to childcare services being provided. After 7:00PM, the late fee will be assessed. If payment is not made, childcare will not proceed until payment, including all late fees, is made. If a period of 1 week passes without payment received, the contract will be terminated, the position filled, and the collection process begun. You will be responsible for any costs related to collection of the childcare fees. These costs will include late fees, days of loss wages, cost fees and childcare fees. Cash or Check is accepted, and a receipt will be given upon request. A year-end statement of all childcare fees paid will be provided within the first month of the New Year. A fee of \$50.00, plus any additional costs we incur, along with late fee will be charged to you for a returned check. All future payments must then be made by cash. **Childcare fees are due regardless of whether your child attends or not. You are paying for a position, as well as a service. No refunds are given for late arrivals or early departures. All childcare services will be contracted. The contract is a legal document obligating us to provide a service for you and obligating you to pay for that service. There are other requirements in the contract. We urge you to thoroughly read the contract/handbook and realize that it is legal, and you will be held liable for each item of the contract. By signing it, you are accepting it in all its terms.** Enrollment Fee and deposit equal to 1 week's childcare service will be payable upon enrollment. You are welcome to send your child into Daycare or request in-home care for a period equal to the payment received. A slot will be considered open until the enrollment and first weeks' fees are received.

FINAL NOTICE-

By signing this contract agreement, you agree to **ALL** terms outlined in this handbook, specific to services you will be utilizing. If you remove your child(s) from care before the end of the week, you must pay balance owed prior to terminating immediately.

I have read and understand this contract is between Cyn's Play Place, LLC Childcare Provider, and

 (Parents or Guardian)

CHECK ONE

_____ IN-HOME SERVICES
 _____ DAYCARE

CHILD(S) INFORMATION

NAME: _____ BIRTHDATE: _____
 NAME: _____ BIRTHDATE: _____
 NAME: _____ BIRTHDATE: _____
 NAME: _____ BIRTHDATE: _____

PARENT(S) NAME(S): _____

HOME ADDRESS: _____

HOME TELEPHONE NUMBER: _____

MOTHER'S CELL NUMBER: _____

MOTHER'S WORK NUMBER: _____

FATHER'S CELL NUMBER: _____

FATHER'S WORK NUMBER: _____

E-MAIL ADDRESS FOR DAYCARE RELATED CORRESPONDENCE:

REQUESTED SCHEDULE: M _____ T _____ W _____ T _____ F _____
 S _____ S _____

HOURS PER WEEK: _____

My rate for care will be _____ per week / per day: _____. Childcare will begin on _____.

By providing your signature(s) you agree to the terms and conditions of this handbook and agree to abide by them completely. Failure to do so may result in removal of child(s) from program.

PARENT(S)/GUARDIAN SIGNATURE: _____

STAFF/EMPLOYEE SIGNATURE: _____

DATE SIGNED: _____

PARENT PAYMENT AGREEMENT

This agreement contains the financial terms for childcare for the following child(ren):

which are agreed between Cyn's Play Place, and their parent(s)/legal guardian(s):

The hours and days agreed upon for care are as follows:

DAY	FROM (AM/PM)	TO (AM/PM)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Notification must be made, in writing, if any changes are needed to these hours. Two weeks notice is required for permanent changes in schedule. Parents agree to pay childcare according to schedule.

Parent(s)/Legal Guardian(s) have agreed to pay \$_____ per _____, every _____ for childcare. Payments may be made via debit/credit card online or by invoice.

Please refer to the Parent Handbook for late fees & charges.

Parent/Guardian's Signature: _____

Date: _____

Admin's Signature: _____

Date: _____

Emergency Contact and Medical Information

Child's Name _____

Date of Birth _____

Sex _____

Parent's/Guardian's Name _____

Parent's/Guardian's Name _____

Home Phone _____

Home Phone _____

Address _____

Address _____

City, State, Zip Code

City, State, Zip Code

Alternative Emergency Contacts

Primary Emergency Contact

Secondary Emergency Contact

Phone _____

Phone _____

Address

Address

City, State, Zip Code

City, State, Zip Code

Medical Information

Hospital/Clinic Preference

Phone

Physician's Name _____ **Number** _____

Insurance Company _____ **Policy Number** _____

Allergies/Special Health Considerations

Please list any medications currently taking and times to administer.

-
-
-
-

This waiver applies only if neither parent/guardian can be reached in the case of an emergency.

Parent's/Guardian's Signature _____ **Date** _____

GETTING TO KNOW YOUR INFANT

Please fill out this form for your child ages 0 to 18 months. It will help get to know your child better.

Thank you ☺

Child's Name: _____

Child's Date of Birth: _____

____Pre-Mature Birth ____Full-Term Child's Birth Weight: _____ Home Birth or Hospital

Child's General Mood: Are they mostly happy, fussy, colicky, what?

Has child stayed with anyone else besides parents? _____ If so who? _____

Is child bottle or breast-fed? _____ If using both, when do you use bottle vs. breast? _____

How do you give bottle, room temp., warmed, cold?

If you warm the bottle, what procedure do you use to warm bottle? _____

Does the child hold his/her own bottle? _____

Is child on formula or milk? _____

What kind of milk or formula do you use? _____

Is child on baby cereal? _____ List the kinds you use: _____

Is child on strained or other baby foods? _____

List the varieties you use (fruits, veggies, etc.): _____

Food likes: _____

Food dislikes:

List amounts of food, types of food and times your child usually eats below:

Breakfast _____ Lunch _____ Snack _____

Will your child have a bottle or breast fed before arriving? _____

Will your child need breakfast? _____

Does your child use a pacifier? _____ When? _____

Does your child need a special comfort item to sleep with? _____

What is it?

Does your child sleep through the night? _____

IF not, how often do they wake and what do you do when they wake – feed, rock change etc.?

When does your child wake in the morning? _____

When does your child nap morning? _____ Afternoon? _____

Please list any other important information or special instructions on the care of your child below:

Signature _____

Date _____

Please fill out this form for your child/children ages 18 months and older.

Child's Name _____

Date _____

1. What time does your child go to bed at night? _____ morning? _____
2. Will breakfast need to be served and does your child snack at home? _____
3. Please list your child's most likes foods;
Breakfast _____ Lunch _____ Snack _____ Dinner _____
4. List the foods your child likes least or just will not eat _____
5. Does your child usually take naps? How long? Times of naps?

6. Does your child have any fears? _____

7. Type of pets at home? _____
8. Has child stayed with any other adults besides parents? _____
9. What is your child's favorite toys? Books? _____

10. What activities does your child spend most of their time doing at home? _____

11. Does your child have any habits or mannerisms? If so, please describe _____
12. What are your accustomed methods of reassuring and rewarding your child? _____
13. What are your accustomed methods of responding to your child's negative behavior? _____
14. Do you have any outstanding concerns? _____

Please add any comments that may help us to understand your child.

Signature _____

Date _____



Photo, Voice, Website, Facebook, and Video Permission Form

Waiver and Release

I/we hereby consent to the use of the voice or the likeness in photographs, audio, or on videotape of _____ (name of child) by Cyn's Play Place, LLC in the production of business flyers, newsletters, websites, voice mail messages, videotapes, and any other advertisements or promotions Cyn's Play Place, LLC may decide to develop, now or in the future. In addition, I/we hereby consent to the use of the voice or likeness in photographs or on videotape of _____ (name of child) by Cyn's Play Place, LLC to be posted on my Facebook page. [Note: this permission could be limited to one or a few photos, rather than this general permission.] I/we also hereby agree to waive and forgo any right or entitlement of claim I/we might have to any compensation, fees, or other benefits.

Further, by signing this waiver and release, I/we certify that I/we am/are the legal parent or guardian of the child identified above.

Parent/Guardian _____

Date _____

PERMISSION TO TRANSPORT & TAKE FIELD TRIPS!



I HEREBY GRANT MY CHILD CARE PROVIDER CYN'S PLAY PLACE AND EMPLOYEE'S TO TRANSPORT MY CHILD IN LICENSED INSURED VEHICLES, USING FEDERAL APPROVED CHILD SAFETY SEATS AND BELTS ACCORDING TO FEDERAL LAWS.

I UNDERSTAND THAT MY CHILD IS BEING TRANSPORTED FOR THE FOLLOWING REASON:

_____.

IF THIS IS A FIELD TRIP, I UNDERSTAND MY CHILD WILL BE VISITING

_____.

I UNDERSTAND THAT MY CHILD WILL BE AWAY
FROM THIS TIME _____ TO THIS TIME _____.

THE DATE OF THIS TRANSPORT / FIELD TRIP IS _____.

PARENTS SIGNATURE _____

DATE _____

PROVIDER SIGNATURE



MOBILE APP: TICKS & TOTS

Ticks & Tots is a Mobile App used by our parents, nannies and teachers to send updates, and photos of the child to the parent. Set up meetings, check calendar entries, send alerts, and request before & after school rides; without the hassle of emails and paper reminders. You may access the app anytime, anywhere! You do not have to wait for an end of the day synopsis of your child, nor do you have to worry about whether your child made it home after school! -whether you're enrolled in the Daycare center or just taking advantage of our services!

To Access:

You can download the App from the Apple Store or Google Play Store.

After successfully completing enrollment, we will provide you with your username and password. (You may change your password at any time) You will need to enter the **School ID: CPP001** on the login page.

To Request A Sitter/Nanny/Ride:

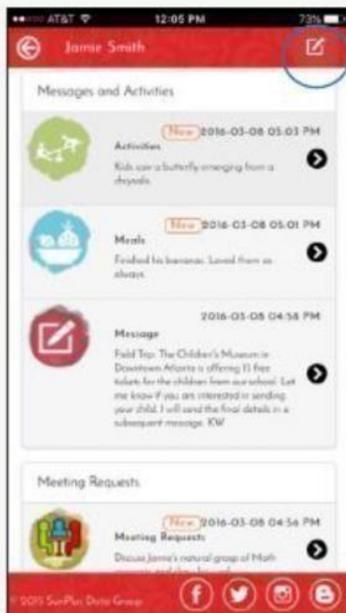
Requesting immediate childcare can be a headache! That's why we make the process easy on your end and take on the load for finding the best fit!

Simply locate the "Meetings" or "Messages" option and send a message to the Admin or a care/ride request! You are more than welcome to also call directly if that's even easier for you!



www.ticksandtots.com

Quick Feature Overview of the Parent App

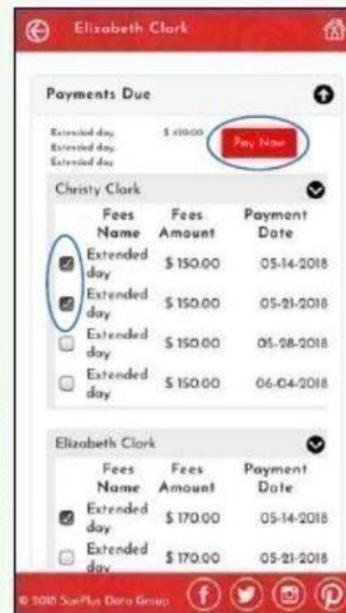


UPDATES FEATURE:

- Use **Compose Icon** on top-right to communicate with School Staff.
- Open New Messages to see any pictures or videos and to mark them as read.

PAYMENTS FEATURE:

- Make one or combined payments.
- See completed transactions.
- Please **screenshot receipts** if you might need them in future.



Still need your login credentials? Ask your Center Administrator
Remember to update your Email and Phone number on your Child's profile page

Live-In Nanny Contract/Agreement

Start Date: _____

Name(s) of Employer(s): _____

Number of children: _____

Address: _____

Name of Nanny: _____

Address: _____

Room and Board: Yes/No

(If yes, provide copy of benefits, such as nanny's own telephone line (long-distance charges excepted), food stipend or groceries per week, appliances such as microwave, television, bed, etc.)

Extras: (Gym memberships, eye exam fee, dental cleanings, etc.)

RESPONSIBILITIES

The name and date of birth (DOB) of each child is listed below.

Name _____ **DOB** _____

Schedule:

Nanny's work hours are as follows:

Sunday _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Include hours (am/pm) and days off. _____

Number of sick days: _____

Number of personal days: _____

Nanny will give employer _____ days' notice for personal days taken and will call by _____ a.m. the first day of illness.

COMPENSATION

Regular rate of pay = \$_____ per hour

+ Overtime rate of pay = \$_____ per hour (for more than 40 hours in a week) Total compensation =

\$_____ per week Wages will be paid:

Weekly (Every Friday)

Bi-Weekly (Every Other Friday or 26 times per year) Other: _____

Fair Labor Standards Act Notes: With very few exceptions, domestic employees are

classified as “non-exempt” (protected) workers, which entitles them to pay for every hour they work at a rate that may not be less than the federal, state and, if applicable, local minimum wage rate. Additionally, overtime (time-and-a-half) must be paid for each hour over 40 in a 7day workweek. Generally, live-in employees are exempt from overtime requirements, however, certain states such as MD, MA, NY, NJ, MN, CA and ME have special overtime requirements for live-in employees. Call the IRS at 1800-829-1040 for details.

MILEAGE & GENERAL EXPENSES

Any miles driven while on the job using the employee's car will be reimbursed at the IRS Mileage Reimbursement Rate, which covers the cost of gasoline as well as general wear and tear on the car. Employee will maintain a mileage log and submit to employer for reimbursement at the end of the pay period. The current IRS mileage reimbursement rate is 53.5* cents per mile. All other pre-approved, work-related expenses will be reimbursed at cost. Employee will keep all receipts and submit to employer for reimbursement at the end of the pay period.

TAX WITHHOLDING/REPORTING

Employer may or may not opt in withholding the required Social Security & Medicare taxes from the employee's pay, along with income taxes per the employee's instructions on Form W-4 and all other applicable state taxes. (Based on W-2 or 1099 classification).

All tax withholdings will be remitted to the state and federal tax agencies on or before the household employment tax deadlines. In addition, employer will match the employee's Social Security & Medicare contributions and make contributions to the state and federal unemployment insurance funds on behalf of the employee. Employer will provide employee with Form 1099 at the end of the year (by January 31). Employer will report employee's earnings to the Social Security Administration so that employee receives appropriate retirement benefits.

TAXES:

Employer will deduct all applicable taxes from the nanny's paycheck and make tax payments to the IRS. Refer to www.IRS.gov for options.

Employer will not deduct taxes from nanny's paycheck. Nanny will be responsible for paying all applicable taxes as an Independent Contractor.

TAX-ADVANTAGED BENEFITS

In addition to the wages stated above, employer will contribute to the following employee expenses. These amounts are considered "non-taxable" compensation (up to the limits noted below), meaning neither employer nor employee will pay any taxes on this portion of the compensation (check any that apply):

- Health Insurance at \$_____ per month (up to total amount of premium)
- Public Transportation at \$_____ per month (up to \$255*/month)
- Parking at \$_____ per month (up to \$255*/month)
- Rent at \$_____ per month (up to \$5,250* per year)
- Mobile Phone service at \$_____ per month (up to total amount of bill)

*Rates and limits vary in some locations and are subject to change. Call the IRS at 1800-829-1040 for details.

Health Insurance:

- Employer agrees to pay (all or put specific dollar amount) of the nanny's health insurance, provided by _____ (Health Insurance Company).
- Employer will not provide health insurance.

Paid Vacation:

- _____ week(s) per year. Nanny will give employer _____ weeks' notice of any upcoming vacations.
- Nanny will be paid for week's employer is on vacation.
- Nanny will be paid for weeks' she is on vacation.
- None

PAID TIME OFF

Employee will receive the following paid time off:

Sick Leave (_____ hours per year). _____ week(s) notice is requested for any appointments, etc. which may cause the employee to miss work.

Vacation (_____ hours per year). Employee will provide vacation request at least _____ week(s) in advance.

Paid Time Off Notes: *Families are not required by federal law to provide paid time off.*

However, there are several cities/counties/states that mandate paid sick leave and/or vacation.

Paid holidays: Yes/No

7. HOLIDAYS

Employer will provide the following PAID Holidays (check any that apply):

New Year's Day

Martin Luther King, Jr.'s Birthday

President's Day Memorial Day

July 4th

Labor Day

Thanksgiving Day Christmas Day

Employer will also provide the following **UNPAID** holidays (check any that apply):

New Year's Day

Martin Luther King, Jr.'s Birthday

President's Day Memorial Day

Fourth of July

Labor Day

Thanksgiving Day Christmas Day

***Holiday Pay Note: Families are not required by law to provide paid holidays.**

CONFIDENTIALITY

Employee understands that all private information obtained about the employers or their dependents during employment, including but not limited to medical, financial, legal, and career, are strictly confidential and may not be disclosed to any third party for any reason.

GROUND S FOR TERMINATION

The following are grounds for immediate termination:

- Allowing the safety of the dependent(s) to be compromised
- Inconsistent or non-performance of agreed-upon job responsibilities Dishonesty
- Stealing
- Misuse of family automobile
- Breach of confidentiality clause
- Persistent absenteeism or tardiness
- Unapproved guests
- Smoking or consumption of alcohol while on duty
- Use of an illegal drug

Parenting Philosophy:

Sleep method: (specify nap time each day; whether nanny can let baby cry it out, and for how long, how many times during the day the nanny should put the baby down, etc.)

Discipline: (specify whether you want the nanny to discipline your child and method to be used.)

Television: Yes/No If yes, how many hours a day /hour _____

Meals: (List how many meals a day, what your child can eat, and what not to eat.)

Hygiene: (List specific rules: for example, nanny must wash hands before and after diapering, etc.)

Safety: (Specify areas in your house and outside where your child/children is not allowed, and other safety rules to be enforced)

Authorization to release child: (List anyone who can visit or pick up your child during the day, for example, grandparents, your sister, etc.)

Emergencies:

If a medical emergency arises, the nanny should (list appropriate measures here). (Enclose a letter authorizing your nanny to take your child/children to the doctor or emergency room and seek medical care.) *Nanny must contact the parents immediately.*

Mother's number _____

Father 's number _____

Grandparent's number _____

Reviews, Raises, and Grievance Procedures:

It is encouraged for the employer to review the nanny every month. Cost-of-living raises will be given,

Circle one: every (year/ years/depending on review).

If nanny has a grievance, she can (list appropriate measure here).

Changes and Amendments:

In the event of the birth of another child, nanny and employer must discuss first if nanny wishes to continue employment, or if she will receive more money for the care of the new baby, and how much.

Contract can be changed or amended if both parties agree: Yes/No

Additional Information

Notice of Termination:

The nanny must give, _____ weeks' / _____ months' notice of termination in writing. The employer must give the nanny _____ weeks' / _____ months' notice if her services will no longer be required. *Should the employer terminate the agreement, employer agrees to pay all wages up to and including nanny's last day of work.*

Employer hereby agrees to be fully bound by the terms of this contract.

Employer Signature: _____

Printed Name: _____

Date: _____

Employee hereby agrees to be fully bound by the terms of this contract.

Employee Signature: _____

Printed Name: _____

Date: _____