

Dear Teachers,

Please be sure to offer parent/ teacher conferences in May and December. In order to cover your rooms during the conferences you need to make me aware of the times you need subs. I cannot guarantee someone to cover your classes for your conferences due to the limitations of staffing. Naptime is ideal to allow parents to see all of their child's lead teachers. You can also choose one teacher to represent you. You can also split the students up so each teacher has an equal amount of conferences to conduct.

NOTE: USE THIN PENCILS and teach BLOCK STYLE printing (the same as Joan Martin uses). Thin pencils helps to build and fine tune muscle control in their hands.

The following guidelines should be used almost on a daily basis so children can master them easily before their next level begins. Be familiar with each previous level. Every student should have mastered each item along the way. Not having an item mastered does not necessarily mean that a child can't move to the next level. It will just be very important for the teachers to work on those items with any child that is slightly behind. Be sure to send each child's file to the next classroom. Remember, every child is an individual and will shine in a very special way. Look for the area in which each child shines and be sure they and their parents know about it and are proud! You can help each child be successful in his or her future.

During work time allow two or three learning and activity groups to take place. Give individual attention to children who are struggling in a specific area.

Purple (Toddler) Class Goals

- ★ Holds a cup, uses a spoon
- ★ Holds crayons
- ★ Says at least 5 words
- ★ Can follow simple directions (i.e. Go sit on the carpet)
- ★ Cleans up
- ★ Participates in various activities
- ★ Listens to teachers
- ★ Is nice to his/her peers
- ★ Has a positive self-image, gives eye contact
- ★ Developing appropriate control over feelings
- ★ Understands basic classroom, playground and school rules
- ★ Will share with their classmates

Orange (Two's) Class Goals

- ★ Uses a cup without a lid
- ★ Uses utensils
- ★ Scribbles
- ★ Can fold paper in half with demonstration
- ★ Uses 50 words
- ★ Can put two words together
- ★ Knows 6 body parts
- ★ Enjoys looking at books with pictures
- ★ Working on Potty Training
- ★ Knows some basic colors and shapes
- ★ Kicks and throws a ball
- ★ Can make a 3 – 5 block tower
- ★ Can jump with two feet off the floor
- ★ Can stand on one foot momentarily
- ★ Cleans up
- ★ Participates in various activities
- ★ Shows respect to teachers and peers
- ★ Has a positive self-image, gives eye contact
- ★ Has appropriate control over feelings
- ★ Obeys the classroom, playground and school rules
- ★ Will share and sometimes play with their classmates