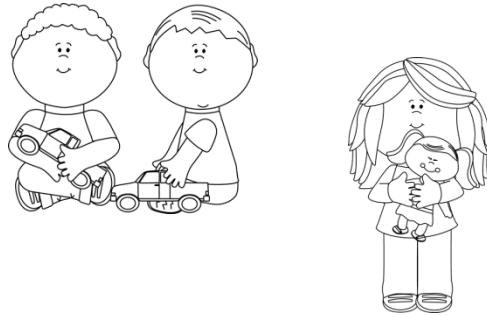


TOT TIME AMENDMENTS

Tot Time will follow the rules and regulations of our Preschool Handbook with some changes in times of classes and scheduled events. Children must be at least 2 ½ years old to be eligible or 3 years old and will not attend Kindergarten until the fall of 2019. The purpose of Tot Time is to provide time to interact with children of their own age as they play, as well as participating in art projects and short group times with Bible story, songs, stories and discussion of age appropriate skills.

SAMPLE DAILY SCHEDULE (as children are ready)

9:15 – 9:30	Attendance, Calendar, Weather, Bible Story, Prayer
9:30 – 10:15	Free Play, Art Project
10:15 – 10:30	Wash Hands, Snack
10:30 – 10:45	Lesson, Story
10:45 – 11:05	Large Muscle
11:05 – 11:10	Songs
11:10 – 11:15	Ready for Home
11:15	Dismissal



CLASSES

Classes are limited to 10 children led by a teacher and an assistant with training in education and child guidance. A qualified substitute will take the place of the teacher or assistant in case of illness or other absence.

Tuesday-Thursday 9:15-11:15 for children who turned 2 by December 31, 2015

Friday 9:15-11:15 a.m. for children who turned 2 by March 31, 2016

If there is an interest, a new class may begin in January for children who turn 2 in the spring and early summer. The day will be determined by room and staff availability.

PROCEDURES

Children will be dropped off at the classroom door and will bring their coat and book bag into the classroom with them to place in their cubby. Please bring a change of clothes (shirt, pants, underwear and socks) in your child's book bag each class day. If your child is in pull-ups, please include two pull-ups and wipes. These will not be changed unless a bowel movement occurs. A bathroom is available for continued success in practicing bathroom skills.

FIELD TRIPS AND SPECIAL DAYS

There will be no field trips for Tot Time. Holidays will be observed with class parties and will be scheduled on the calendar with no parent helpers. The children will be participating in special events with their class and parent participation during a Christmas Program.

SNACK

Take precautions as you plan snack for the Toddlers. Not all of them may be able to chew as well as your child. Please do not send those items that are easily choked on such as peanuts, whole grapes, carrots, celery. Snack should be something nutritious to eat and juice, milk or water to drink. **NO CUPCAKES PLEASE!!!**