

35 E. Church Street  
Frederick, MD 21701

## EVANGELICAL LUTHERAN WEE FOLK SCHOOL HANDBOOK

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Approved by the Maryland State Department of Education

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*Editorial Note:*

*All references to individuals are made in the masculine only for continuity in reading. All references to parent are meant to include guardian as well.*

*WELCOME TO THE EVANGELICAL LUTHERAN WEE FOLK SCHOOL*

Between these pages, you will find information that will help both you and your child in the understanding of the day-to-day operations of our school. Please feel free to contact us if you have any questions. The phone number is 301-663-5117 or you may email the director at: [weefolk@twinspires.org](mailto:weefolk@twinspires.org)

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## ***PHILOSOPHY***

A preschool child is a creative, responsive, and intelligent little person. He needs guidance from a teacher who is sensitive to his needs and can provide an educational environment that introduces skills which are developmentally appropriate for him. It is the teacher's responsibility to take the child from where he is and help him grow as much as possible at his own pace. Parents and teachers need to work as partners in the education of the child with continuity between school and home.

Cognitive growth in the preschool child is important, however it will occur after a firm social and emotional foundation has been laid. The child needs practice in learning how to deal with others outside his family. He also needs successful experiences in order to develop a positive self-image. The environment at the Evangelical Lutheran Wee Folk School is one that radiates a genuine love and concern for the well-rounded development of each child. The child will experience "disciplined freedom" in the classroom; the opportunity to learn within the constraints of necessary rules and routines which create a safe and secure environment in which he is free to explore. This means the child in the Evangelical Lutheran Wee Folk School will learn in a "hands on" environment that allows the child to be an active participant in his learning. A preschool child learns by doing, using as many senses as possible, and needs repetition in order to master a new skill. He learns by trying new things and practicing new concepts through play. We believe a child's work is play, and that through play a child will develop necessary and valuable skills. Play that is purposeful and allows the child to learn through doing fosters a child's creativity, natural curiosity, and a love of learning. Such play offers the child a chance to learn by discovery. The discovery or inquiry method is, in our view, the optimum method of learning. It aids in a higher rate of retention and mastery. The learning center approach offers the child a chance to play and learn through the discovery method and will be used at our school. Language, language arts, math, science, and social studies skills will be developed and practiced in these learning centers. Learning centers that will be offered at the Wee Folk School include, but are not limited to the following:

**Blocks** – unit blocks, hollow blocks, vehicles, traffic signs

**Dramatic play** – dress-up clothes; a mirror; props for housekeeping, grocery store, pet store, restaurant, doctor's office, post office; seasonal offerings

**Listening center** – Tape/CD player and headsets, read-a-long books and tapes or CDs, music selections on CDs

**Sand/Water play** – Sand or water table (or a container with sand or water), measuring and scooping utensils, funnels, and other containers of various sizes and shapes

**Art** – markers, crayons, paint, chalk, glue, paper, collage materials, easel, brushes, paint containers, sponges, stamps, ink pads

**Library** – comfortable seating, a wide assortment of books including many genres, puppets or stuffed animals and other props as appropriate, (books are changed regularly to reflect the current topic of study)

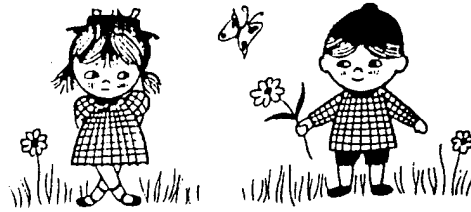
**Manipulatives** – puzzles, games, pegboards, lacing activities, pattern blocks

**Playdough table** – playdough, cookie cutters, rolling pins of various sizes and textures, various cutting or sculpting tools

In addition to learning in centers, we believe the preschool child needs to learn to work independently on activities that are task oriented as well as in teacher-directed group situations. Time for all three types of activities will be provided in the daily schedule.

A preschool child is active and energetic and enjoys music and movement activities. He is also creative and uses his imagination. In the Wee Folk School, music and movement activities will be incorporated into group time as well as at other times throughout the day. Art experiences will be numerous and varied, and will allow the child to express his creativity.

Weekly chapel and music will also be an integral part of the Wee Folk School day.



## CHILDREN LEARN WHAT THEY LIVE

- IF A CHILD LIVES WITH CRITICISM.  
HE LEARNS TO CONDEMN.
- IF A CHILD LIVES WITH HOSTILITY.  
HE LEARNS TO FIGHT.
- IF A CHILD LIVES WITH RIDICULE.  
HE LEARNS TO BE SHY.
- IF A CHILD LIVES WITH JEALOUSY.  
HE LEARNS TO FEEL GUILTY.
- IF A CHILD LIVES WITH TOLERANCE.  
HE LEARNS TO BE PATIENT.
- IF A CHILD LIVES WITH ENCOURAGEMENT.  
HE LEARNS CONFIDENCE.
- IF A CHILD LIVES WITH PRAISE.  
HE LEARNS TO APPRECIATE.
- IF A CHILD LIVES WITH FAIRNESS.  
HE LEARNS JUSTICE.
- IF A CHILD LIVES WITH SECURITY.  
HE LEARNS TO HAVE FAITH.
- IF A CHILD LIVES WITH APPROVAL.  
HE LEARNS TO LIKE HIMSELF.
- IF A CHILD LIVES WITH ACCEPTANCE AND FRIENDSHIP.  
HE LEARNS TO FIND LOVE IN THE WORLD.

ROBERT LAW HOLT

## **Social and Emotional Development**

At Evangelical Lutheran Wee Folk School, we believe that the social and emotional development of a young child is vital. In order for other learning to occur, the young child must have a firm social and emotional foundation. We focus on activities that help a child get along with others, solve problems in non-violent ways, and develop positive attitudes and independence in a safe environment. The child will work on the following social/emotional /self-help skills:

- Getting along with peers
- Working in a group, sharing, taking turns
- Following directions
- Being courteous and respectful, using manners
- Using the bathroom independently
- Putting on his jacket or coat and zipping, buttoning, and snapping independently

## **Language Development**

At Evangelical Lutheran Wee Folk School we recognize the importance of language development as the basis for later learning, and we stress activities that allow for language to be used and practiced as much as possible throughout the day. The following skills will be developed:

- Speaking clearly, and in complete sentences
- Carrying on a conversation, taking appropriate turns, and staying on topic
- Asking specific questions
- Reciting name, phone number, and address
- Developing phonological awareness (ability to recognize and work with sounds) through songs, rhymes, and word games
- Building vocabulary and background knowledge in the learning centers, during group time, by looking at books, and during story time, which will occur every day

## **Language Arts**

Language arts skills are the building blocks for reading and are the skills that allow one to become a successful reader. We will provide an environment that encourages literacy (activities involving speaking, listening, reading, writing, and appreciating written and spoken language) and gives the child the opportunity to develop the following language arts skills:

- Demonstrate visual discrimination

- Recognize print, know print has meaning (experience charts)
- Engage in exploratory writing
- Develop listening skills and an appreciation of listening to stories
- Recognize features of books such as title, author, illustrator, and recognize that one reads from left to right and from top to bottom of page
- Retell the story, sequence events, make predictions, and answer open-ended questions during and after story time
- Recognize opposites and synonyms
- Recognize rhyming words
- Recognize environmental print - words on food packages, clothes, signs, labels on items around the classroom
- Recognize upper and lower case letters
- Begin to relate sounds to specific letters

## **Mathematics**

The Wee Folk School child will be exposed to mathematic concepts in a variety of ways throughout the day. He will be given the opportunity to count, sort, make comparisons, arrange objects, and be introduced to the concept of adding to or taking away from a set of objects. The specific mathematics skills he will practice are:

- Recognize numbers 1-10
- Count objects with one-to-one correspondence
- Recognize that numbers follow a predictable pattern
- Demonstrate the ability to sort and classify objects
- Make comparisons with math vocabulary such as more, less, greater than, less than, same, different, longer, shorter
- Recognize and name shapes
- Recognize simple patterns
- Use ordinal numbers- first, second, third, last
- Demonstrate understanding of adding to or taking away using counting songs, rhymes and the flannelboard
- Help construct and understand simple graphs

## **Science**

The science curriculum will encourage the child to observe, think, reason, question, and experiment using a multi-sensory approach whenever possible. Cooking, simple experiments, planting seeds, nature walks, and field trips are just some of the ways we will incorporate science into the day. Units to be covered include but are not limited to:



- Seasons and weather
- Properties of water
- Magnets
- Space - specifically stars, planets and astronauts
- Life cycle of plants
- Animals and animal families

### **Social Studies**

The social studies curriculum will focus on the child first; his feelings, emotions and his family, then branch out to include the community. Skills to be covered include the following:

- Demonstrate an understanding of his feelings and the feelings of others
- Demonstrate an understanding of rules and routines
- Demonstrate an understanding of holidays
- Demonstrate an understanding of families and other cultures
- Identify modes of transportation
- Identify the role of several community helpers
- Identify safety practices

### **Physical Development**

Our daily schedule will include opportunities for physical development. There will be time for outdoor play daily as weather permits. Indoor activities will be provided when outdoor play is not possible. Development of large muscles (gross motor) will be enhanced through activities including walking, running, jumping, hopping, galloping, and climbing. Coordination will be developed through the use of riding toys, the balance beam, and throwing and catching balls. Small muscles (fine motor) will be developed through many of the learning centers, especially art and manipulatives.

### **The Arts**

Music and art experiences are vital to the young child's well-rounded development and will be incorporated into the schedule every day at the Evangelical Lutheran Wee Folk School. Art experiences will be numerous and varied and will provide a means for the child to express himself and his own creativity. The child will also be exposed to a variety of music as well as some basic instruments. Rhythm band, rhythmic movement, vocal music, and listening for relaxation and fun will all be part of the music curriculum.

## ***POLICIES AND PROCEDURES***

### **Admission/Registration**

Registration for the Evangelical Lutheran Wee Folk School opens in early January for current WFS families, past WFS families and ELC members. All others may register mid-January. **To be eligible for the three year old program, children must be three by October 15<sup>th</sup> of the current school year and be toilet trained. Any questionable cases will be considered on an individual basis and decided by the director of the school. To be eligible for the two year old program, children must be two by Sept. 1 of the current school year.** Children in the two year old program do not need to be potty trained.

To be eligible for the four year old class, children must be four by September 1<sup>st</sup> of the current school year. Registration in the T-5 class is decided by the parent, teacher and director. Parents may choose to enroll a four year old in a three year old program or a five year old in a four year old program if the parents and the school's director feel that it is in the best interest of the child. However, a child of 3 is developing many skills which are different than those of a four year old. By grouping children by age, they model the same behavior skills. Placing a child in a different age level may delay developmental growth or place too much stress upon the child to acquire skills for which he is not ready. Wee Folk School is not fully equipped to handle children with certain physical or mental conditions; therefore, each case which involves the registration of such children will be individually considered.

To register a child, the parent must complete a registration form and submit it to the director. Admission is on a first-come, first-serve basis. Registration fees are due in January.

Children must be registered each school year. There is no automatic registration. A waiting list is maintained throughout the year. To be placed on the waiting list, a parent must call the director and request the child's name be placed on the waiting list. All fees required for registration are totally non-refundable.

### **Tuition**

Tuition is due the first of each month. There will be a penalty fee of \$10 charged for payments received after the 10th of the month. Returned checks will be subject to a service charge as determined by the bank. Monthly tuition is the same regardless of a child's absences or holidays. Payment should be made by check only. This is for your protection as well as our convenience. Please place all payments in the tuition box located outside each classroom or mail tuition to the school. Please check with your child's teacher or teacher's aide for the location of the tuition box. Tuition for each month of school will be due the first of the month. All tuition paid is nonrefundable,

unless otherwise determined by the director. A schedule of tuition payment dates will be presented to each child's parent at Orientation Night in the fall. Activities fees will also be required to cover some field trips, special projects and activities. Please note that all activities fees are non-refundable. One month's tuition will be due prior to the beginning of school as determined by the director.

### **Progression of Pupils**

At the March parent/teacher conference, class placement will be discussed. Generally, children will move to the next class as per age level. If this is questionable, a conference will be held as soon as the teacher has had time to effectively survey the situation in the best interest of the child.

### **Nondiscriminatory Policy**

The Evangelical Lutheran Wee Folk School does not discriminate on the basis of race, creed, sex, color, or national origin in the admission of its pupils.

### **Child Abuse**

Any teacher, pastor, or other employee of Wee Folk School who believes or has reason to believe that a pupil has been abused, is required by law to make a report in the form and manner provided for in Article 27, Section 35A, in the Annotated Code of Maryland.

A loving preschool environment requires that the children receive lots of positive reinforcement. This may be verbal, or it may be in the form of a hug or a pat on the back. If you have any specific concerns about this, please talk to the director prior to the beginning of classes.

### **Safety Policy**

It is our desire that we provide for you and your child the safest environment possible. Your cooperation in the following areas will help greatly to ensure this:

1. Children are to be escorted by the parent or the carpool person all the way into the classroom. Please make certain that the teacher is aware of the child's presence prior to your leaving. All children are dismissed by the teacher to the parent or carpool person who has been designated to pick up the child. No child will be released to anyone other than the parent or known carpool person without a written note from the parent. Please do not send older siblings to drop off or pick up your child. An adult must always accompany your child to the classroom and an adult must always be present to pick up your child from school. **All children must be signed**

**in each day by the parent or adult bringing them to school.**

2. Parking may be found on E. 2<sup>nd</sup> St., Market Space, and the Church St. Parking Deck. There is unmetered parking in front of St. John's Catholic Church on E. 2<sup>nd</sup> Street. You may park on E. 2<sup>nd</sup> St. and Market Space with a WFS parking slip placed on your dash and visible to the parking attendants. If you do this, you do not need to pay the meter. If you choose to use the Church St. Parking Deck, you may park there, but you will be subject to pay if you are over 15 mins. from the time of entering until the time you exit. If you park at a metered space on Church St. or Market St., you must place money in the meter. Plan to come a little early for arrival and dismissal, so that parking does not become a problem for you. **DO NOT** leave younger children unattended in the car while you are picking up or dropping off you child.
3. Please have children riding in carpools hold hands as they come to and from the cars. The children need to stay with the parent and not run ahead. Walking together and not running will prevent many injuries. Wee Folk School is housed beside the church parking lot. In the morning, cars are moving in that lot. Please watch for cars there. Wee Folk parents MAY NOT drive into the church parking lot and drop off their child. The lot is extremely small with a one lane access and is for church staff parking ONLY.
4. At the beginning of the year all parents are requested to sign a general permission slip for field trips. This slip will grant your permission for your child to attend school field trips. All parents will be notified of upcoming field trips, and the specifics of those trips, in the monthly newsletter.
5. Please do not allow your child to bring play guns or any other weaponry to school for share time. We have found that these articles encourage negative behavior and aggression in the children's play.
6. Parents are requested to call to the attention of the director any unsafe practices that may be observed. If a child is in immediate danger, try to remove the cause of the danger and then report the situation to the director.
7. All forms (General Information form, Emergency form, Health Inventory form with Immunizations and Field Trip

form (3's, 4's & T-5 only) must be up to date and on file at the school before your child may attend. If all forms have not been received and filled out completely, your child may not attend. A child will be allowed to attend once all forms are on file at WFS.

## **Health Policy**

Listed below are the health policies of E. L. Wee Folk School:

1. A child may not be admitted to the school without the proper Maryland State Department immunization form. This form must remain on file at the school along with a medical emergency form before the child begins school in September.
2. Parents should not bring their child to school if the child has a fever, vomiting, diarrhea, rash, or any contagious illness. If your child has a cold with unclear discharge of the nose, please keep him at home. Young children spread and pick up germs very easily. Children must be 24 hrs. fever, vomiting and diarrhea free, before returning to school. Please note that the director has the right to not allow the child to attend school or have the parent pick up the child due to illness or not enough time being fever free.
3. If a child becomes ill at school, we will first try
  - \* To contact the parents
  - \* Second, we will call the person listed on the medical emergency form. Be certain that the number listed on the emergency form as the first person to call is someone who lives close in the Frederick area and is generally available to come to get the child. When the responsible person has been reached, they are requested to come and take the child home. In the interim, the child will be removed from the rest of the group; however, he will remain within close distance for proper supervision and observation.
4. In the event of an emergency requiring immediate medical care and the parents cannot be reached, the school will call the family physician listed on the health form or take the child by ambulance to the emergency room at the Frederick Memorial Hospital.
5. The Frederick County Health Department will provide free

hearing and vision screening for all four-year-old students sometime during the school year. That information will be shared with each child's family. You will be notified ahead of time about the date of the screenings.

6. Please make your child's teacher aware of any food allergies or other medical conditions. Be sure to tell the teacher about any medications your child is taking. Medications will only be administered at school in an emergency situation (i.e. allergic reactions requiring benadryl or epipen injections, asthma medication, etc.) Be sure that you have filled out a medication authorization form giving the school permission to administer the medication to your child.

### **Discipline Policy**

One of the major goals of our school is to teach the children how to function positively in a group situation.

In order to keep our school a happy and harmonious one, we have designated some discipline procedures that will be followed by all. Love and guidance will be used when dealing with your children. We, too, are parents. The following procedures will be used when dealing with a discipline issue:

1. The child will be instructed as to the acceptable behavior at the beginning of the school year. This will be reinforced frequently throughout the classroom routine. Redirection, modifying the environment, modeling appropriate behavior, facilitating negotiation skills, praising specific positive behaviors, choosing engaging materials, use of proximity, eye contact, and warning of transitions are some of the techniques that will be implemented in the classroom by the teacher.
2. When a child deliberately defies our directions and "breaks the rules" that he knows, he will be removed from the group to a quiet spot by himself. This removal from the group will be used for unacceptable behavior in a group setting, behavior that might harm another child, and behavior that might destroy school property. The child may re-enter the group, after the teacher has talked with that child about the misbehavior.
3. When a child continues to misbehave, the child's teacher will contact the parents and request a meeting concerning the situation.

4. Parents should address any classroom concerns to the teacher first and then to the director. We are interested in your thoughts and concerns. Together we can create the best possible learning environment for your child.
5. Parents will always be informed if there is a serious behavior problem with their child either verbally or through behavior reports.
6. **The school reserves the right to drop from enrollment any child who consistently exhibits negative behavior which endangers the welfare of the staff or other children or children whose needs cannot be met for safety or other reasons. All parents must sign the Enrollment Agreement.**
8. We will offer to parents any guidance that we are able so that they may best help their child. This might include referrals to other agencies in our county.

### **Visiting Policy**

Our school maintains an open-door policy to its parents. We encourage you to visit your child's class and to see first hand what is happening. This will give you a truer picture of your child in a group situation. Please see your child's teacher, if you desire to observe the class.

The Evaluation section of this handbook will address parent observations and follow-up conferences.

### ***PROGRAM PROCEDURES***

Classes will be offered for two year old, three year old, four year old, and five year old children. Classes will be for 3 hour sessions, daily, from 8:50-11:50 a.m. and 9:00 a.m.-12:00 p.m. except for the transitional fives class which will meet for 3 ½ hrs. from 9:00 a.m.-12:30 p.m. and the two year old class which will meet 2 ¼ hrs. from 8:50 a.m.-11:05 a.m. Parents need to check at the time of registration in January for the specific days and times for the various ages offered. Classes offered could vary from year-to-year depending upon the enrollment demands.

### **Arrival/Dismissal**

Arrival: Morning classes begin at 8:50 a.m. for the 2's & 3's classes and at 9:00 a.m. for the 4's and T-5 classes. The outside doors to Schaeffer Center will be open a few minutes prior to the earliest classes. **Entrance is only through the double door and ramp door located on E. 2<sup>nd</sup> St. The playground entrance will remain locked at all times. All children must wash their hands prior to entering the classroom for the day.** You may use any of the restrooms located throughout the school. Please be sure to sign your child in each day on the clipboard posted outside of the classroom door.

The classroom doors will remain closed while the staff is making final preparations for the day. Please do not enter the classroom until the teacher opens the door. Instruction needs to begin promptly, so that all planned activities can be included in your child's day.

Dismissal: The two-year-old class will dismiss at 11:05 a.m. The three-year-old classes will dismiss at 11:50 a.m. Four-year-old classes will dismiss at 12:00 p.m. The staggered dismissal times will help parents with parking and parents who must pick up children from different classes. The transitional fives class will dismiss at 12:30 p.m. A **\$10.00 late fee** will be charged for late pick-ups. More than **10 minutes** past the scheduled dismissal time (11:15 a.m., 12:00 p.m., 12:10 p.m. or 12:40 p.m. respectively for each class) constitutes lateness.

We encourage you to carpool to help ease the downtown parking. Please note that we have parking available on East Second Street for ten (10) minute pick-up or drop-off. If you plan to spend an extended time at Wee Folk School, please find other places to park. (See page 12 for more parking information)

Please do not leave other children/infants in the car when you come in to school to pick up your preschooler. **ALSO, PLEASE DO NOT USE THE ENTRANCE TO THE CHURCH PARKING LOT AS A WALKWAY.** This is a blind spot for the drivers entering the church parking lot. Please use the sidewalk to the west side of the driveway.

## **Daily Schedule**

Our daily schedule will be a flexible one. Each teacher has their individual schedule posted within their classroom for your review.

## **Dress**

We recommend comfortable play clothes for your children to wear to preschool. We will be moving freely and participating in multi-media art projects. There will be paint, glue, paste, and other materials. Your child will enjoy class more if he is comfortable and not afraid to get something on his clothing. Smocks will be used to help protect the clothes but paint does occasionally get on the clothing.

We will go out when weather and the conditions in the play-yard permit, so send your child dressed warmly in the winter with a hat and mittens. We will go outside when the temperature is 30 degrees or above. It is at the teacher's discretion to take their class out if the temperature is 20-30 degrees (4's & T-5's only). We will not play outside in weather that is below 20 degrees (that includes factoring in the wind chill, etc.). **PLEASE LABEL ALL OF YOUR CHILD'S OUTER GARMENTS SO THAT WE MAY KEEP TRACK OF CLOTHING.** Preschool children, especially the two & three year olds, have difficulty recognizing their own coat. The teachers are also unable in the beginning to remember which coat belongs to which child without labeling. Some children become very distressed when they cannot find their own coat or have to wear someone else's coat. Please help us to eliminate this kind of



distress by labeling all coats, hats, and gloves.

Additionally, please send a change of clothing (appropriately sized underwear, socks, pants, and shirt) to school with your child. Place the clothing in a Ziploc bag with their name on it. This set of clothing will remain at school in case an accident occurs. Accidents are less traumatic if the child has his own clothing to wear. Clothing must be changed with the seasons.

## **Yearly Calendar**

Our school year will follow that of the Frederick County Public School System for holidays as much as possible. There will be days when FCPS are closed and WFS is open and vice versa.

**Snow/Ice Policy** - When Frederick County Schools are CLOSED due to inclement weather, Wee Folk School will be CLOSED also. When Frederick County Schools are TWO HOURS LATE, Wee Folk School WILL MEET from 10:30 a.m.-12:30 p.m. for all classes. When Frederick County Schools have LATE OPENINGS FOR SPECIFIC AREAS (usually Catoctin High feeder district and Middletown High feeder district), Wee Folk School will follow the opening time for the MAJORITY of the county, NOT the specific area. If WFS is already in session and needs to close early due to inclement weather or other circumstances, Please be sure to sign up for text alert/messages regarding weather related or other emergency school closings and whole school event reminders through the free app Remind. See the dark green sheet in your WFS packet with information on how to sign up. This will be our primary way to communicate weather related closings/delays. You may also listen to local radio stations: KEY 103.1 FM, WFRE 99.9 FM and WFMD 930 AM for FCPS/WFS closings and delays. You may also call the WFS office at 301-663-5117, x8 for recorded updates.

Each class is allotted snow days as follows: five days for the transitional fives and M-F 4's classes, three days for the TWTh 3's and the TWTh 4's classes, two days for the MW 2's and the TTh 2's classes. We will attempt to make up **some** of the extra snow days through scheduled days off or extended hours. Parents will be notified by their child's teacher when additional days are required. Please keep in mind that some classes may be making up days, while others may not need to do so.

## **Field Trips (3's, 4's & T-5's only)**

We believe that field trips help to extend a child's experiences of the world around him; therefore, field trips will be scheduled throughout the year. A general permission slip will be given to each parent to sign granting permission for their child to attend field trips. This will be given prior to the Orientation Night meeting. Our trips will be planned to coincide with the classroom curriculum. You will receive specifics of the field trips planned in advance. Some walking trips may be

spontaneous. We ask that parents bring their child directly to the field trip site as outlined by the teacher. You may also carpool with another parent. Children are then picked up at the field trip site at the time designated by the teacher. There may also be field trips where you are invited to join us. Your child's teacher will let you know the particulars for each field trip. Siblings may not attend field trips, unless otherwise noted by the teacher. Please make appropriate arrangements for siblings, if you plan to join your Wee Folk child on a field trip.

### **Class Calendar/Newsletter**

Each month you will receive a calendar from your child's teacher detailing the focus for the month, daily classroom happenings, and school wide events. Be sure to check the back of the calendar. Information on the back of the calendar is one way we communicate to you any particular issues and upcoming events. There is also a section for your child.

### **Other Forms of Communication**

It is our aim to keep close contact with the parents of our children. We may call on the telephone with a happy message or with a concern. Please feel free to call us at 301-663-5117 with any concern you have about the school, its policies, or your child. You may also email the director at: [weefolk@twinspires.org](mailto:weefolk@twinspires.org) or your child's teacher at their email address given to you at the beginning of the school year.

### **Meet & Greet**

On the first days of school a Meet & Greet time is scheduled for parents to meet other parents, have a cup of coffee and socialize. Younger siblings are invited to attend with you.

### ***EVALUATION***

The evaluation of the Evangelical Lutheran Wee Folk School will include all of the methods listed as follows:

- Staff evaluation of the school
- Parent/teacher conferences
- Report checklists
- Parent observations
- Parent suggestions

Because an effective evaluation is one that is ongoing, all of the above will be utilized to evaluate the program in that they occur at varying times during the year. The following paragraphs describe in more detail the frequency, techniques, and personnel involved in the evaluation process. At each monthly staff meeting, input from the above methods of evaluation will be shared and appropriate alterations or

corrections will be taken to improve the overall program so that it will continue to meet the needs of the staff, students and parents that it is serving. An alteration or correction to the program will be re-evaluated at the following staff meeting or at a special meeting, if necessary. At that time, the staff and those involved will decide if the alteration or correction has been satisfactory and/or if any other steps need to be taken.

### **Staff Evaluation of the School**

The staff of the Evangelical Lutheran Wee Folk School will evaluate their program through discussion and idea sharing at monthly staff meetings. The director, teachers, and assistants will be involved. Parents may offer their suggestions at any time verbally or written to the teaching staff or the director.

### **Parent/Teacher Conferences**

There will be scheduled parent/teacher conferences in November and March. At this time the teacher will have an anecdotal evaluation of the child's progress for the parent, as well as a report checklist. Items on the checklist have been taken from several early childhood sources and compiled to meet the needs of our school. All items on the checklist will be reviewed by all students as they are developmentally ready. Samples of the child's work will be available for the parent if applicable. Parents are encouraged to take an active part in the conferences. Children will be evaluated again at the end of the school year and a checklist will be given to the parents, however a conference will not be held at that time.

### **School Records**

Each child attending our school has been issued a folder which contains registration forms, medical records, conference sheets, checklists, anecdotal records, notations concerning individual parent's concerns, and any other pertinent information about the child. These records will be kept for each child and retained by the school for a period of one school year following the child's leaving the school. Parents and guardians may see what is in the child's folder upon request. The records may be reviewed only under the supervision of the director. The child's records will be released to anyone other than the parent only after the school has received written permission from the parent. Parents may request a copy of the material in the child's folder and the school will honor that request.

### **Staff Evaluation**

The staff will be evaluated in several ways. The parents are encouraged to address any suggestions to the teaching staff in writing or verbally. The teachers will openly share ideas and evaluate activities. The teacher assistants will also offer their ideas and suggestions for improvement of the overall program as well as for the staff. Self

evaluation will be completed by each teacher as to her own strengths and weaknesses. The director will offer an evaluation of each teacher and assistant at the end of the school year.

### **School Evaluation and Licensing by the State**

The Evangelical Lutheran Wee Folk School has been licensed by the Maryland State Department of Education as a nonpublic school for three and four year old children. This means that our school has a state approved curriculum which covers all four disciplines -- language arts, social studies, science and mathematics. It also has specific policies and procedures that are approved by the state. We also have to comply with the county health and fire codes.

Our staff is all trained in Early Childhood education. Most staff members have completed their bachelors or masters in education or equivalent. Our school encourages a continuation in education to keep in tune with the latest developments in the field.

### ***PARENT INVOLVEMENT***

As stated in the philosophy of the school, parents play a very important part in the education of their children. We encourage parent involvement. We are often in need of parent volunteers to help in the classes at various times. To help keep the tuition costs down, the parents will be asked to rotate nutritional snacks for the children. This provides more parent involvement and also provides a way to reinforce good nutrition in the home and school.

Parents will be involved with the school through the monthly calendar, telephone calls when necessary, visits to the school to observe the classroom in action, and parent/teacher conferences, as well as written reports.

We would also like to draw on the special skills of the parents to expand the educational experiences of the children. It is hoped that parents will bring their talents to the classroom.

When field trips are planned, parents may be encouraged to attend. This allows them to share a very positive, fun experience with their child on a one-to-one basis, as well as to add to the insurance of the best possible field trip safety.

When parents become involved in their child's first formal educational experience, that experience becomes more valuable for the child and for the parent. It also keeps the parents informed of all that is happening at school so that he may better share in the child's school experiences.

## Parent Bulletin Board

Be certain to check the parent bulletin board daily as you bring your child to school. All important information for parents will be placed on the board as necessary. Printed notices may be sent home as necessary in addition to the monthly calendar.

## Nutritional Snack Suggestions

You will be assigned several times during the year to provide a nutritious snack (including birthday snacks) for your child's class. Please be certain to check with your child's teacher regarding the number of children in the class, so that an ample amount of snack is provided for all the children in the class. Included should be the drink and food. Cups, napkins and spoons will be provided. The children work hard at their play and are very hungry by mid-morning. Snacks should be enclosed in the unopened, original store packaging, so that we may comply with the rules of the County Health Department. If you cannot bring snack on your assigned date (see your monthly calendar), be certain to contact us or the children may not have a snack that day. **Due to the many nut allergies, please do not send snacks containing nuts (peanut butter crackers, peanut butter, trail mix, etc.) Please check all labels for peanuts/nuts. Due to Health Department regulations, we are unable to accept homemade snacks. If your child has a food allergy, you must provide their own snack each day or approve the snack that is being served that day.**

Please choose from the snack list or check with your child's teacher. When possible, please cut up fruit ahead of time.

chesse & crackers	pretzels	humus & crackers
muffins	snack mix (no nuts)	pudding/yogurt
dried fruit	veggies w/dip	graham crackers
animal crackers	fruit salad	goldfish
popcorn	bagels & cream cheese	fresh fruit*

\*bananas, apples, peaches, oranges, clementines, kiwi, grapes, pineapple, watermelon, cantaloupe, honeydew, strawberries, blueberries, raspberries, blackberries, cherries – Please prepare & cut fruit as needed.

**Drink – water only**

**Remember to provide healthy snacks and drinks for birthday celebrations!!!**

Be creative! Ask us for help or ask your child what he likes for snack. Think about recycling.

February 2010

To: Parents, Teachers and Employees of the Wee Folk School

RE: Availability of Asbestos Management Plan

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

The Schaeffer Center of Evangelical Lutheran Church was renovated and modernized during a ten month period beginning in November 2006. As the construction project was being brought towards closure in late August 2007, the “new” Schaeffer Center was inspected for asbestos by Boggs Environmental Consultants, Inc. That report is included in a new Asbestos Management Plan on file in the office at Evangelical Lutheran Church, 35 East Church Street.

You can review the Asbestos Management Plan for Schaeffer Center Monday-Friday, 8 a.m. – 2 p.m. without cost or restriction.

If you have any questions about reviewing the management plan, please contact the church office at 301-663-6361.