



# HERITAGE CHRISTIAN ACADEMY

## Preschool Full Day Parent Handbook

*“Children are a heritage from the  
Lord, offspring of him.”*  
Psalm 127:3

**Disclaimer:**

Heritage Christian Preschool retains the right to change any policy or procedure contained in this handbook “at will” and at any time at the sole discretion of the Board of Directors.

**Non-Discriminatory Statement:**

Heritage Christian Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its education policies, admission policy, and other school administered programs.

# Welcome!

Welcome to Heritage Christian Preschool! We are so happy to have your family be a part of our program! This parent handbook has been designed to give you all the information you need before your child begins attending our school. Please take time to read our policies and feel free to let us know if you have additional questions!

## Mission Statement:

Heritage Christian Preschool and its partner families aspire to biblically challenge students to honor Christ in all they do.

## Philosophy:

Preschool teachers are partners in children's learning, there to stimulate and introduce new objects and ideas. Not only do preschool teachers need to have a strong knowledge of child development, but they also need to take time to get to know a child's individual characteristics and preferences. Tuning into individual's patterns and stages helps teachers give children the individual support they need.

Preschool teachers should set clear and consistent limits for toddlers. These children may want to be independent, but they still don't always know how to be safe. Toddlers are constantly testing the waters and pushing things to see how far they can go. They need a few simple rules-and sometimes a few gentle reminders.

The goal of a good preschool teacher is to help them develop into individuals who can sustain themselves, feel good about themselves, and grow up to be Godly productive members of society. Toddler "curriculum" starts from the very beginning, with a good teacher and a developmentally appropriate program-one that provides safe, challenging, and meaningful materials for children's learning.

Toddlers learn best:

- when they feel secure and loved.
- through play, exploration, and observation.
- at their own pace.

## **Tuition:**

Registration Fee: 5 day registration fee \$50 (non-refundable)

2 and 3 day registration fee \$75 (non-refundable)

Monthly tuition (Monday-Friday): \$650

(3 days a week): \$420

(2 days a week): \$300

\*\*\*Monthly tuition fees are due and payable the first of each month. Reminders will be sent home by the 10<sup>th</sup> of the month if payment is not received. Payments made after the 10<sup>th</sup> will be charged a \$10 late fee. Please make checks out to *HCA* and indicate “preschool” on the memo line.

Please send tuition with your child in an envelope with your child’s name on the front. In order to retain your child’s place with Heritage Christian Preschool, tuition must be paid EACH MONTH. If a child is absent for a month, for whatever reason, tuition must be paid in order to hold his/her place in the class. If a child is withdrawn from the program before the end of the month, tuition for the month is forfeited.

## **Operating Schedule:**

**Heritage Christian Preschool operates Monday-Friday from 7:30-5:30.**

Doors will open promptly at 7:30 and a late fee of \$5.00 will be charged to your child’s monthly tuition starting at 5:35 pm. After that for every minute you are late, \$1.00 will be added. If an emergency occurs and you will be late, please call the preschool. You will not be charged for an emergency such as a flat tire, accident or dead battery. Heavy traffic and phone calls are not considered emergencies. We will do our best to keep our watches and

classroom clocks synchronized and correct. Please check your watches with our classroom clocks.

The preschool will be closed on all major holidays. The dates the preschool will not operate are as follows:

- New Year's Day
- Birthday of Martin Luther King, Jr.
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- 3 days for Thanksgiving
- 1 week for Christmas

### **Inclement Weather**

\*\*We will do our best to maintain a normal operating daily schedule. Please view WLOS for any type of closings or delays.

## **Health:**

### **Entrance Requirements**

\*\*All Children attending must have a current physical (completed within the past year) on file within 30 days of the first day of attendance. Any child without a physical by this time will not be able to attend the program until it is received. We will also need an immunization report on record. This will also need to be provided within 30 days of enrollment.

### **Sick Child Policy**

\*\*Children should never be sent to Heritage Christian Preschool when the chances are great that they will need to return home before the end of the school day. When a child becomes ill (feverish, diarrhea, vomiting, etc.) after arrival, it is the responsibility of the parent upon notification, to immediately pick up the child.

In an effort to ensure all children remain healthy the guidelines stated must be followed.

Children should not be sent to Heritage Christian Preschool for 24 hours after.....

- the last episode of vomiting or diarrhea
- evidence of eye discharged has been resolved
- the child is fever free without a reducing medicine
- any contagious rash has been resolved
- the child is symptom free of any diagnosed contagious illness or condition

## **Medication**

Heritage Christian Preschool realizes that on occasion physicians will prescribe medication that must be given during program hours. If this situation arises, we request that the parent be on hand to administer the medication. Heritage Christian Preschool's staff will not administer medication unless we have a signed medication form, with a Doctor's written directions.

\*\*If your child has an emergency medication for allergies or asthma, please provide Heritage Christian Preschool with the medication in its original package and a note from your physician. You will be given a form to fill out with instructions on giving these medications.

## **Emergencies:**

### **Student Accidents**

In the event of a minor accident occurring to a child at Heritage Christian Preschool, we will contact the family. If the accident is serious enough that medical care is needed immediately, emergency medical professional will be contacted. If a parent or caregiver cannot be reached in case of an accident of any type, the next person on the registration/emergency form will be notified. Therefore, it is important that another person be listed to call in case of an emergency situation.

### **Emergency Drills**

We will practice fire drills every month. The children will sit along the fence on the far end of the play ground and the teacher will check off their presence on the sign-in sheet. In addition to monthly fire drills, each class will periodically demonstrate the procedure for an emergency tornado and stranger drill. Please carefully encourage your child to participate in these exercises. Please assure your child that if an actual emergency exists you

will be notified immediately. Teachers will talk to the children about safety and practicing for emergencies to help prepare them for these drills.

## Visitors and Volunteers:

Parents are invited to observe Heritage Christian Preschool at any time. Please call and make arrangements with your child's teacher. Parents are also encouraged and welcomed to sign up as a classroom volunteer. Feel free to talk with your child's teacher about any classroom needs.

## Lunch/Snack:

### **SNACK**

Each parent will provide their child's own morning and afternoon snacks. Those snacks **MUST** include **TWO** of the four food components: milk, fruits or vegetables, meat or meat alternative, bread or bread alternative. A healthy snack might be Goldfish crackers and a juice box, a cheese stick and apple slices with water to drink. These snacks, along with all food items, must be labeled with the child's name AND date. If you do not send a drink, water will be provided.

### **LUNCH**

Please pack a healthy lunch and milk for your child each day. If you make it as "user friendly" as possible it encourages independence. A healthy lunch must include food from at least **four** components: milk, 2 or more fruits or vegetables, meat or meat alternative, bread or bread alternative. Each child **must have ½ cup of milk daily with lunch.** Lunch **MUST** have your child's name and date on it. Each lunch box must contain an ice pack. Please inform your child's teacher of any food allergies.

Individual eating time outside of the allotted time is not allowed unless medically necessary. We strive to teach our students healthy eating habits and ask you send healthy choices for them to eat and drink. No sugar drinks will be allowed, such as soda or juice drinks that are not 100% fruit juice.

## **Classroom Celebrations/Parties:**

When a party/celebration is planned by your child's teacher, a sign-up sheet will be posted outside the classroom so that parents may sign up to bring in items. Parents are welcomed and invited to volunteer in the classroom during the party. Please let your child's teacher know in advance if you wish to attend.

Children may celebrate their birthdays during the snack/lunch time. Please remember to keep parties simple and let your child's teacher know in advance when you are planning to celebrate. If you wish to send in party invitations for us to send home to classmates, please remember to invite the WHOLE class or we will not be able to distribute them. If your child has a summer birthday that you wish to celebrate during the academic school year, you may choose the day of your choice.

## **Clothing:**

Outdoor play is very important for children and an integral part of our program. Weather permitting; we will have a scheduled time everyday to allow students to participate in outside activities. Please remember to dress your child appropriately for playground fun and seasonally appropriate attire. Please NO flip flops, work boots or cowboy boots! No one piece outfits, belts, etc. Make sure all your child's jackets, coats, sweaters, hats, etc. are labeled with his/her name on them.

We ask that each child send in a seasonally appropriate set of clothing in case of an accident. Place all clothing, including socks and underwear, in a Ziploc bag with your child's name on it.

## **What to Bring:**

- We ask that each child brings a backpack. Each child will have their own "learning/behavior log" that will be sent home daily. We will also have many art/school items and papers that will be coming home. This way we will have a safe place to put them and stay organized.

- Children should NOT bring toys, games, radios, cameras or any other personal items to preschool. The only time children may bring something is when the teacher instructs them to do so. Heritage Christian Preschool offers an opportunity to experience new toys and equipment while in the classroom.
- Guns, bow and arrows, knives or any other weapons are not appropriate to bring at any time.

## **Conduct/Discipline:**

Heritage Christian Preschool will NEVER administer corporal punishment! Teachers will give short, simple rules that are age appropriate for the children to understand. We believe children need to understand that they make choices that have either positive or negative results (Deut. 30:19). Our disciplinary measures are a reflection of this Biblical belief. Therefore, our first objective will be to teach the children how to make right choices that will result in positive outcomes. There will always be praise given to those making right choices in order to reinforce their understanding of the positive actions. There will also be those times when other rewards are given to encourage a child's positive behavior. When a child makes a negative choice, we will teach the child why the choice was negative. Once a child understands a wrong choice he/she will be held accountable for their actions. If a child continues to willfully make wrong choices he/she will be placed in a brief "Time Out" in order to think about their actions. Teachers will discuss inappropriate behavior with parents the day it occurs and will be recorded in the student's daily learning log that is sent home daily. If an inappropriate behavior continues, the child may be excluded from Heritage Christian Preschool on a temporary or permanent basis.

### **TERMINATION**

It is our hope that Heritage Christian Preschool is never forced to remove a child from our program. Teachers expect to deal with daily discipline issues. However, for the safety and continuity of the classes, we reserve the right to terminate a student's enrollment under such circumstances as biting, hurting themselves, peers, or teachers, or a behavior that causes a continuous disruption of the class. For the first time offense, the parent is notified, given a behavior report and asked to deal with the behavior at home. For a second time offense, the parent and teacher will go the HCA board to resolve the problem.