



SPRINGWOOD SCHOOL

Preschool Program Handbook



1814 Cherry Drive
Lanett, Alabama
36863

Table of Contents

1. Program Overview
2. Staff Qualifications
3. Student / Teacher Ratios
4. Discipline Policies
5. Curriculum Overview
6. Religious Teachings
7. Lunch and Snack Policies
8. Background Checks
9. Employee Medical History
10. Staff Roster and Qualifications
11. Immunization Records
12. Student Medical History
13. Parent Affidavits

1. Program Overview

Springwood School offers an enriching preschool program including K3 and PreK classes that operate according to the school's academic calendar from 7:30 AM - 2:30 PM. The After School Care is designed to support students aged 3 to 10 and operates according to the school's academic calendar from 2:30 PM - 5:30 PM.

Our goal is to provide a safe, nurturing, and developmentally appropriate environment where children can grow academically, socially, emotionally, and spiritually.

2. Staff Qualifications

All preschool and after-school staff members meet the necessary education qualifications and training standards required by Springwood School. Each teacher and caregiver is experienced in early childhood education and committed to the success and well-being of every child.

3. Student / Teacher Ratios

- **K3:** 6 students per 1 teacher
- **PreK:** 8 students per 1 teacher
- **After School Program:** 10 students per 1 teacher

These ratios help ensure a supportive, responsive, and individualized experience for every child in our care.

4. Discipline Policies

Our discipline approach is positive, proactive, and rooted in love and understanding. We focus on redirection, guidance, and developmentally appropriate expectations.

- **K3:** Gentle redirection, use of visual cues, praise for positive behavior, and calm conversations when correction is needed.
- **PreK:** Continued emphasis on redirection with the addition of logical consequences, choice-based guidance, and reflection time.
- **After School Care (ages 3–10):** Respectful reminders of expectations, age-appropriate consequences, and parent communication for recurring behaviors. Students are encouraged to solve problems and make amends.

At all levels, we model respectful behavior, foster emotional regulation, and maintain consistent routines to support behavior success.

5. Curriculum Overview

K3 and PreK Core Curriculum:

Springwood School's preschool curriculum for K3 and PreK is designed to support the whole child—academically, socially, emotionally, physically, and spiritually—through hands-on experiences and age-appropriate instruction. Children learn through play, exploration, routine, and intentional teaching in the following core areas:

Phonological & Phonemic Awareness

- **Resources:** Heggerty's Early Pre-K and Pre-K Curriculum
- Focus on sound discrimination, rhyming, syllables, beginning sounds, and oral language through songs, chants, and interactive games.

Early Math Development

- Hands-on exploration of numbers, shapes, patterns, sorting, measuring, and problem-solving.
- Activities include manipulatives, group games, math talks, and visual models.

Science and Social Studies

- **Resource:** *Scholastic My Big World*
- Monthly themes introduce community helpers, animals, weather, holidays, family, and basic environmental concepts through read-alouds, crafts, and experiments.

Creative Expression

- Daily opportunities for self-expression through art, music, dramatic play, and storytelling.
- Emphasis on process over product in art, movement through music, and imaginative role play.

Language and Literacy Development

- Read-alouds, group storytelling, vocabulary building, retelling stories, and exposure to environmental print.
- Activities that build print awareness, listening comprehension, and early writing readiness.

Fine & Gross Motor Skills

- **Fine Motor:** Puzzles, playdough, cutting, lacing, drawing, and writing tools
- **Gross Motor:** Outdoor play, movement games, ball activities, dancing, and climbing to build coordination and strength

Social & Emotional Development

- Learning to express feelings, share, take turns, follow routines, and build relationships.
- Use of visual cues, modeling, role play, and guided conflict resolution.

Practical Life and Self-Help Skills

- Encouragement of independence through handwashing, toileting, dressing, cleaning up, and helping with classroom responsibilities.

Optional Technology Integration

- Limited, intentional use of technology such as smart boards or tablets for group songs, read-alouds, or movement videos when developmentally appropriate.

Christian Values and Character Development

- Christian beliefs are modeled and discussed through everyday routines and conversations.
- Teachers may lead class in prayer, share devotions, or teach about major Christian holidays (e.g., Christmas, Easter) through stories, songs, and crafts.
- Emphasis on kindness, sharing, honesty, and gratitude in all classroom environments.

After School Care Curriculum:

The After School Care offers a relaxed and enriching environment for students ages 3–10. While structured learning is not the focus, children are encouraged to engage in purposeful play and social interaction through a variety of hands-on experiences.

Key Components:

- **Free Play:** Time for independent or small-group play with classroom toys, puzzles, books, and games.
- **Outdoor Play:** Daily time outside for gross motor development, fresh air, and imaginative group games.
- **Creative Arts and Crafts:** Open-ended art opportunities using various materials, with a focus on creativity and expression.
- **Group Games and Activities:** Teacher-led games that promote cooperation, turn-taking, and listening skills.
- **Home Living Center:** Dramatic play areas designed to resemble real-life settings (e.g., kitchen, grocery store, baby care), promoting role-play, empathy, and everyday life skills.
- **Quiet Time and Reading:** Space for students to rest, read, or work quietly as needed after a busy school day.
- **Snack Time:** A healthy snack and water are provided daily.

This program prioritizes play, rest, and positive social experiences to support the whole child after the academic day ends.

6. Religious Teachings

Springwood School is a Christian community where Christian values and beliefs are both modeled and discussed throughout the day.

- Teachers may lead prayers and devotions in class.
 - Children will learn about major Christian holidays such as Christmas and Easter through stories, crafts, and songs.
 - There is no formal Bible curriculum for preschool, but opportunities for spiritual growth are woven naturally into daily interactions.
-

7. Lunch and Snack Policies

- **K3 and PreK:** Students bring their own lunch each day. Occasionally, the program will provide pizza lunch as a special treat (parents will be notified in advance).
 - **After School Care:** Students receive a school-provided snack and water daily.
-

8. Background Checks

All employees working in the Preschool and After School Cares have completed and passed comprehensive background checks in compliance with Springwood School policies. These records are on file with our Human Resources department.

9. Employee Medical History

Due to HIPAA regulations, individual employee medical records are confidential. All necessary records are securely maintained and updated annually by Springwood School's Human Resources Department.

10. Staff Roster and Qualifications

Name	Role	Qualifications
Jeannie Partridge	Teacher	BS Early Childhood Education Masters Early Childhood Education High Scope Training Creative Curriculum
Chloe Eberhart	Teacher	Bachelor's Degree in Music from Point University
Traci Jackson	Teacher	Associates Degree in Human Environmental Science/Early Childhood Education from Jefferson State Community College Bachelor's Degree in Human Environmental Science/Early Childhood Education from the University of Alabama
Trawick Wise	Teacher	Bachelor of Science Communication Disorders Auburn University 2009 Master of Science Speech- Language Pathology University of Montevallo 2012 American Speech/ Language Hearing Association Certificate of Clinical Competency/ Speech Language Pathology 2012-2025

11. Immunization Records

All student immunization records are on file as required by Alabama law. These are on file in our school's management system, FACTS.

12. Student Medical History

Due to HIPAA regulations, we do not keep printed medical records in the classrooms of these programs. Student medical histories are securely stored within Springwood School's management system, FACTS. Any medical alerts or allergies will be highlighted automatically for staff during the daily check-in process, ensuring staff are aware of all relevant information for student safety.

13. Parent Affidavits

Parent affidavits are required for all enrolled families. Signed copies are kept in each student's file and a blank affidavit form will be included in this handbook for your reference.