



Preschool

Cross Roads

The logo features the word "Preschool" in large, colorful, rounded letters. The letter 'P' is purple, 'r' is red, 'e' is yellow, 's' is green, 'c' is orange, 'h' is purple, 'o' is blue, and 'l' is yellow. A brown teddy bear is perched on the top of the 'P'. A banner with the text "Cross Roads" in a cursive font is draped across the top of the letters. Two more teddy bears are positioned behind the letters 'o' and 'l'.

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Welcome to Cross Roads Preschool!

We are happy to have you and your child with us for the coming school term.

The purpose of this handbook is to provide families with information regarding school policies and procedures and a basic description of programs and classes provided by Cross Roads Preschool.

-The Preschool and KDO Staff

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Cross Roads Preschool and Kids Day Out

Purpose Statement

As part of the outreach ministry of Cross Roads Presbyterian Church, the Preschool offers a high quality week-day program for the children of Cross Roads, Monroeville, and surrounding communities. Committed to Christian nurturing, our aim is to help children from infancy to five years of age develop emotionally, socially, and cognitively and to provide support and encouragement to their families. We establish a loving and caring atmosphere in which each child is respected as an individual...a unique gift of God.

Goals of the Preschool

In an environment where teachers and caregivers are supportive, accepting, and encouraging adults, it is our desire to:

- Provide experiences that will encourage each child to develop self-esteem, trust, initiative, and creativity.
- Provide learning experiences that are appropriate to the developmental level of each child in language arts, social studies, math, science, music, art, health, and safety.
- Provide educational and social experiences in a safe and stimulating physical environment with appropriate teaching aids and equipment.
- Provide information concerning each child's development that will enable the school and the family to plan for the changing needs of the child.

It is not our intention to teach religious subjects, but it must be understood that this will be a church-sponsored Christian Preschool and therefore the teachers will be free to include in their programs Bible stories, songs, activities, etc.

Goal of Kids Day Out

In an environment where teachers and caregivers are supportive, accepting, and encouraging adults, it is our desire to:

- Provide a safe, pleasant and creative play school where parents can entrust their children for a few hours either on an occasional or weekly basis.
- Provide children the opportunity to interact with other children through free play.
- Allow infants and toddlers to participate in a variety of activities (crafts, music, story time, circle, and physical activity)

Kid's Day Out Policies and Procedures

Registration:

Registration begins in February for the following school year. Enrollment preference is given to church members and to children who are already enrolled in one of our other programs. When registration opens to the public in mid-February, children are accepted on a first-come, first-served basis.

Registration materials (the completed registration form and current immunization record) are required for admission to the program.

Reservations:

To make a reservation, call 412-373-1181 at any time. If we are unable to come to the phone, please leave a message on the answering machine. The KDO director will call you back to confirm your scheduled time.

Cancellations:

Cancellations must be made before 9:00 AM of the day your child is scheduled to attend KDO. Call the KDO line at any time to notify us of a cancellation. **You will be financially responsible for the hours in which your child is scheduled if you do NOT call to cancel your reservation.** Please cancel as early as possible so that families on the waiting list can be notified of an opening.

At each visit:

Please sign your child in/out on the computer. Use masking tape to place your child's name on his/her back. Place a diaper or pull-up with your child's name in the diaper bin above the computer. Parents dropping off infants in the nursery need to complete an additional special instruction sheet.

Pick up:

Please be prompt when picking up your child. If your child is picked up after their scheduled end time, a \$5.00 fine will be imposed in addition to the regular hourly charge for additional time.

In order to avoid traffic problems in the front circle, please **do not park** in the circle drive at 11:30 am or 3:00 pm when the preschool is dismissing.

Meals

Parents must pack a snack or meal for all infants attending KDO in the nursery. Infants will be fed as per parent instructions.

Snack is provided in the Toddler Room.

Please send a **labeled** lunchbox to KDO if your child will attend during the lunch hour. Lunch is held at noon. The lunchbox should contain finger foods, a drink (straw if necessary), and a napkin. Label any containers that you would like returned (top and bottom). Wrap all foods properly, being especially careful with perishable items. All uneaten food will be returned in the same lunchbox.

Food Restrictions:

Please do NOT send the following foods in your child's lunch box:

- whole grapes
- hotdogs
- nuts
- popcorn

Infant Program

Who	6 weeks – 24 months
Student-Teacher Ratio	4 infants per adult; maximum of 8 infants
Teacher Qualifications	All staff members have a degree in education or have several years of experience working with young children.
Purpose	To provide a warm, loving place where parents can feel comfortable leaving their child for a few hours
Description	Infants are encouraged to explore, develop their coordination skills by manipulating blocks and toys, listen to stories, and develop an awareness of the children around them.
Need to bring	You must supply your own diapers, a change of clothes, bottles for formula/juice, pacifiers, and all required food. Please avoid snacks such as grapes, celery, carrots, nuts, and popcorn.
Equipment	We have cribs, high chairs, infant swings, infant seats, and age appropriate toys.

Toddler-Preschool Program

Who	2 years of age to 5 years of age (or until they enter Kindergarten)
Student-Teacher Ratio	5 children per adult. Maximum of 20 children
Teacher Qualifications	All staff members have either a degree in education or have several years of experience working with young children.
Purpose	To provide a safe, pleasant, and creative play school where parents can entrust their children for a few hours either on an occasional or weekly basis. Children have the opportunity to interact with other children through free play.
Description	Toddlers and Preschoolers are encouraged to participate in thematic activities that include: the craft of the day, group circle time (which includes calendar, weather, songs, a story, and a lesson). Children are encouraged to interact with peers during free play times (which include play-dough, painting, sand table, puzzles, toys, blocks) and active play times (which include the playground, the bike room, and gym equipment). Snack is provided daily at 10:40. Lunch is held at noon.
Need to Bring	Diapers, Pull-ups, snacks, lunches, and a full change of clothes

Cross Roads Preschool Policies and Procedures

Registration

Registration begins in February for the following school year. Preference is given to church members and children who are already enrolled in one of our programs. When registration opens to the public, children are accepted on a first-come, first-served basis.

Registration materials (the completed registration form and current immunization record) are **required** for admission to the program.

Payment

All checks should be made to Cross Roads Preschool. A registration fee is paid when you enroll your child in the program. (The registration fee is refunded **ONLY** if the parents notify the director in writing by May 1st if their child is **NOT** attending our school in the fall). Scholarships are available on a limited basis. Please see the director.

Tuition payments can be made in full or in 9 monthly installments. A monthly coupon book is given to families to aid the payment schedule. The first payment for the following school year is due May 1st. (The first payment is refundable only if the child is withdrawn by August 1st.) The second payment is due in September on the first day of school. The subsequent seven payments are due on the first day of the month (October through April).

Late Fees

All payments made after the 5th of the month, must include a \$5.00 late fee. No refunds or proration will be made if your child is absent during the month. If payments are two months behind and the parents have not communicated with the director, the child will be dismissed.

Family Discount

If you have two or more children enrolled in the preschool program, you may deduct \$5 from the second tuition.

Schedule

Cross Roads Preschool opens the day after Labor Day.. A preschool calendar for the year will be provided at Parent Orientation in August.

Snow Delays

We will follow the lead of Gateway School District for delays and closings. If Gateway has a one or two hour delay, KDO will open at 10 AM and close at its regular time. The morning sessions of preschool will also begin at 10 AM; but will end at 12 noon. The afternoon session will start at 1:00 PM and end at 3:00 pm.

Absences

It is only necessary to report a child's absence from school in instances where your child's illness is highly contagious or if you family plans to be away for an extended vacation. Please call the preschool office at 412-373-6836 to report illnesses that may affect your child's classmates. Examples are: eye infections, lice, strep throat, and chicken pox. Please call anytime and leave a message on the answering machine.

We ask that if your child is ill on a field trip day, please call your child's classroom to let them know you will not be attending. Failure to do so could cause an unnecessary delay in the classes' departure.

Arrival and Departure

Children are to arrive no earlier than 5 minutes before class convenes. Doors will be opened at 8:55 AM for the morning sessions and 12:25 PM for the afternoon sessions. Parents are encouraged to be prompt and accompany their children to the classroom.

Three Year Old Program: Children may be brought into the church through the front (KDO) entrance. Parents are asked to park in the front lot or circle. At dismissal, parents are asked to form a line with their cars in the front circle. **Please remain in your car until you have moved up in the circle under the roof of the church.** Hold up a sign with the name of your child. The teacher will dismiss your child directly to you.

Four Year Old Programs: Children may be brought into the church through the rear door. Parents may park in the back lot of the church. Students will be dismissed at the back door.

Enrichment Program (3-day): Children may be brought into the church through the front (KDO) entrance. Parents are asked to park in the front lot or circle. At dismissal, parents are asked to form a line with their cars in the front circle. **Please remain in your car until you have moved up in the circle under the roof of the church.** Hold up a sign with the name of your child. The teacher will dismiss your child directly to you.

Enrichment Program (4-day): Children may be brought into the church through either the front or rear entrances. This class will be dismissed at the side entrance of the church (near the church office). Hold up a sign with the name of your child. The teacher will dismiss your child directly to you.

Personal Care

Teach your child to dress himself, put on his coat, put on and take off his book bag, and take care of his/her own toileting needs.

Three Year Old Program

Who	Children who will be 3 years old before September 1 st of the current school year. All children attending this class must be potty-trained.
Student-Teacher Ratio	7 students per teacher; maximum of 14 students in each class
Teacher Qualifications	Two accredited teachers per classroom.
Purpose	The primary purpose is to help the child adjust to a school environment. The three year old program will offer an opportunity to develop basic academic and social skills in a fun-filled, relaxed atmosphere.
Description of Program	<p><i>Academic Skills Covered:</i> identifying colors, shapes, letters (naming & writing uppercase letters), numbers 0-10 (counting and numeral recognition), and position terms.</p> <p><i>Fine Motor skills:</i> cutting, gluing, tracing</p> <p><i>Social skills:</i> sharing, taking turns, and respecting others and their property, listening, following directions, and verbally interacting with peers and teachers.</p> <p><i>Sample Themes:</i> seasons, holidays, community helpers, and nursery rhymes</p>
Need to bring	Each child should bring a book bag to school that they can open and close easily. It should be large enough to accommodate a 9x 12" sheet of paper. Please keep one full change of clothes in the book bag.
Information Sharing	<ul style="list-style-type: none"> • A monthly newsletter will be sent home to keep parents informed of upcoming events. • A progress report will be shared with parents in January and May.

Two Day - 4 Year old Program

Who	Children who will be 4 years old by January of the current school year. Designed for those students who are too young to advance to Kindergarten.
Student-Teacher Ratio	8 students per teacher; maximum of 16 students in each class
Teacher Qualifications	Two accredited teachers per classroom.
Purpose	The main goal of this program is to promote continued self-awareness and to encourage positive social interaction with peers. Learning to follow directions and to give appropriate responses will be encouraged.
Description of Program	<p><i>Academic Skills Covered:</i> discussion, demonstration, and individual interaction with colors and shapes, directional and positional concepts, naming and writing uppercase alphabet letters, matching lowercase letters to uppercase letters, phonic skills, and counting and writing numbers to 12.</p> <p><i>Fine Motor skills:</i> writing practice will be given utilizing variety of writing implements, scissor skills (cutting along a line and correct hand-positioning with scissors) will be encouraged.</p> <p><i>Social skills:</i> Promote positive and appropriate behaviors and responses with others, enhanced self-awareness for every child.</p> <p><i>Sample Themes:</i> family, animals, traditions surrounding monthly holidays, seasons of the year, nursery rhymes</p>
Need to bring	Each child should bring a book bag to school that they can open and close easily. It should be large enough to accommodate a 9x 12" sheet of paper.
Information Sharing	<ul style="list-style-type: none"> • A monthly newsletter will be sent home to keep parents informed of upcoming events. • A progress report will be shared with parents in January and May.

Three Day - 4 Year old Program

Who	Children who will be 4 years old by September 1st of the current school year.
Student-Teacher Ratio	8 students per teacher; maximum of 16 students in each class
Teacher Qualifications	Two accredited teachers per classroom.
Purpose of 3-day program	Designed for students who have the potential of going on to Kindergarten (who will be 5 by September 1 st) and whose skills are more developed.
Description of Program	<p><i>Academic Skills Covered:</i> colors, shapes, direction concepts (left-right), position terms (middle, beside), alphabet (naming & writing both uppercase and lowercase letters, phonic skills) and numbers (counting to 30 and writing numerals to 12).</p> <p><i>Fine Motor skills:</i> cutting, gluing, tracing, writing independently the upper and lowercase letters.</p> <p><i>Social skills:</i> Opportunities for socialization with an emphasis on each child achieving academically to his/her full potential. The children are encouraged to participate in a show and tell experience.</p> <p><i>Sample Themes:</i> weather, animals & where they live, customs of people around the world, dinosaurs, the solar system</p>
Need to bring	Each child should bring a book bag to school that they can open and close easily. It should be large enough to accommodate a 9x 12" sheet of paper.
Information Sharing	<ul style="list-style-type: none"> • A monthly newsletter will be sent home to keep parents informed of upcoming events. • A progress report will be shared with parents in January and May.

Three Day - Enrichment Program

Who	<p>Children who will be 5 years old by January of the current school year. Students in this class are not eligible to go to Kindergarten because of the September 1st cut off.</p> <p>*Students who have completed one year of preschool may be placed in this class based on a teacher's recommendations.</p>
Student-Teacher Ratio	9 students per teacher; maximum of 18 students in each class
Teacher Qualifications	Two accredited teachers per classroom.
Purpose	This program is designed to reinforce skills mastered in previous classes and to introduce more advanced concepts in the academic areas of reading, math, science, social studies, art and music.
Description of Program	<p><i>Academic Skills Covered:</i> Auditory discrimination of initial consonant sounds, rhyming words, sequencing and opposites. Identifying sets, comparison of sets, number concepts (such as equivalents and greater/ less than), ordinal number words (first, second), measurements, and graphing.</p> <p><i>Fine Motor Skills:</i> cutting, tracing, gluing</p> <p><i>Social Skills:</i> sharing, taking turns, respecting others and their property, listening and following directions.</p> <p><i>Sample Themes:</i> solar system, rain forests, the body, dinosaurs, weather, and the ocean</p>
Need to bring	Each child should bring a book bag to school that they can open and close easily. It should be large enough to accommodate a 9x 12" sheet of paper.
Information Sharing	A monthly newsletter will be sent home to keep parents informed of upcoming events. A progress report will be shared with parents in January and May.

Four Day - Enrichment Program

Who	Children who will be 5 years old by January of the current school year. Students in this class are not eligible to go to Kindergarten because of the September 1 st cut off. *Students who have completed one year of preschool may be placed in this class based on a teacher's recommendations.
Student-Teacher Ratio	9 students per teacher; maximum of 18 students in each class
Teacher Qualifications	Two accredited teachers per classroom.
Purpose	This program is designed to reinforce skills mastered in previous classes and to introduce more advanced concepts in the academic areas of reading, math, science, social studies, art and music.
Description of Program	<p><i>Academic Skills Covered:</i> Practice in following directions to complete a group project, identifying initial consonant sounds in words, sequencing and opposites. Identifying sets, comparison of sets, ordinal number words (first, second), simple measurements, money, and graphing.</p> <p><i>Fine Motor Skills:</i> use a variety of materials in art projects, scissor skills, writing in the lines, copying letters.</p> <p><i>Social Skills:</i> lengthening student attention span by performing table activities, speaking in front of the class (show-n-tell), cooperating within a group to complete group projects</p> <p><i>Sample Themes:</i> government, holidays, solar system, the body, and insects</p>
Need to bring	Each child should bring a book bag to school that they can open and close easily. It should be large enough to accommodate a 9x 12" sheet of paper.
Information Sharing	A monthly newsletter will be sent home to keep parents informed of upcoming events. A progress report will be shared with parents in January and May.

Extra-Curricular Classes

Special Music

Who	4 and 5 year old children
Description of Program	This program enhances children's appreciation and enjoyment of music by introducing some of music's basic fundamentals through musical games and creative movement.

Earth Explorers

Who	4 and 5 year old children
Description of Program	This is a touch, see, and do opportunity for children to experience natural science topics. Program subjects include biology, paleontology, and anthropology. Materials from The Carnegie Museum of Natural History are shared with the class.

Kids in the Kitchen

Who	4 and 5 year old children
Description of Program	This class explores the world of cooking. Children will have an opportunity to prepare a dish in each class. Many aspects of the kitchen (measurement, health, and nutrition) will be discussed.

General Information and Procedures

Expectations

Following the admission of each child to Cross Roads Preschool, there will be a brief period of observation. During this time, if the teacher, parent, or director feels the child is not adjusting to the classroom structure or if the child has frequent toileting issues a conference will be held to discuss possible solutions. Together we will work on a plan of action that will best benefit the child. However, if no progress is made Cross Roads Preschool reserves the right to dismiss the child from the program. The reasons that a child may be removed include a situation where a child is not yet mature enough for school or requires special services the preschool is not qualified to provide.

Questions or Concerns

If you have questions or concerns at any time, we request you follow the steps listed below until a satisfactory answer or solution is found:

1. Parent or Guardian meets with the teachers
2. Parent or Guardian and the teachers meet with the director
3. Parent or Guardian, the teachers, and the director meet with a member of the Preschool Board

Please bring all concerns up when they occur. It is our desire to keep an open line of communication between the families and our staff.

Behavior Management

We will use positive guidance techniques that offer appropriate choices and set clear, consistent rules and consequences. Positive reinforcement and praise will be used to encourage appropriate behavior.

The **4 “R’s** method is used at Cross Roads Preschool:

1. *Respect*
 - Guiding the child to acceptable behavior
2. *Redirect*
 - *Encourage child to focus on a different activity*
3. *Remove (one minute per age of the child)*
 - Time to think about unacceptable behavior
 - Missing activity
 - Removal from the classroom
4. *Restore the acceptable behavior*
 - Forgive – separate deed from doer
 - Focus – on acceptable behavior

If a situation continues, the director may recommend dismissal of the child for a period of time. Behavior that would warrant dismissal includes, but is not limited to: persistent biting, spitting, hitting or frequent disruption of classroom activities.

Emergencies

A telephone is located in each classroom. Parents are asked to **ONLY** call the classroom during school hours *if an emergency arises*. Please do not call the preschool office. Your child's teacher may not get the message in time.

To speak to a teacher about non-emergency issues, please adhere to the calling hour schedule you will receive during orientation.

Attendance and Health

Although regular attendance at school is desirable, parents are urged to keep sick children at home. It is important to remember that a number of illnesses begin with simple cold symptoms. Children must not attend school whom are suspected of having impetigo, scabies, ringworm, tonsillitis, lice, or eye infections. It is urged that a doctor examine a child who has one of these conditions before returning to school.

It is suggested that children who contract the following illnesses remain at home for the times shown below:

Vomiting	24 hours after the last incident
Chicken Pox	7 days (or until lesions dry)
Strep Throat	24 hours after antibiotic is begun and child feels well
Conjunctivitis	24 hours after eye is no longer red
Fever	24 hours after fever subsides

If a child becomes ill in school, the parent will be notified. If a parent is not available, the child will be isolated from the class until arrangements can be made to take the child home. We will utilize the emergency numbers provided at registration.

If necessary and permission has been given, the teacher will obtain emergency medical aid for the child.

Withdrawal of a child

If a parent must withdraw a child from a program before the end of the school year, please notify the director in writing as soon as possible.

Changes

Please notify the teacher and/or Director of any change in address or phone number.

Dress Code

Children should be dressed comfortably and suitably for all activities. Shoes should be suitable for climbing. Clothing should be suitable for outdoor activity in good weather. Be sure that every article of clothing and all other personal items are labeled clearly, including sweaters, coats, caps, mittens, boots, book bags, and lunch boxes and its contents.

Borrowed Articles

If your child brings something home, which does not belong to him/her, please make certain the “borrowed” articles are returned. In case of a potty-accident, please launder the clothing and return it as soon as possible.

Snacks

Snacks will be provided each day and parents are asked to provide snacks approximately once a month. Snacks not containing sugar are encouraged (fruit, cheese, vegetables, crackers, etc.) However, special treats such as donuts and cookies are allowed at parties. Please check with the teachers about other children’s allergies to chocolate, peanut butter, apple juice, etc.

Transportation and Driveway Courtesy

Transportation for the children is the responsibility of the parents. Therefore, we need your cooperation to avoid traffic problems at the front entrance of the church. When entering the circle drive at the front, always go to the right. **This is not a two-way road.** Do Not Double-park. Drive slowly.

The most congested times are during drop-off (9:00 AM and 12:30 PM) and dismissal of the preschool (11:30 AM and 3:00 PM). During these times we ask that you do not park your car in the circle. If you need to get out of your car for any reason, please park in the front or side parking lots. This includes dropping off or picking up children at KDO. In those instances where it is difficult for you to walk from the parking lot, please plan to arrive five minutes early so that you will not block the line of traffic. Your cooperation is greatly appreciated!

Developmental Concerns

As the most important observers of a child's development, parents should be aware of the behaviors that are typical at a given age. When looking at the charts on the following pages, if you notice that your child is not meeting **three or more** of these milestones within their own age range, please discuss your concerns with your child's teacher.

Additional concerns that may need to be addressed:

1. Very unclear speech
2. Extremely restless and easily distracted
3. Trouble interacting with peers
4. Difficulty following directions or routines
5. Fine Motor skills are developing slowly

Birth to Three Milestones

0-3 Months	3-6 months	6-12 months
Language Skills		
<ul style="list-style-type: none"> • Coos or gurgles • Begins to laugh • Smiles and responds to your smile or voice • Communicates hunger/fear/discomfort with crying and facial expression 	<ul style="list-style-type: none"> • Turns head towards sounds • Shows delight by laughing or squealing • Babbles • Begins to make singsong sounds 	<ul style="list-style-type: none"> • Copies speech sounds • Says dada/mama • Babbles with inflection • Lets you know needs with emotion and sounds • Understands "no"
Social Skills		
<ul style="list-style-type: none"> • Smiles in response to your smile • Becomes quiet in response to speech • Quieted by soothing voice • Enjoys playing with other people and may cry when play stops 	<ul style="list-style-type: none"> • Enjoys social play • Interested in Mirror Images • Knows familiar faces 	<ul style="list-style-type: none"> • Shy or anxious with strangers • Separation anxiety begins • Extends arm or leg when dressing • Enjoys copying people in play • Shows affection to known people
Cognitive Skills		
<ul style="list-style-type: none"> • Turns head toward bright light • Recognizes human voices • Recognizes bottle or breast • Brings hands together 	<ul style="list-style-type: none"> • Opens mouth to spoon at feeding • Finds partially hidden objects • Explores with hands and mouth • Responds when spoken to • Begins to imitate familiar actions 	<ul style="list-style-type: none"> • Finds hidden objects easily • Responds to music with body motions • Begins using objects correctly • Responds to simple verbal requests
Physical Skills		
<ul style="list-style-type: none"> • Raises head and chest when on stomach • Begins to turn • Pushes down on legs when placed on firm surface • Opens and shuts hands 	<ul style="list-style-type: none"> • Holds head steady • Rolls both ways • Supports whole weight on legs • Plays with own toes • Transfers objects from hand to hand 	<ul style="list-style-type: none"> • Gets to a sitting position • Crawls forward on belly • Places objects in/out of a container • Finger feeds self • Pulls to stand • Walks while holding furniture

Birth to Three Milestones

12-18 months	18-24 months	24-36 months
Language Skills		
<ul style="list-style-type: none"> • Vocabulary of 8-10 words that are understandable by all • Uses simple phrases • Waves hi and bye • Asks for specific parent • Puts two words together 	<ul style="list-style-type: none"> • Vocabulary over 100 words • Names 6 body parts • Refers to self by name • States "mine" • Using 3 word sentences 	<ul style="list-style-type: none"> • Points to picture named by adults • Repeats words heard in conversations • Follows 2 step directions
Social Skills		
<ul style="list-style-type: none"> • Able to play independently for short periods of time • Points to items he/she wants • Looks at pictures in a story book with adults • Mimics others at play 	<ul style="list-style-type: none"> • Imitates other children's behaviors • Acts shy with strangers • Engages in parallel play with friends • Demands a lot of attention • Interested in playing with other children 	<ul style="list-style-type: none"> • More excited about company of other children • More aware of self as separate from others
Cognitive Skills		
<ul style="list-style-type: none"> • Follows simple instructions • Identifies familiar objects in books • Solves problems by trial and error • Begins to sort objects by their shape and color 	<ul style="list-style-type: none"> • Can and will follow directions • Understands spatial concepts (on/off, in/out) • Scribbles 	<ul style="list-style-type: none"> • Begins to make believe play • Begins to sort by shape and color • Finds objects when hidden under a cover
Physical Skills		
<ul style="list-style-type: none"> • Walks independently • Builds a tower of 2 blocks • Turns one page at a time in a book • Able to push, pull, and dump toys • Scribbles with crayons 	<ul style="list-style-type: none"> • Can roll and kick a ball • Builds a tower of 4 or more blocks • May show preference for one hand over the other • Walks the stairs with help 	<ul style="list-style-type: none"> • Begins to run • Climbs furniture unassisted • Scribbles on own

Milestones for Three to Five Year Olds

Language Skills		
3-4 years	4-5 years	5-6 years
Uses 4 word sentences to express self	Uses 6 word sentences. Able to participate in short conversations	Uses complex sentences. Initiates conversations
Listens to stories with understanding	Listens and interacts with stories. Begins to notice patterns of the printed word (top to bottom, left to right, spacing between words)	Listens and interacts with stories while applying early reading skills (rhyming, phonics, and repeated text)
Recognizes and names several capital letters including those in his/her name	Names all capital letters and matches most lower case letters to its corresponding capital	Names all upper case letters and identifies lower case letters
Able to recite the alphabet. Learns that letters represent sounds	Connects letters to specific sounds. Becomes familiar with objects whose name begins with that sound (B is for boat and banana)	Able to identify the beginning sound and end sounds in words
Cognitive Skills		
3-4 years	4-5 years	5-6 years
Matches objects equally (one to one ratio)	Identifies amounts as "same" or "different" (may still line up the objects)	Identifies amounts as "more" and "less"
Imitates counting behavior	Uses counting to determine the number of objects in a group of 5 or less	Uses counting to determine the number of objects of a group of 10 or less
Understands simple positional words (in, out, down, under, over)	Understands and uses positional words (beside, behind)	Understands and uses complex positional words and time ordered words (first, second, third, etc.)
Identifies and copies simple patterns	Copies and continues/ extends a two-part pattern	Copies and continues complex patterns.
Sorts and compares objects by one property and notices similarities and differences (red vs. blue)	Sorts and compares objects by 2 properties. Compares objects by number, size, shape, texture, color, and speed	Sorts objects into "sub groups", comparing them with multiple properties (small red dogs vs big blue cats)
Knows that symbols represent numbers and letters	Recognizes and names numbers to 5	Recognizes and names numbers to 10

Milestones for Three to Five Year Olds

Social Skills		
3-4 years	4-5 years	5-6 years
Begins to accept separation from parent	Accepting of teacher directed schedule	Functions independently at school
Aware of own feelings, needs, and wants	Describes and explains the cause(s) and reason(s) for own feelings and shares these ideas with others	Able to successfully manage feelings and understands consequences
Participates in whole class activities with repeated encouragement	Participates in whole class activities with minimal prompting	Participates in class activities independently
Works/plays with one other child using problem solving skills when prompted by a teacher (cooperating, sharing, and taking turns)	Works/plays in a group using problem solving skills in response to a another child's request	Works/plays with peers. Is often able to successfully <i>use</i> problem solving skills on their own
Notices feelings of others	Notices others' feelings may be different than their own	Understands others' feelings and shows concern
Physical Skills		
3-4 years	4-5 years	5-6 years
Climbs, kicks, runs	throws overhand, and catches a ball most of the time	Somersaults, stands on one foot for 10 seconds. May be able to skip
Moves up and down stairs alternating feet while holding onto the railing	Moves up and down the stairs without support of the railing	Moves up and down the stairs independently
Pedals a bike	Pedals a bike while steering through obstacles	Rides a bike with adequate control
Strings large beads, snips paper with scissors, builds a tower of 6 or more blocks	Strings smaller beads and cuts paper with accuracy	Manipulates tiny objects with increased coordination and ease
Holds crayon with thumb and 2 fingers while making a stroke	Traces uppercase letters. Draws circle, square, and rectangle	Writes letters in upper and lower case. Draws shapes with increased accuracy.
Draws a face as a circle. Adds eyes, nose, mouth	Draws a face with facial features in correct positions. Adds arms and legs to body	Includes details in face. Adds more detail to the body.

Additional Resources

If you and your child's teacher agree that further developmental testing is necessary, contact the agency for the county in which you live. Explain that your child may need early intervention services and that you would like to arrange for a free initial screening.

Required Information. Be prepared to provide the following information regarding the initial developmental screening:

- Full name of the child and parents
- Family's current address and telephone number
- Date of birth of the child
- Reason for referral
- Developmental concerns regarding the child

For Children Birth to Three years old:

Allegheny County

Alliance for Infants and Toddlers
2801 Custer Avenue Suite 2
Pittsburgh, Pennsylvania 15227
Phone: 412-885-6000
www.afit.org

Westmoreland County

Westmoreland Case Management
770 East Pittsburgh Street
Greensburg, PA 15601
Phone: 724-837-1808 (ask for Early Intervention Intake dept.)
www.wcsi.org/services/ei/eiintake.htm

For Children Three to Five years Old:

Allegheny County

Allegheny Intermediate Unit-DART Program
475 East Waterfront Drive
Homestead, PA 15120
Phone: 412-394-5904
www.iau3.net

Westmoreland County

Westmoreland Intermediate Unit
102 Equity Drive
Greensburg, PA 15601
Phone: 724-836-2460
www.wiu.k12.pa.us

Citations

Behavioral Management Chart was adapted from the following Christian-based preschool handbooks:

- Pinecrest Schools
- St Joseph
- St. Paul's
- Faith Preschool

Birth to Three Milestones were adapted from:

- <http://www.cdc.gov/ncbddd/actearly/index.html>
- <http://www.cdc.gov/ncbddd/actearly/milestones/index.html>
- <http://www.mayoclinic.com/health/infant-development/AN01026>
- <http://www.mayoclinic.com/health/infant-development/PR00061>

3 to 5 year old Milestones were adapted from:

- <http://www.mayoclinic.com/health/child-development/MY00136>
- Dodge, D.T., Colker, L.J., and Heroman, C. (2009) *The Creative Curriculum for Preschool*, 4th Edition.
- www.thedaycareresource.com/developmental_stages_4to5years.html