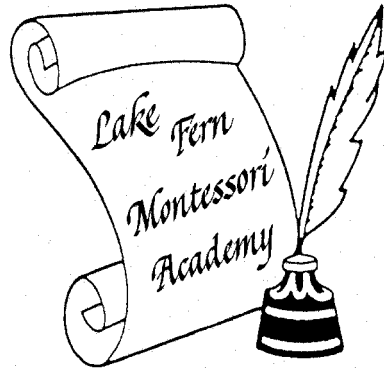


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# Lake Fern Montessori Academy



## Parent Handbook

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Titusville, FL 32780

[www.lakefernmontessori.com](http://www.lakefernmontessori.com)  
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*Revised August 2010*

## About Lake Fern

Lake Fern Montessori Academy was established in 1981. We have grown from a preschool program with seven students housed in a rented church wing to preschool through eighth grade programs with 90+ students in our own 5600 square foot facility on two and one half acres of land. We are a certified Montessori School through the Montessori Institute of America (MIA) and the American Montessori Society (AMS). Preschool staff are AMS trained and certified. Elementary staff hold various Bachelor and Master educational degrees.

Utilizing the Montessori method of teaching we have developed proven educational programs for young children which sets the foundation for educational experiences throughout life. The true value of the Montessori method comes when the child is able to use the tools and skills learned in earlier years and in turn, to share them with others.

LFMA is licensed by the Brevard County Environmental Health Services under the direction of the State of Florida Health Department of Children and Families (DCF) and we hold an occupational license issued by the City of Titusville. Our participation in the McKay Scholarship and Voluntary Pre-K programs also require we demonstrate and adhere to standards set forth by the Department of Education and the Early Learning Coalition. We are subject to regular inspection by the City Fire Inspector, the DCF and Consumer Health Services. We are also required to comply with Child Day Care Standards, Florida Administrative Code 62C-22 which sets forth a number of regulations relating to our daily operations, facility, records and includes among other items, background checks conducted by the Florida Department of Law Enforcement for the school staff and owners. Many of the policies and procedures set forth in this handbook are direct results of our compliance with one or more of the above licensing agency regulations.

*“Education is not something which a teacher does, it is a process which develops spontaneously...”*

**Montessori**

Admission is open to all qualified individuals without regard to race, color, sex or national origin.

## In the Beginning

The primary focus of Lake Fern Montessori Academy is to provide a quality educational environment in which your youngster can experience developmental excellence. Lake Fern has attempted to limit the "grade level" syndrome. The Academy is made up of multi-level classrooms, whose scholastics overlap somewhat to allow placement of each student according to ability rather than chronological age. Each environment is designed to challenge the student to his or her fullest potential, by allowing the child to excel beyond "grade level" in her area of interest while giving the child the materials necessary to progress steadily in other areas.

The Montessori philosophy was introduced by Dr. Maria Montessori in the early 1900's. Dr. Montessori was the first woman to be granted a medical degree from an Italian University. With the help of Itard and Sequin she developed special teaching techniques and materials. In 1907 she opened her famous "Casa Dei Bambini". The children who attended her school were from Italy's slums.

Dr. Montessori found through her extensive study of the techniques and avenues by which children learn that the child learns most efficiently when driven by the desire for knowledge. Dr. Montessori also noted that to satisfy this intense desire for knowledge, a child must have the freedom to work independently... a freedom that is born out of order and self discipline. A great musician is free to compose and perform anything he wishes, but only after he has taken command of his basic physical skills. Self-discipline is required to master those skills for personal achievement.



Since the results of Dr. Montessori's program have become better known, schools all around the world have begun incorporating the Montessori methods. The Montessori philosophy cannot only be found in the private sector but increasingly in public schools also.

Within the Montessori classroom each environment is under the direction of one or more instructors. The classroom and its unique materials, is in itself the source of the child's knowledge for the most part; the instructors serve as guides to the academic material and a resource of information. Through her observations, Dr. Montessori found that with these techniques and materials the children could literally teach themselves.

Education is an independent activity but not a solitary endeavor. It is the result of a cooperative effort of all within the environment for the maximum benefit of the individual. Lake Fern is committed to promoting effective family-school partnerships and to that end we have adopted the American Montessori Society principles of good practice for member schools as our mission statement.

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*"A new education from birth onward must be built up. Education must be unconstructed and based on the laws of nature and not the preconceived notions and prejudices of adult society."*

**Dr. Maria Montessori from  
"The Foundations of Man"**

## **Lake Fern Montessori Academy Statement of Mission**

### **Families Working with Schools, Schools Working with Families, A Family-School Partnership**

Both school and family recognize that effective partnerships are characterized by mutual respect, open lines of communication, a shared commitment to collaboration, clearly defined responsibilities, and a common vision of the goals to be reached.

#### **The School:**

- Recognizes that its effectiveness in helping the child to develop fullest potential is a function of its effectiveness in helping the family do the same.
- Fully presents to parents during the admission process, its philosophy, program and practices and encourages dialogue that assists parents in clarifying their expectations and goals for the child.
- Keeps parents well informed through published policies, systematic reports, conferences, publications and informal conversations.
- Ensures that teachers and administrators are accessible to parents, model candid and open dialogue and seek and value the parents' perspective on the child.
- Offers and supports a variety of parent education opportunities, including the development of parent networks and suggestion of effective ways for parents to support the educational process.
- Defines clearly how it involves parents when considering major decisions that affect the school community.
- Actively seeks the knowledge it needs to work effectively with a diverse parent body.

#### **The Family:**

- Acknowledges the opportunity that participation in the school creates for collaboration with an extended community in rearing the child.
- Selects a school by seeking an optimal match for the child's needs, parental expectations and the school's philosophy, program and services.
- Supports the school's policies and procedures and stays involved in the life of the school.
- Values the school's perspective on the child. When concerns arise, the parent seeks information directly and consults with those best able to address the concerns.
- Provides a home environment that supports the development of positive self-esteem, learning attitudes and habits, and social and intellectual competence.
- Supports the stability and continuation of the school by fulfillment of such responsibilities as timely arrival and departure, payment and promotion of enrollment.
- Shares with the school any religious, cultural, medical or personal information that the school may need to serve the child and the family best.

## **Parental Responsibilities**

By placing your child in the program at Lake Fern, you have already shown your concern for your child's educational and developmental excellence. However your responsibilities for your youngsters' academic success cannot end there. To provide the best possible learning experience, we must work together: you, your child and the school, to give a positive learning environment.

To fulfill your role in this three-way partnership, we ask the following:

- See that your child arrives at school promptly and properly prepared for the day. This includes a proper breakfast, comfortable and appropriate clothing and supplies needed for the day.
- Give your child support, but always allow your child to do his own work. Helping to understand a process or formula is excellent but the child will not absorb material if you "write the answers for him". Studies show that children learn by doing, not by watching.
- Pick up your young person on time. An unannounced change in schedule may unnecessarily concern your child, particularly the younger students.

## **Attendance**

A student attending irregularly will miss out on learning opportunities. The weekly topics are expanded upon all week. The child missing days needlessly may not be able to mesh easily with the daily activities. Elementary students may only have 10 unexcused absences, the standard set by the State of Florida.

## **Recording Arrivals and Departures: Signing in and Out**

Your child may arrive ten minutes before a session begins and depart ten minutes after a session ends before day care fees will be charged. LFMA closes at 6:00 P.M. By this time in the afternoon, we are sure that each child has a strong need to be taken home, fed a delicious hot meal, offered a warm bath and a bit of love before bed! A fee of \$1.00 per minute may be assessed for any child not picked up by 6 PM. We are required to maintain written record of arrivals and departures. For the older children, if you drop your child off at the front door we expect he or she to sign in on arrival. It is the responsibility of the parents to come into the facility to pick up your child in the afternoon and sign out. We cannot release children without a parent or pre-approved adult coming in to pick up.

## Discipline

Pursuant to HRS rules, each parent will be provided with a copy of the school discipline policies, which comply with the guidelines in Florida Administrative Code 10M-12.

Parents must read and sign this form and it will be retained in the students file.

Recurring discipline problems will be discussed with the parents for a collaborative solution.

## Conduct

Positive development is only possible when students and staff agree on a code of conduct. As Dr. Montessori stated:

*"...when work becomes a habit, the intelligence level rises rapidly and good order causes good conduct to become a habit."*

*"We call an individual disciplined when he is master of himself, and can, therefore, regulate his own conduct when it shall be necessary to follow some rule of life. Therefore the child is being prepared for life."*

**Montessori**

The following guidelines are designed to promote positive conduct.

- Children are expected to show respect for others and their property at all times.
- Children will remain in their classrooms unless authorized by the instructor to leave the room.
- Profanity, verbal or physical abuse will not be tolerated.

Recurring misconduct is a discipline problem and will be handled in conjunction with the family. In consideration of the other children in the school, the school reserves the right to impose suspension or expulsion in extreme cases.

## Clothing and Dress Codes

At the overwhelming request of our parents, we have adopted a school uniform policy. The guidelines are as follows:

- Plain or school logo shirts, shorts or long pants (for winter when needed). Shorts, skirts, and dresses must be at least fingertip in length and skirts and dresses must have shorts underneath.
- Backs, shoulders and stomachs must be covered.
- Shirt colors are Forest Green, Navy Blue or White. Shorts, pants, dresses and skirt colors are Black, Denim, Khaki or White.
- On all clothing, patterns, wording or characters (i.e. Pokemon, Power Rangers, Disney Characters, ScoobyDoo etc.) are not allowed. School logo shirts are available for purchase, but are not mandatory.





- No flip-flop style shoes may be worn. Sandals with ankle straps only. Socks and tennis shoes are always best. Jellies, flip flops or shoes with no protection are prohibited. It is very difficult to run or climb on the playground with these types of shoes.
- Loose fitting and comfortable so that he can climb more easily.
- When the weather gets cooler, we will still go outside for fresh air and exercise. During the winter, please dress your child appropriately with mittens, hats and coats. At no time will a child be allowed to stay inside the classroom while others are on the playground. If your child is too ill to be outside, he should not be in school that day.
- No hanging jewelry is permitted. This includes bracelets, necklaces, and hanging/large earrings. Small earrings and studs for pierced ears are permitted. Any violations will result in a call to the parents to bring a change of clothes.

## Severe Weather Procedures

As citizens of Florida, we all know that severe weather is something we need to live with and be prepared for. Each classroom has a weather alert radio on at all times that will inform us of any severe weather in the area that pops up with little notice. We have procedures in place to deal with severe thunderstorm and tornado alerts.

Hurricanes and tropical storms are another unwelcome feature of Florida living. As conditions warrant, we will close the school for the safety of our students and staff and to allow us to prepare the property. We generally have plenty of notice as to when we will close the school. We will reopen when the weather, facility and infrastructure conditions allow. That has typically been the second day after a storm passes, which allows us time to prepare the facility. If utilities are affected, or we have other damage, it may be longer. We ask each family to provide us with contact numbers should we need to contact you relative to storm situations. We will also supply you with contact numbers for school staff, and we will post information on the web site if we are able to access it. We have potential makeup days built in to the yearly schedule to ensure we have the required number of in-session days for the upper level, should we be forced to close for weather.



## Field Trips

Many educational programs have been taken to the road. Traveling programs from the Orlando Science Center, museums and others will come to the schools or auditoriums in our area. Sometimes there are fees associated with these groups. Parents are responsible for the admission fees and are always invited to attend. Plenty of advance notice will be given. These items are usually announced in the newsletter.

## Personal Property

Each child is assigned a cubby space in which to keep textbooks, supplies, lunch, sweater or jacket and personal belongings.

Articles from home brought in for the purpose of sharing are permitted with the understanding that:

- The share must teach or demonstrate something academic in nature.
- The instructor may need a day or two to work the share into the curriculum. Toys, Ninja turtles, guns, swords and the like are not considered "good shares".
- They are brought only on the designated share day and are related to the topics being studied.

Each pre-primary child must have a change of clothing in his cubby as he will periodically be working with water and may need a dry change of clothing. Students must wear slippers in the classroom. This practice leads to a quieter, cleaner classroom. Be certain to label all of your child's belongings: lunch box, thermos and lid, slippers, extra clothing, shares, etc. Nappers must have their own cribsheet, blanket and small pillow to sleep on. They need to be laundered at least weekly.

## Food for Thought

Everyone attending the morning or full day session must bring a packed lunch, food is not provided by the school under State of Florida law. Please make sure hot foods are placed in a thermos to keep them warm. We are unable to heat foods.

Everyone attending the morning or full day session must bring a ready to eat packed lunch each day. There are some items which we prefer you not to pack such as cakes, chips and high energy granola bars. These foods are high in sugar content and have little if any food value. We have found that the more basic a lunch is the better a child likes it. Sip-ups are expensive and many times are wasted because the children do not finish them. A thermos is a better value and the contents can be saved if not finished. Lunchables are attractive to the parent because of their convenience. However they are not a good value because most of the food is discarded by the child.

*"..all our handling of him will bear fruit, not only at the moment but in the man he is destined to become."*

**Montessori**



Each class has a break for snack time. Please provide fruit or vegetable snacks in your child's lunch. The pre-primary class has a morning and afternoon snack time, please include enough snacks for both breaks if your child is pre-primary level.

A healthy, balanced lunch should include a protein, fresh fruit, vegetables and a drink. Your child will stay healthier and have more energy if you feed him the proper foods. Here are a few suggestions for items to pack in your child's lunch:

Proteins: Hard boiled eggs, yogurt, cottage cheese, cheese and crackers, peanut butter and crackers, mixed nuts, cream cheese and dates, sandwiches of meat and cheese or soups in a wide mouth thermos.

Crunchies: Vegetable sticks such as celery, carrots, peppers, sliced cucumbers or pickles. Served with dip, they are a big hit with the children. Try packing fresh veggies each day instead of chips.

Fruits: Fresh fruits of all sorts provide needed energy. Please include a fresh fruit each day in your child's lunch box.

Fruit roll ups, processed fruit snacks, candy, gum or soda are NOT allowed at anytime in school. It will be taken away if found. Remember that "Variety is the spice of life!" Children, just like adults, get tired of the same old thing in their lunches. Experiment a little with new and different foods.

## **Health Guidelines**

Consistent attendance is essential for the best academic progress, but if your child should become ill it is in the youngsters' best interest to stay home. Your child cannot progress when ill and will recover much more slowly without proper rest and care. Being at home for a day or two is much more desirable than struggling along for several days making little progress.

The school realizes that in many cases, both parents are working, and that keeping a child home means missing work. Lake Fern strongly believes that by keeping your child home at the onset of an illness, the child will fight off the infection much more quickly and completely, returning to class with more energy and a better chance to ward off any subsequent infections.

If your child has a communicable disease, please notify the school immediately. Do NOT send your child to school if he/she has had a temperature within the past 24 hours. This is how colds and other infections get passed from child to child and eventually to the teachers (and then their spouses). It is difficult for the child to work efficiently when feeling bad. This is reinforced. You will be asked to take your child home if necessary.

If your child runs a fever or begins vomiting repeatedly, the school will call you to come for your youngster. When evidence of an infection becomes apparent, it is necessary to isolate the child to avoid spreading the infection to others.

If your child contracts head lice, he must be removed from the school until total treatment has been completed and the child is found to be free of all lice and their nits.



As you may well know, bugs are one of the solid fixtures of life in the State of Florida and head lice is a problem for all schools public and private. It is in no way a reflection of the cleanliness of your home or the school. The best way of combating the problem is quick and effective treatment of the child and her surroundings. We have worked closely with Environmental Health Services in this area and we can provide the details of treatment to you if it should become necessary.

## **Medications**

Students are prohibited to carry any form of medication on their person. This includes both prescription and non-prescription drugs, including seemingly innocuous items such as cough drops and vitamins. If your child is on medication and needs dosage during the day, we will be glad to administer it. You must provide instructions and sign an Authorization for Medication form 50B as required by the DCF. If the medication must be given through the course of many days, please make sure the date is changed daily on the form. These forms are available from any staff member. NEVER leave medicine of any kind in your child's lunch box or cubby. Make sure it is given to a member of the staff with the proper form. Violations of this policy may result in disciplinary actions up to and including suspension or expulsion.

## **Special Occasions**

Birthdays are very special events in a child's life. If you would like to celebrate it with us at school, please discuss the date and your plans with the child's teacher. You may choose to send a special snack to share. Please keep it as natural and simple as possible. We prefer you to share things such as muffins, chopped fruits, mixed nuts, peanut butter, cheese crackers, cookies or small cupcakes. These foods are easy to handle and the children enjoy eating them. Under State Department of Health rules, these shares must be prepackaged, single serving items.

A time line of your child's life is very nice to show during the birthday circle. Pictures of the birth and special events that the child has experienced are interesting to talk about.

## **Our Rich Environment**

Animals and plants are favorites of children and offer many learning opportunities. We occasionally plant a garden area that the children often help with. We also have fish on the premises, we occasionally have other animals like hermit crabs etc. While the children often help a staff member feed the critters, they do not handle them. Ask your child to introduce you to our menagerie!

## **Computer Use**

Computers will be used extensively at various times during the course of the school year in the upper level classrooms. Ethics and sound judgment are expected in the use of these machines. There is a heavy emphasis placed on computer use and proficiency. To guard our students from the less desirable corners of the Internet, we have a content filter appliance installed which blocks objectionable websites, spam and viruses from entering our network.

There is zero tolerance for any instance where computer are used to humiliate, intimidate, harass, or acquire the personal information of others. Any instances will result in a mandatory meeting between the students involved, their parents, and school officials. All students will be required to sign a Computer/Internet User Agreement.

## **Other Electronics**

Other electronic devices (cell phones, MP3 players, video games, etc.) are prohibited. Any device found on a student's person or in their possessions will be confiscated by the teacher and not returned until it is claimed by the student's parent.

## Financial Arrangements and Hours

Lake Fern is open at 6:30 A.M. and closes at 6:00 P.M. The actual school hours are 9:00 A.M. to 12:00 P.M. or 1:00 P.M. to 4:00 P.M. for the preschool half-day session and 9:00 A.M. to 4:00 P.M. for the full day preschool session. Session times for the elementary students are 8:30 A.M. to 3:30 P.M.

Any time before or after school hours are considered day care and will be charged at \$1.50 per hour over and above the monthly tuition charge. As previously mentioned, LFMA closes promptly at 6:00 P.M. If a situation outside of the ordinary prevents you from picking up your child before then, we expect you to make other arrangements. LFMA reserves the right to charge a fee of \$1.00 per minute for departures after 6:00 P.M.

As with any other private school, a school year fee or tuition is charged for the regular sessions and has been detailed in the Registration Form and Parent Contract. For your convenience we have broken these fees down into monthly payments. A full monthly tuition payment is due even if your child does not attend for a portion of the month. For example, if you go on vacation or your child is ill for a few days, credit on the monthly tuition charge is not issued. Tuition payments are normally due 10 days after the monthly invoices are distributed. LFMA reserves the right to apply late fees detailed in the Parent Contract.

Monthly billing envelopes contain an invoice and a statement. The invoice lists the individual charges for tuition, extra hours or other items for that month. This is the only detail item of your charges you will receive. It is important you keep the invoice.

The statement is a summary of activity on your account and contains summary (not detailed) lines of amounts on invoices, credits, payments, overdue amounts and advances. Credits and payments are grouped around invoices. If they do not add up to the amount of the invoice, then there is a balance due, which may be shown as overdue. If the credits and payments add up to the amount of the invoice, then it will show a zero balance due for that invoice. Advances are overpayments made by you that we have not yet applied to an invoice. For example, if you have a \$155.00 invoice and write a check for \$160.00, the invoice will show a zero balance and there will be a \$5.00 advance.

If you pay your account in full every month, each monthly statement will include the transactions from the previous month for your records. In the following month they will be removed from the statement. You will always receive at least one statement showing a particular invoice paid in full. This is why it is important to keep the statement body. If your account is not paid in full, unpaid invoices will continue to list on the statement. It is our policy to apply payments received to the oldest invoices in order. LFMA reserves the right to apply the provisions of the Parent Contract to delinquent accounts.

Keep the invoice and the statement for your records. These are especially helpful if you are eligible for child-care tax credits. At the end of the calendar year, we will have a

report available with total amounts paid for your convenience in filing your tax return. You may make payment by simply placing your check in the tuition box in the foyer. Include your customer number on the check. DO NOT place cash in the tuition box. If you wish to pay by cash, see a staff member and obtain a receipt. LFMA cannot be responsible for cash payments placed in the box or for correction of disputed amounts where there is no receipt.

In the event you dispute an amount on your bill, you must bring it to our attention as soon as possible. While we research the problem, no late fees will be applied. We may ask you for supporting information such as a copy of a cancelled check. We, like everyone occasionally make mistakes and we will correct them if we do, or we will provide you a detailed explanation if we think the billing is correct. In any event it is our intention to reach a mutually agreeable solution.

Florida State law makes it a misdemeanor and in some cases a third degree felony to pass bad checks and the school reserves the right to collect a service fee for any bad checks received as allowed by law. Generally, your bank will notify you of a returned check before our bank returns it to us, and we fully expect you to notify us as soon as possible if this should happen. If you have a problem from time to time meeting your obligation please talk with us for special arrangements as we are willing to work with you, but PLEASE communicate with us. If you do not, we can only assume your account is intentionally delinquent and act accordingly.

If you are going to withdraw your child for any reason, we expect at least one month notice, otherwise we reserve the right to charge you for time your child did not attend when a child waiting for space to admit may have attended.

In fairness to those who meet their obligations on time, it is the policy of LFMA to vigorously collect delinquent accounts. Families with delinquent accounts will not be permitted to attend school. LFMA reports to the Experian Credit Bureau. We will reflect the amounts due on the parents credit record(s) in accordance with the Fair Credit Reporting Act. We will file for judgement in Brevard County Court. We will collect the judgement and any attorney and court costs by attaching to real estate, wages or other property including costs associated with these actions.

## Communicating

"Keeping in touch" is one of the primary goals of the staff at Lake Fern. There are various ways of doing this throughout the school year.

Mini-Conferences: Feel free at any time to talk with us about the progress of your child, or any problems you may want to discuss. Sometimes, however if you approach a teacher during the day and request a conference, it may be unintentionally forgotten due to the business of the moment. Please follow up with a note in the tuition box requesting a conference. This way we can assure you that you will receive the information you request.



Parent observations: Many parents have asked if they might observe a "classroom in action". Our school office is equipped with special one way observation windows just for this purpose. Contact a staff member at any time to observe from the office. Please do not talk to the children or disturb any work they may be doing. You may stay as long as you wish. If you have any questions, please write them down and confer with the staff afterwards. It is very difficult for a teacher to leave the class to talk with a parent during the work cycle.

To assist us in keeping in touch, we publish The Lake Fern Montessorian, our school newsletter usually once per month. This newsletter will include current classroom activities, upcoming school events and other items of interest. Parents may contribute items for the newsletter such as recipes or extracurricular news items such as club or sports activities.

LFMA also maintains a site on the World-Wide-Web at [www.lakefernmontessori.com](http://www.lakefernmontessori.com). General information about the school, the newsletter, calendar, circle schedule, notice of upcoming events and an e-mail link are but a few of the items available.

## Volunteers

We have an open door policy at school and volunteers are encouraged. There are many opportunities to volunteer including in class, field trips, facility projects and even taking projects home to work on. In addition, we are trying to set yearly "goals" of things we'd like to see done. This year we would like to work on building outside activities for all grade levels. We would like to see 10 hours of volunteer time per family. If you are interested in volunteering, please see a staff member.



## Conferences and Progress Reports

For the pre-primary students written progress reports will be distributed two times per year. For the upper level students written progress reports will be distributed three times per year or as otherwise established by the teacher. Twice a year the school will schedule formal Parent/Teacher conferences. The conferences will coincide with progress report issues.

## School Library

Books and articles are available for parents to check out. If you are interested in any literature, please check it out through Roxanne. You may keep the materials for three weeks at a time.



## Class Meetings

Occasionally during the year, if there is sufficient interest we will hold class meetings for the parents. During these meetings the adults are acquainted with Montessori materials and philosophies. We explain our goals for the coming months and also enjoy sharing ideas. We invite parents to suggest topics they may be interested in discussing during these parent meetings.

## Home Ideas

Our classroom is an extension of the home. You as a parent can continue to educate your child in many of the same areas as we do at school. Here are a few suggestions:

- Help set the table and clean up afterwards.
- Maintain his own room. This can usually be done easily if low shelves and a low bed are used. This way the child learns that everything has a place and can be easily put away.
- Let the child help cook a meal.
- Discuss personal grooming and manners frequently.



Other home ideas frequently are topics of discussion at our parent education meetings.

Large and small motor development are both important components in children's growth. Skill levels will vary not only from child to child, but also from day to day. Some children will need little practice to acquire certain abilities; some will take longer. Here are general guidelines and suggestions for both:

### 3 to 4 years

#### Small Muscle

- Buttons and zips-sometimes needs help
- Uses fork and spoon without much spilling
- Builds block towers
- Draws some recognizable pictures

#### You can help by:

- Encouraging large and small block play
- Letting children string beads
- Offering opportunities for woodworking, cooking, and using a variety of art materials
- Providing simple puzzles and other manipulatives
- Letting children practice dressing themselves

#### Large Muscle

- Hops, runs and kicks
- May gallop
- Climbs readily
- Steers and pedals a trike
- Balances briefly on one foot
- Walks on tiptoes
- Catches ball with arms straight

#### You can help by:

- Providing time for children to practice and play on swings, slides and jungle gyms
- Encouraging simple balancing activities
- Giving children beanbags to throw at large targets
- Offering a variety of ball children can kick and throw

### 4 to 5 years

#### Small Muscle

- Hammers nails into wood
- Cuts with scissors
- Laces shoes; may be able to tie a bow
- Buttons and snaps
- Can copy and write some letters

#### You can help by:

- Encouraging children to spend time in the woodworking center
- Giving children time to figure out everyday small motor tasks
- Inviting everyone to participate in your writing center
- Providing increasingly complex puzzles

#### Large Muscle

- Hops, gallops, but may not yet skip
- Jumps forward as well as in place
- May pump on a swing
- Catches large and small balls
- Balances on beams
- Can throw overhand

#### You can help by:

- Giving children time to run, jump and leap
- Setting up simple to complex obstacle courses
- Encouraging children's imaginative, cooperative large-muscle play
- Offering a variety of balls for throwing, catching and kicking