



HERITAGE

CHRISTIAN PRESCHOOL

2023 - 24

PARENT HANDBOOK



Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge Him, and He will make your paths straight.

Proverbs 3:5-6



Heritage Christian School

10949 Zelzah Ave | Granada Hills, CA 91344 | 818-488-8888 | License #197418525

heriage-schools.org

Dear Parents,

Welcome to Heritage Christian Preschool! We are so happy that you are a part of our Wee Warrior family. We consider it a privilege to partner with you in the development and educational foundations of your child. Consistent and clear communication is one of the keys to a successful and positive experience for both you and your child. Our desire is to develop a trusting and secure home/preschool relationship for the optimum benefit of everyone.

This handbook contains specific information and requirements set forth by Heritage Christian Preschool, ACSI (Association of Christian Schools International), and the State of California. The Parent Handbook is intended to provide policies and guidelines for the students and their parents. Heritage reserves full discretion to add to, modify or delete policies of this handbook at any time. Parents are notified of changes through announcements in one or more of the following: by letter, bulletins, phone messages, email, or posting changes on the website.

In order to be properly informed, please review carefully each section. The importance of abiding by the policies and procedures is vital for the effective and efficient operation of the preschool community.

Please sign the acknowledgment form and return it within 10 days of the starting date of your student. This verification will be kept in your child's file. The handbook is designed as a handy reference for you. The handbook can be found at www.heritage-schools.org.

We have tried to anticipate the questions most frequently asked. Should you not find the answer to your question in this handbook, please feel free to call the Preschool Office. Your involvement is essential and warmly welcomed.

Joyfully in Jesus,

Ms. English
Director

Mrs. Miller
Director

.....
Cut and return to the preschool office

We have carefully read the 2023-2024 Preschool Parent Handbook and agree to abide by the rules, regulations, and policies contained therein. We acknowledge that these rules, regulations, and policies are subject to change and agree to be bound thereby upon written notification.

Student's Name: _____ **Age** _____
Please Print

Parents/Guardians:

Signature _____ **Date** _____

Signature _____ **Date** _____

Table of Contents

Preschool Parent Handbook	5
Mission	5
History	5
Doctrinal Statement of Faith	5
Statement on Marriage, Gender, and Sexuality	5
Purpose	6
Philosophy.....	6
Vision.....	7
Affiliations	7
Non Discriminatory Policy.....	7
Placement	7
Family Support and Cooperation Policy	7
Days and Hours of Operation.....	8
Admission Procedures	8
Mandated Forms.....	8
Allergies.....	9
Adjustment.....	9
Anti-Harassment Policy.....	9
Late Pick-Up or Early Drop-Off Policy	9
Arrival	9
Procedures for Accepting Children	10
Attendance.....	10
Authorization for Pickup	10
Birthdays	10
Biting	10
Breakfast	11
Campus and Grounds Policy	11
Car Seats.....	11
Child Reporting Obligations	11
Children and Parents’ Rights.....	11
Complaints and Criticism Policy.....	12

Custody Policy 12

Dress Standards 12

Discipline Policy..... 13

Steps of Discipline: 13

Emergency Procedures 14

Emergency Notification 14

Email..... 14

Field Trips 14

Financial Policy..... 14

Goal 15

Expected Outcomes 16

Handbook Acknowledgment 18

Health Policy 18

Dose and Drop Policy 18

Holidays..... 19

Identification and Emergency Information..... 19

Immunization Requirements 19

Inclement and Excessively Hot Weather 20

Injury Reporting 20

Lost and Found..... 20

Meal Time 20

Nutrition..... 20

Mediation and Arbitration of Disputes..... 21

Medical Assessment 21

Medication 21

Nebulizer Medication Care 21

Parent/School Communication..... 21

Parent/Teacher Conferences 21

Parent Concerns..... 22

Parent Involvement 22

Parking and Traffic 22

Personal Hygiene 23

Personal Needs 23

Photo/Video/Multimedia Release 23

Promotional, Advertising, Soliciting..... 23

Punctuality 23

Registration 23

Re-enrollment 23

Rest Time 23

Sample Activity Schedule 24

Security 26

Share Days..... 26

Sign-In/Out Procedure 26

Staff 26

State Licensing 26

Termination..... 26

Toilet Training 27

Volunteer Policy..... 27

Helpful Hints 27

Incidental Medical Services (IMS)..... 29

Preschool Parent Handbook

Mission

Our Mission is to provide a well-balanced early education program of excellence from a biblical perspective partnering with parents in the development of a solid biblical and academic foundation.

History

Hillcrest Christian School began in 1976, under the direction, leadership, and ministry of the dedicated members of Hillcrest Christian Church, who, with a vision to serve the needs of the church and community began the implementation of a quality academic program for the first four grades. Within a few years, the school had increased its enrollment significantly with multiple classes in several of the elementary grades.

The school continued to expand its educational ministry to include programs for elementary, middle school, and high school grades. Planning for more growth in 1996, the church relocated to larger facilities and Hillcrest Christian School became an independent corporation. In 2012, Hillcrest Christian School acquired Los Angeles Baptist Middle and High School and on July 1, 2012, the new school became officially known as Heritage Christian School. The North Campus (formerly Hillcrest Christian School) enrolls students in grades TK-5 and the South Campus (formerly Los Angeles Baptist) enrolls students in grades 6-12.

Heritage Christian Preschool West Campus was established in 2012 by the Board of Trustees. Our preschool was established to provide young children with a well-balanced Christian early education to foster development in all foundational domains: spiritual, social, emotional, language, literacy, mathematics, physical, visual and performing arts, history-social science, science, and health education. Proverbs 22:6 “Train a child in the way he should go, and when he is old he will not turn from it.”

Doctrinal Statement of Faith

1. We believe the Bible to be the inspired, and the only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the resurrection of both the saved and the lost, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
7. We believe that heaven and hell are definite places
8. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a

single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Heritage Christian School.

These statements of faith do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Heritage Christian School's faith, doctrine, practice, policy, and discipline, our Board of Trustees is the final interpretive authority on the Bible's meaning and application.

Purpose

The ultimate purpose of Heritage Christian Preschool is to glorify God. Excellent education – academically, spiritually, socially/emotionally, physically, and culturally – is provided from a biblical point of view to assist parents as they raise their children in the nurture and admonition of the Lord. The school strives to assist its students to develop a relationship with God through Jesus Christ.

1. Spiritual growth – Our emphasis is to teach the Word of God, make Christ real to the young students, and to assist in the development of a trusting relationship with God.
2. Cognitive “Intellectual” development – The preschool provides an intentionally planned, well-rounded program with the goal of developing the skills for future academic achievement.
3. Physical development – A combination of fine and gross motor development programs are designed to foster the emerging skills and abilities of the young students.
4. Emotional/Social development – Preschool students are exposed to a variety of social experiences and lovingly guided towards the acquisition of appropriate skills in the areas of confidence, socialization, and moral values.
5. Cultural development – Preschool students are offered age appropriate experiences and activities in music, drama, literature, speech, language, and art. These areas are designed to expose students to other cultures and to encourage them to accept and appreciate cultures other than their own.

It is believed that the fully developed and prepared young student will find Christian meaning and purpose in the future formal educational realm.

Philosophy

The Christian philosophy of early education is based on the authority, authenticity, and reliability of the Bible, and the belief that there are unchanging principles of truth revealing God in all matters of faith, truth, and practice.

We believe that the ultimate responsibility for a child's education has been given to the parents. At preschool, the teacher assumes that responsibility in order for the school to complement and supplement the

training at home. In that way, the Christian preschool helps parents. One of the major advantages of a Christian preschool early education is that each student will receive instruction and development training by a Christian preschool teacher. The faculty and staff at Heritage Christian Preschool have a strong Christian commitment to providing the best early education for the students.

Vision

Ultimately all learning should lead the child to fulfill his/her temporal and eternal purpose, which is to glorify and enjoy the true and living God. Proverbs 2:19 “That your trust be in the Lord, I teach you today, even you.” Our vision is to integrate all of the particulars of early education with a faith-life view so that the mature individual will function optimally with himself, his peers, and in accordance with the Lord and Savior.

Affiliations

Heritage Christian Preschool is a non-profit ministry of Hillcrest Christian School dba Heritage Christian School, licensed by the State of California under the Department of Social Services (West Campus License #197418525). Heritage Christian Preschool is also a member of the Association of Christian Schools International.

Non Discriminatory Policy

Heritage Christian Preschool admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally allowed or made available to students at the preschool. The school does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admission policies, or other school-administered programs. Our mission is to serve our community at large by providing a Christian-based education to students of all religious backgrounds.

The Preschool Director shall consider accepting children who are physically, emotionally, or mentally handicapped only after evaluation. The decision will be based on the following:

1. The child’s attendance will have no adverse effect on other children either through the direct behavior of the child or through requiring staff time needed by other children.
2. The preschool is able to meet the needs of the child.

Placement

Children will be placed in classrooms according to their age and developmental level. Students in the three through five-year-old classes must be toilet trained. Two-year-olds that are not yet toilet trained may be accepted. Students entering Pre-Kindergarten must be four years of age by December 1. Other criteria for placement may include parent interviews and a developmental appraisal that is determined by the child’s chronological age as well as how the child fits into the academic and social framework of the school and classroom. The Administration is solely responsible for the placement of students.

Family Support and Cooperation Policy

Heritage Christian Preschool’s early educational mission involves working with preschool families in the overall Christian early education of students. The preschool requires parents to cooperate and support the preschool and its ministry.

If at any time Heritage Christian Preschool determines, in its sole and absolute discretion, that the actions of a parent or preschool family are not supportive of the preschool ministry, or reflect a lack of cooperation and commitment to the preschool and to the working relationship between the school and the home, the preschool has the right to discontinue enrollment of a student.

Heritage Christian Preschool's biblical role is to work in conjunction with the home to mold students to be Christlike in character. On occasion, the atmosphere or conduct within a particular home may be in opposition to the biblical lifestyle the school teaches. This includes but is not limited to, sexual immorality, holding, exposing, or advocating beliefs that are contrary to Christian principles, or an inability to support the moral principles of the school. In such cases, the school reserves the right, in its sole and absolute discretion, to refuse the admission of an applicant or to discontinue the enrollment of a student.

Days and Hours of Operation

The preschool is open Monday through Friday with choices for three*, four, five-day programs. Students and parents will not be admitted into the facility prior to 7:00 a.m. and the preschool closes promptly at 6:00 p.m. Please check the Preschool Calendar for dates that the preschool is closed.

Full day program: 7:00 a.m. - 6:00 p.m.

Partial day program: 9:00 a.m. - 3:30 p.m.

Half day program: 9:00 a.m. - 1:00 p.m.

*Three-day option is only available for the two-year-old classrooms.

Admission Procedures

1. Parents tour the facility and meet with the Director.
2. The Director meets the child.
3. All state and preschool forms are completed and filed prior to attendance.
4. All tuition and fees are paid in full.

Mandated Forms

In compliance with the State of California Department of Social Services and Heritage Christian Preschool, all students are required to have the following information in the child's file prior to attendance. It is necessary to have this information updated on an annual basis or as needed.

- **Admission Agreement**
- **Emergency Information**
- **Financial Agreement**
- **Mediation and Arbitration Agreement/Parental Contract**
- **Physician Report**
- **Immunization Record**
- **Consent for Medical Treatment**
- **Illness Guidelines**
- **Authorizations for Medications or Health Related Services**
- **Notification of Parents' Rights**
- **Notification of Personal Rights**
- **Child's Preadmission Health History**
- **HCPS Parent Handbook Acknowledgement**

Allergies

All allergies to medication and/or food must be stated on the emergency and medical forms. Information about children with allergies will be posted in all classrooms and in the kitchen. Our campus is **NOT “Nut Free.”**

Adjustment

Starting preschool for the first time often causes anxiety for children and parents. It may be required that you visit the preschool with your child before the first day of school allowing him/her to meet some of the staff and see other children at play. We want both the child and the parent to be familiar with the preschool environment and comfortable with the program. A parent’s positive feelings towards the preschool experience will help the child with any separation anxiety the child may have. Our staff will lovingly assist you and your child to make this adjustment period as smooth as possible. The length of the transition process differs with each individual child. It is important that you give your child at least six weeks to completely adjust to the early education experience.

Anti-Harassment Policy

The policy of Heritage Christian Preschool is to provide an environment that is free from harassment and intimidation because of an individual’s sex, race, color, national origin, and disability. It is the desire of our school that the environment reflects respect and dignity for all individuals. The anti-harassment policy is not meant to alarm parents but is required by State law to be included in our handbook.

Any form of harassment is a violation of federal law. Prevention is the best tool for the elimination of sexual harassment. Heritage Christian Preschool does not tolerate harassment of students or employees, nor does it tolerate reprisals against any individual who makes a harassment complaint. The school is prepared to take action to prevent and correct any violation of this policy.

This policy applies to the actions of staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. The following is the complaint reporting procedure:

1. A student’s parent/s should inform a trusted adult, teacher, or the Director who is not the offending party.
2. Complaints will be promptly investigated and documented.
3. Students shall not suffer retaliation for filing a complaint.
4. All reasonable efforts will be made to assure the confidentiality of complaints.

Late Pick-Up or Early Drop-Off Policy

Children may not be dropped off before 7:00 a.m. The pick-up times are 1:00 p.m., 3:30 p.m., or 6:00 p.m. Any pick-up after 6:00 p.m. will be charged at \$2.00 per minute. For Half Day and Partial Day Programs, dropping off more than 15 minutes early or picking up more than 15 minutes late will accrue a charge of \$15.00 for the first fifteen minutes and a minimum \$6.00 charge for each hour thereafter. Childcare that has been prearranged on a monthly basis through the office will be available for \$6.00 an hour.

Arrival

Children arriving for preschool should be well rested, dressed appropriately, and have had a nutritious breakfast. Please take care of bathroom needs before dropping your child/children off in the classroom or play yard. Parents with optimistic attitudes about the preschool experience will set the tone for a pleasant

day for the child. Punctual and consistent arrival time will assure the most effective and beneficial preschool experience.

The academic learning time for the classrooms will begin promptly at the scheduled time. No child will be permitted to attend school if they arrive after 10:00 a.m. unless they have a medical/dental appointment. The parent must submit a note from the doctor's office upon arrival at school. Extenuating circumstances will be considered at the discretion of the Director.

Procedures for Accepting Children

1. No child shall be accepted without contact between staff personnel and the person bringing the child to school. It is required that the person bringing the child sign in and remain until the child is accepted by a teacher or staff member. Never leave your child unless a staff member is present.
2. **The first staff member to greet the child will do a health check based on our Illness Guidelines.** Bumps and marks will be noted. Ill children will not be accepted. A child with questionable symptoms cannot attend school. See the "Health Policy" section.
3. Based on our Illness Guidelines, children sent home ill must be symptom and fever free for 24 hours without medication, to return to the classroom.

Attendance

If your child is unable to attend due to illness or family plans, please call the office by 9:00 a.m. If your child is absent because of an illness associated with a communicable disease, please let us know as soon as possible. We are required to notify all parents of communicable diseases.

Authorization for Pickup

Children will only be released to persons 18 years old or older whose names are listed on the Emergency Release Information. In emergency situations, parents sometimes need other people(s) not on the Emergency Cards to pick up the child. In such cases, the parent must notify the staff and the office in writing (written note, email, or fax). All authorized persons must have a photo ID to be shown at any time at pick-up.

Birthdays

A child's birthday is a very special occasion. We enjoy celebrating this special day with your child. Parents are welcome to provide a morning snack for their child's classroom to recognize a birthday. All snacks must be pre-approved by the Director. A "Notice of Birthday Celebration" form must be filled out at least one week in advance via hcs.la/form/14523.

In compliance with the National Environmental Health Association, our school policy states "Foods prepared in a private residence may NOT be used or offered at Heritage Christian Preschool." Parents may bring food items for birthday snacks provided that it is commercially prepared (not cooked in the home).

Please keep refreshments simple - no gifts. Private party invitations are not given out at school unless the entire class, all girls, or all boys are invited. The school does not release addresses or phone numbers.

Biting

Child development experts believe some young children bite as a result of not being able to communicate. Preschool children in the early stages of language development may bite when frustrated. When a child does bite, the following procedures are followed:

1. The child that was bitten is comforted, the bite is cleaned, and an injury report is given to the parents.

2. The child that did the biting is redirected, encouraged to use words, and made aware of how it hurt the other child.
3. Parents are made aware through a note that their child has bitten another child.
4. Parents are made aware that their child has been bitten by another child.
5. The teachers assess the environment to reduce frustration and maintain close supervision of both children.
6. The identities of the children are kept confidential.
7. Frequent and repeated biting will result in a parent conference with the Director and the possibility of intervention and/or suspension as needed for the protection of the students.

Breakfast

Children arriving between 7:00 a.m. and 7:45 a.m. may bring their own breakfast. Food should be nutritious and all containers, plates, and utensils must be disposable. After 7:50 a.m. breakfast will be saved for snack time. Items that are not disposable will not be kept at school.

Campus and Grounds Policy

Heritage Christian Preschool is a private Christian early education and childcare institution. The preschool campus is private property. Access is by permission only. All persons coming onto the property are considered invitees. Heritage reserves the right to deny access, or revoke permission to anyone, at any time, and for any reason. Persons, who are under the influence of drugs or alcohol or who, in the sole judgment of Heritage, present a threat to the health and safety of students or other invitees on campus, or who interrupt student instruction and campus tranquility will be excluded from the campus. Any dispute or disruption on the campus by any person after being denied access or being asked to leave the campus will result in an immediate request for assistance from the Los Angeles Police Department.

Car Seats

It is the state law that every child must be placed in a car seat while riding in a car. All drivers bringing the child to the center or picking up a child need to have an appropriate car seat. Our storage space is limited and car seats cannot be kept at school, except at the discretion of the Director.

Child Reporting Obligations

In accordance with California law, Heritage Christian Preschool has adopted a policy for the protection of our students from child abuse. Heritage Christian Preschool provides each of its employees with a Child Abuse Procedures Manual for the purpose of educating and informing its personnel of their responsibility under the policy. This policy is structured to prevent child abuse through screening, education, training, awareness, and reporting. The policy and state law requires that we report any instances of suspected child abuse concerning our students, whether such an instance involves Heritage personnel, students, parents, or others. This policy is strictly followed. The policy is reviewed with all Heritage personnel on an annual basis.

In the event suspected child abuse in any form has taken place on campus or at any school activity, the incident should be immediately reported to the school administration.

All reports of suspected child abuse are taken seriously by the preschool and will be investigated, and if substantiated, appropriate action will be taken.

Children and Parents' Rights

Upon registration for enrollment, parents are given State documents for Personal Rights and Parents' Rights that must be signed and returned before the child may attend preschool.

Complaints and Criticism Policy

Heritage Christian Preschool administration and teachers welcome constructive criticism, suggestions for improvement, or information regarding problems of which the school may not be aware.

It is the policy of the preschool that classroom problems, criticism, and suggestions be first taken up with the teacher, and then if not resolved, be shared with the Director (Refer to Matthew 18:15-18). Issues not concerning the classroom can be shared directly with the Director.

All communications with school administration, teachers, and staff should be conducted respectfully. It is never acceptable to be rude, abrasive, or to use language or conduct which would be insulting, embarrassing, or in opposition to Christian principles. Making physical contact without consent or engaging in behavior that creates a public disturbance or presents a negative role model to students is likewise prohibited. Parents are entitled to the same respect from the staff of Heritage Christian Preschool.

Custody Policy

Heritage Christian Preschool has adopted and strictly adheres to a custody policy for students who are subject to shared custody. This Custody Policy is available in the preschool office. Any preschool family affected by custody orders should obtain and review the custody policy and complete the Custody Information Sheet. Copies of custody papers must be submitted to the preschool office for our files. Adults who do not have custody must complete the Authorization to Act as Custodial Parent Form.

Upon occasion, a parent may request information from a school staff member regarding situations involving the other parent in order to assist the inquiring parent's custody issue. Staff members are not allowed to discuss or provide written information in such instances. Please refer such requests to the administration.

Dress Standards

It is beneficial for children to enjoy all of the preschool experiences of climbing, painting, sand play, mud, play dough, etc. without the anxiety of keeping special clothes clean. Children are most comfortable wearing safe, washable play clothes. Clothes should be easy for little hands to manage such as elastic waist pants or shorts. This encourages independence and is beneficial in promoting self-help skills. Clothes with snaps, buckles, and belts are difficult for children to manipulate. For safety, jackets or sweatshirts must not have any strings. Tennis shoes or rubber-soled shoes are required: sandals, flip flops, or leather-soled shoes are not permitted, as they are unsafe. Rain boots should only be worn on rainy days.

In keeping with our Christian philosophy, various modes of dress and appearance are not appropriate in our Preschool.

The following are not permitted: Bare midriffs, exposed belly buttons, halter tops, spaghetti straps, "onesie" type outfits (snapping body suits, overalls, etc.), and printed or pictorial clothing that violates HCS Christian values. Action hero clothing will be permitted at the discretion of the Director. It is the parent's responsibility to apply sunblock prior to coming to preschool. Parents may provide sunblock for reapplication;

however, it must be in its original packaging, clearly labeled with the child's name, and a "Sunscreen Application Waiver" must be signed.

The following hairstyles are not permitted: For boys: extreme spikes, dreadlocks, or Mohawks. For boys and girls: colored, frosted, two-toned, spray-painted, bleached, glittered, or streaked.

Girls may have small stud-type earrings. Heritage Christian Preschool does not assume responsibility for lost or damaged jewelry worn to school.

The Administration and Staff reserve the right to declare any mode of dress inappropriate that, in their estimation, inhibits the philosophy, purpose, and goals of Heritage Christian Preschool.

Discipline Policy

Heritage Christian Preschool's discipline policy is biblically based (Proverbs 15:5; 19:18; 28:23 and II Timothy 3:14-16 are but a few examples) and focuses on the 3 R's of Reverence, Respect, and Responsibility.

The goal of discipline is to lovingly train and consistently guide the child to be Christlike in character by learning appropriate behavior. This is accomplished by providing security and establishing and maintaining boundaries through patience, consistency, dignity, and respect. Each classroom will display a list of classroom rules appropriate to the developmental age of the children. It is important that the home be supportive of the preschool's behavior boundaries. Communication and cooperation should be maintained between the home and preschool.

Corporal punishment, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or frightening techniques are NEVER used, nor are punishments ever associated with the daily functions of eating, sleeping, toileting, clothing, or medication.

Steps of Discipline:

It is our responsibility to praise and reinforce positive behavior, respond to inappropriate behavior, and provide steps to teach self-discipline and responsibility. The following steps are practiced when inappropriate behavior has been displayed:

- Step 1: Speaking to the child directly explaining what is inappropriate and what is appropriate behavior or response
- Step 2: Redirecting the child with a different activity to guide them toward a safe and appropriate behavior
- Step 3: Loss of privilege for the inappropriate use of materials, safety violations, or destructive or harmful behavior toward peers or staff
- Step 4: Thinking time: If the child's behavior is inappropriate or unsafe, the child may need to have a time away from the other children and activities while under the supervision of a teacher.
- Step 5: Deliberate defiance, repeated disobedience, or harmful, aggressive behavior toward peers or staff will be promptly addressed. The parents will be notified with a note or phone call. A decision will then be made to proceed with one or more of the following steps (not necessarily in this order):

- Parent/Teacher conference
- Three-way conference between parent/teacher/director

- Temporary suspension from the classroom
- Dismissal from school

Emergency Procedures

Heritage Christian Preschool follows state and local codes when conducting fire, earthquake, and stay indoor (lockdown) drills. Students will not be released to a parent during a lockdown. Office staff will not answer phones. Information will be provided via the school website or automated communication system.

The preschool maintains emergency supplies, water, first aid, emergency blankets, etc. in case of an extended emergency situation. Parents are given a supply list at the beginning of the school year. Parents are to provide an emergency kit that contains food and other small personal items to sustain the child for three days in the event of an emergency. There will be a \$25 emergency kit fee for failure to provide these supplies. All staff members are trained in First Aid and CPR. Students will be supervised and cared for throughout the duration of the emergency by preschool staff. Staff will remain at school until all students have been reunited with an adult listed by the parent on the student's emergency card. In the event of an evacuation, students will be transported in an HCPS vehicle to a safe location.

Students will be released only to their parents or other adults listed on the student's emergency form. Parents should be sure these forms are always accurate and up to date. This procedure requires a signature and a current valid photo I.D., upon request, for a child to be removed from the Preschool facility.

Emergency Notification

In the event of an emergency, disaster, or possible school closure; tune in to the following radio station:

- KNX radio station 1070 am

The following television news stations may also have the information: Channel 2, 4, 5, 7, 9, and 11.

Email

Teachers and other staff at Heritage have email addresses. The addresses are on our web page (www.heritage-schools.org). There may be times when contacting a teacher by email is quicker than making contact by telephone. Parents will be able to contact teachers to ask for conferences and/or student progress.

Field Trips

Upon occasion, the students may be transported to another Heritage School Christian campus for an activity. Transportation shall be by HCS transportation department-provided yellow school bus and/or charter bus.

Financial Policy

Heritage Christian Preschool is open on a year-round basis. Registration and re-registration are yearly fees. Tuition fees are paid on a monthly basis. Holidays and closures are taken into consideration when tuition rates are established. There are no deductions for holidays or absences. At the time of enrollment, new students are required to pay the registration fee, the current month's tuition, and all applicable fees.

In an effort to make tuition payments as convenient as possible, the school offers an option of monthly electronic direct debit through FACTS tuition management company. You may set up your account to debit your checking account, savings account, or credit card through their secure site.

The monthly payment amount is determined at the time of enrollment. Monthly payments are due on the 1st of each month. A late fee of \$25 may be charged if payments are not received by this date. A tuition account that remains delinquent may result in the suspension of the student(s) until the balance is paid. Special circumstances will be considered by the Business Office on an exception basis. To offset banking charges and processing expenses, a \$30 fee will be assessed on all returned payments.

Should you desire to make a change to your child's program, the office must be notified at least thirty days in advance and a program revision form must be signed. The new program and fees will begin on the first of the following month. The first change will be at no charge, but subsequent changes will accrue a fee of \$50.00 for each change. Occasional extra days and/or additional hours must be prearranged through the preschool office twenty-four hours in advance. A written letter of withdrawal is required one month prior to the departure date. There is a \$25 withdrawal fee per student. The enrollment fee and materials fee are nonrefundable.

Goal

The goal of Heritage Christian Preschool is to establish a solid biblical, social, and academic foundation in the formative years that prepare children for future learning in formal education and fosters a personal commitment to living according to the Gospel of Jesus Christ. Our preschool curriculum is designed to meet the specific needs of the whole child by exposing children to a wide variety of structured and unstructured hands-on learning experiences, geared to their developmental level. Our teaching is Christ-centered and Biblical truths are integrated into all activities and subject matter.

Social Goals – Personal

Help each child to:

1. Develop self-confidence
2. Enjoy new experiences
3. Accept failure and be willing to try again
4. Exhibit self-control
5. Show responsibility for their conduct
6. Become self-motivated

Social Goals – Group

Help each child to:

1. Show concern for others
2. Learn to be a good play partner with other children
3. Be willing to share
4. Be forgiving of others
5. Show compassion
6. Communicate congruently and empathetically with others
7. Enjoy interaction with other children
8. Respect individual differences
9. Respect the rights and property of others

Help each child to:

1. Feel secure moving beyond the circle of their family
2. Be happy with self

3. Be free from anxiety
4. Develop patience
5. Move toward attaining independence
6. Respect authority
7. Be aware of and express a range of feelings appropriately
8. Handle frustrations and find solutions to problems
9. Develop self-control (discipline from within)

Intellectual Goals

Help each child to:

1. Discover the joy of learning
2. Exhibit continuous learning (building on what he/she already knows by relating new experiences to acquired knowledge)
3. Learn to utilize new knowledge
4. Put experiences, ideas, and feelings into words
5. Make productive use of time
6. Think, make value judgments, and solve problems
7. Tap own roots of creativity
8. Be imaginative about the possibilities and probabilities of tomorrow

Physical Goals

Help each child to:

1. Enjoy physical activity, movement, and self-expression
2. Gain mastery over growing body
3. Achieve balance, coordination, and muscle control
4. Develop and take pride in physical skills
5. Appreciate the wonderful body God gave them
6. Learn and practice good health habits

Spiritual Goals

Help each child to:

1. Learn of God's great love
2. Learn that God has a plan for each person
3. Develop positive attitudes toward God
4. Show evidences of love for God
5. Show evidences of a desire to obey God
6. Be receptive toward and interested in God's Word
7. Develop a biblical awareness of the world in which we live

Many of the simple daily activities of children contain seeds of important concepts whose full meaning might not be revealed to the child until years later.

Expected Outcomes

Spiritual:

1. Understand that God is a loving God
2. Know that Jesus wants to initiate a personal relationship with each person
3. Understand that the Bible is God's Word and it teaches us how to live
4. Communicate thoughts, needs, and feelings with God through prayer

5. Develop an interest in sharing God, Jesus, and the Bible with others
6. Have a desire to learn more about God and His Word
7. Know that God created the world

Social/Emotional:

1. Enjoy and initiate friendships and interaction with a variety of individuals
2. Begin to exhibit empathy and kindness towards others
3. Value familial relationships and the importance of obeying parents and teachers
4. Develop the ability to share thoughts and objects with adults and peers
5. Use language to resolve conflicts positively and express one's self
6. Gain competence through age-appropriate activities initiated by others and themselves
7. Begin to exhibit self-control and appropriate behavior without direction from an adult
8. Exhibit confidence in participating in group discussions and interactions

Physical:

1. Recognize that their body is created by God and the importance to take special care of it
2. Acquire proper health habits and self-help skills
3. Acquire and refine the fundamental movements of balance, movement, touch, and coordination
4. Acquire and develop fine motor and large motor skills
5. Enjoy rhythm and movement

Cognitive:

1. Enjoy learning activities developing the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question
2. Find satisfaction using creativity
3. Develop a positive attitude toward education for the present and the future
4. Understand math, vocabulary, concepts, and directed activities
5. Develop skills in counting, sorting, and comparing
6. Understand the importance and use of language in the environment
7. Participate and engage in receptive and expressive language experiences
8. Cultivate prewriting skills in the context of emergent literacy
9. Understand the concept of print and that print carries meaning
10. Recognize and generate rhyming words
11. Differentiate the initial, medial, and final phonemes in single syllable words
12. Begin to blend given phonemes to form words orally
13. Recognize and print the letters of the alphabet

Outcomes for Families:

1. Understand the importance of being the primary educator of their child and of participating in the educational process
2. Partner with the preschool in providing an enriched educational experience
3. Understand the significance of continuing Christian education through elementary, secondary, and college years

Handbook Acknowledgment

A parent/guardian signed acknowledgment that the parent has received, read, and agrees to abide by the policies and procedures in the Parent Handbook is kept in the child's file. This information shall be obtained at the time of admission.

Health Policy

Our staff is committed to maintaining a healthy environment for all students. We are concerned about the health and well-being of each child. Each day a staff member will conduct a health check of each child. A child who is ill upon arrival at the center will not be admitted. A child that becomes ill while in attendance must be picked up within a one-half hour of notification. The ill child will be separated from the other children until the parent's arrival.

PLEASE KEEP YOUR CHILD HOME IF HE/SHE IS ILL. IF A CHILD IS NOT WELL ENOUGH TO GO OUTSIDE, THEN HE/SHE IS NOT WELL ENOUGH TO BE IN SCHOOL.

Dose and Drop Policy

Heritage Christian Preschool is a well-child program. This means if your child requires medication to make it through the day or to reduce a fever, they are excluded from care.

DO NOT medicate your child prior to drop-off. Often times this simply masks an underlying illness which in turn is then spread to others and creates a cycle of illness that is difficult to stop. Any child sent home from preschool must remain home for a full 24 hours after symptoms have subsided without the use of any over-the-counter medication.

This policy will eliminate the continuous cycle of "back and forth" illnesses and will hopefully create an environment that is healthy for everyone.

If a child displays any of the following symptoms, he/she must be kept at home:

1. Fever of 100°F or more
2. Vomiting
3. Skin rash of unknown origin
4. Persistent coughing
5. Infectious rhinorrhea (discolored nasal discharge or drainage)
6. Diarrhea (loose, watery stool or change in consistency, frequency, color, or odor)
7. Conjunctivitis "Pink Eye" (thick discolored drainage, redness, or crusting around the eyes)
8. Parasites (nits, crabs, lice)
9. Colds (runny nose, sneezing, coughing, congestion, fatigue, loss of appetite, tiredness)
10. Strep throat (return to preschool after 24 hours of antibiotic therapy)
11. Child not feeling well, such as lethargic behavior

The child may return to the center after an illness under the following conditions:

1. Fever free for 24 hours without medication
2. Nausea, vomiting, or diarrhea has subsided for 24 hours
3. Have been given antibiotics for at least 24 hours for any type of strep or bacterial infection
4. Child is feeling well again and normal behavior has returned
5. A doctor's note and at least 24 hours of absence are required for all students returning after a contagious disease

When children have been exposed to communicable diseases, all staff members and all parents/guardians of children shall be notified immediately by the center. For any infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

Holidays

The Preschool and childcare are closed to observe the following holidays:

1. The two weeks prior to the first day of the new school year
2. Labor Day
3. Veterans' Day
4. Thanksgiving Week
5. Christmas/New Year – One Week plus two days
6. Dr. Martin Luther King, Jr. Day
7. Presidents' Day
8. Good Friday
9. Easter Break
10. Memorial Day
11. Teacher In-Service Days
12. Juneteenth
13. Fourth of July

Identification and Emergency Information

Heritage Christian Preschool requires the parents' (guardians') home, work, and cell emergency contact information, known medical conditions, a release permitting emergency medical treatment, and a release for transportation due to evacuation to be obtained at the time of admission. It is imperative that any change in information be communicated to the preschool office promptly.

Immunization Requirements

Prior to admission, the State requires the following immunizations for preschool children two years through five years:

Polio	3 Shots
DPT/DTAP/DT	4 Shots
Hepatitis B	3 Doses
MMR	1 Dose on or after 1 st Birthday
HIB	1 Dose on or after 1 st Birthday
Varicella	1 Dose
TB Medical Evaluation	Completed Risk Assessment

Information regarding all immunizations the child has received, including the month, day, and year when each immunization was administered is required by Heritage Christian Preschool upon enrollment and prior to attendance. Immunizations must be recorded on the certificate of immunization form supplied by the California Department of Health and updated as needed.

For an exemption from the immunization requirements, a letter from the physician is required stating the medical grounds for the exemption of immunizations.

Inclement and Excessively Hot Weather

On days of inclement or excessively hot or windy weather or excessive air pollution, children will be kept inside the classrooms. Please apply sunscreen before bringing your child to preschool.

Injury Reporting

Non-serious accidents and injuries will be treated at school and an Ouch Report Form will be completed and given to the parent/guardian. All head injuries or questionable injuries will be reported to the parent/guardian by phone. The parent may be asked to pick up the child.

In case of a serious accidental injury, every attempt will be made to inform the parent/guardian or designated person listed on the emergency card. In case of an extreme emergency, paramedics will be called.

The school provides supplemental accident insurance coverage for all students while they are participating in school activities. Benefits are provided only after a student's primary insurance has first been paid. A deductible applies and must be met before benefits are paid. If a claim is to be made, the preschool must be notified as time limits for claims and coverage do apply.

Students needing crutches, casts, orthopedic braces, and sutures must be approved by the school office. Students with injuries that require a physician's care must have a physician's note releasing them to return to regular activity. These students will not be allowed to participate in any physical activity/playtime. All injuries occurring outside of school time are the responsibility of the parent/personal physician.

Lost and Found

Please put the student's name on all clothing, lunch pails, thermoses, and share items. If items are identifiable, they will be returned to the student. While every effort is made to reunite lost and found items with their owner, we cannot guarantee that it will occur. Unidentified clothing and personal items left at school for an extended period of time will be donated to a worthy cause.

Meal Time

An aspect of early education is learning to eat nutritious foods and making healthy choices for foods. Meal times provide an opportunity to acquire these skills as well as for socialization and learning socially acceptable behaviors. All preschool programs include lunch and nutrition times. Lunch is either parent provided or pre-purchased through Bailee's Plate. . Parent-provided lunches need to be in a labeled small type lunch pail. We are unable to store large lunch containers. Please provide a balanced nutritional lunch that does not require refrigeration or heating, omitting sugary, sweet items, such as candy, gum, and carbonated drinks. Gatorade or drinks with electrolytes will not be given. No glass containers, please. Teachers will encourage each child to eat the healthy foods first leaving the dessert items for last. Please adhere to the food guidelines listed below for lunches brought from home.

Hot dogs, touch meats, large raw vegetables, and grapes must be cut into small bite size pieces as to avoid choking hazards. Popcorn will not be allowed.

Nutrition

A mid-morning and mid-afternoon nutritious snack that includes two of the four basic food groups will be provided for Preschool children each day at the time designated on the class schedule. Nutrition menus are posted in designated areas and emailed monthly.

Note any allergies to foods, etc. on the medical information sheet and emergency cards. If the child cannot eat what the school provides, we request that parents provide their child's snack. Please label the snack and put it in the child's lunch box or a small sack. Make sure both child and teacher are aware of the arrangement and where it is to be placed at school.

Mediation and Arbitration of Disputes

Mediation is a process by which parties attempt to resolve a dispute or claim by submitting it to an impartial, neutral mediator, who is authorized to facilitate the resolution of the dispute, but who is not empowered to impose a settlement on the parties. Heritage Christian Preschool (the "School") is a Christian institution that believes that the Bible commands individuals to make every effort to live at peace and resolve disputes with one another in private and within the parameters set by the Christian Church (see Matthew 18:15-20; 1 Corinthians 6:1-8) Therefore, the School and the parents, legal guardians, and legal representatives of its students (hereinafter the parties) agree that except as expressly exempted for this provision, any and all claims or disputes which would otherwise be the basis for legal or court action, which arise from or are related to the School and its operation, including all aspects of a student's relationship with the School, its administrators, faculty, and staff, shall be settled by biblically based mediation and, if necessary, legally binding arbitration. All parents of enrolled students at Heritage Christian Preschool must have read, agreed, and signed the Mediation and Arbitration of Disputes Agreement as part of the admissions procedure prior to attendance.

Medical Assessment

A dated, written statement about the child's current health status and any known health-related conditions, including allergies, must be signed by an approved health professional upon enrollment, State Licensing Form LIC 701 (Physician's Report).

Medication

All prescription, over-the-counter medication, or medication for serious conditions that your child needs to take will be kept in a secure location. A medication authorization form must be signed and completed by a Physician and the parent. The forms are available in the Preschool Office. Medication must be in the original container, dated, with the prescription number, physician's name, the child's name, and instructions for administration.

Nebulizer Medication Care

A Nebulizer Consent Form must be filled out and signed by the parent and prescribing Physician prior to treatment administered at preschool. The equipment will be kept in the Preschool Office.

Parent/School Communication

Parents will be informed of the latest announcements relating to the Preschool through notices on the parent bulletin boards, monthly school calendars, e-mail, newsletters, website, parent/teacher conferences, and messages posted on the sign-in/out table. Please read all newsletters and check the student files frequently.

Parent/Teacher Conferences

There will be times when the teacher may request a conference and contact parents to set up an appointment to meet. A parent may also request a conference with the teacher. In addition, a day will be designated for parent/teacher conferences. The school will be closed on this day. Since our teachers have

responsibilities during their preschool hours and have other obligations after preschool hours, appointments with them must be scheduled in advance. Telephone conferences may be requested.

Parent Concerns

The preschool is interested in the daily concerns of parents/guardians regarding their child/children. Our emphasis is placed on communicating effectively and efficiently to address all concerns in a timely manner. Concerns should be brought to the child's primary teacher after the Parent Handbook has been reviewed. If the concern has not been resolved, the parent may contact the preschool office and/or the Director for further discussion and resolution. The classroom academic learning time and biblical development time will not be interrupted for non-emergency inquiries.

Parent Involvement

The following activities are part of our regular program and are planned to assist the child in developing confidence, establish rapport, and to involve the parents in fostering home-school cooperation. These activities are subject to change without notice.

- 1. Meet the Teacher/Staff Time** – The child and parent come to school together to explore the environment and get acquainted with teachers and classmates.
- 2. Back to School Night/Parent Orientation** - A group meeting planned for parents and guardians. The purpose of this meeting will be to discuss school philosophy, policies, and goals and to further facilitate the home/school relationship. Parents will receive information about classroom expectations, curriculum, and daily and special events.
- 3. Parent Volunteers** - Parents may become involved in the program by volunteering in a variety of ways: helping in the classroom, making classroom teaching aids, assisting with parties and special events or celebrations. A sign-up sheet will be available at the beginning of the school year.
- 4. Harvest Festival** – The event takes place at the North Campus and all parents are encouraged to be involved in the supervision of the preschool games and activities.
- 5. Dads' Day** - A special time set aside for Dads and currently enrolled children to enjoy an activity together
- 6. Moms' Day** - A special time set aside for Moms and their children to enjoy and experience a special event
- 7. Open House** - A time for parents to invite visitors to explore our preschool and a time for parents to visit the classroom and view the various activities and projects the children have been working on
- 8. Special Activity Nights** - These are events scheduled for families and take place on the North or South Campus
- 9. Fun Run** – Parents are invited to attend and encourage the children as they run. No siblings allowed.

Parking and Traffic

Safety is our primary concern. The speed limit is 5 miles per hour in any part of our parking lot. Always hold your child's hand while walking to and from the preschool. Never leave a child unattended in an automobile. It is especially important for drivers of sport utility vehicles and trucks that have been lifted to use extreme caution. Please practice courtesy. Do not leave your car running and unattended.

Personal Hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules for personal hygiene. Hand washing before meals and after using the toilet is a part of our daily routine. Disposable paper towels are used for drying hands.

Personal Needs

All preschool children need two complete changes of clothing (pants, shirt, underwear, socks) and one pair of extra shoes labeled and brought to school in a gallon size zip-type plastic bag. These must be left at school and re-supplied as needed. If the extra clothes are not at school, the parents will be notified to bring extra clothes.

Photo/Video/Multimedia Release

By signing and returning the Handbook Acknowledgment Form, you are giving the preschool permission for your child to be photographed or videotaped for promotional purposes, and to watch center-approved multimedia. If you do not want your child's picture to be used for promotional purposes, please notify the school in writing.

Promotional, Advertising, Soliciting

Heritage Christian Preschool does not participate in the promotion of any non-school related organization or function. (Ex. Girl/Boy Scout items, etc.) It is also policy not to advertise or promote any activity not directly related to Heritage Christian Schools.

Punctuality

It is important that your child come to school on time. Habits of promptness and punctuality start when the child is young and are beneficial for life. Arriving late makes the transition into school more difficult for the child and it is disruptive to the teacher and other students. Please refer to the Arrival and Late Pick-Up and Early Drop-Off sections on page 9.

It is equally important to be prompt in picking up your child when school is over. Prompt consistency builds trust and security in the child.

Registration

Registration is based on available space within the child's development level. We maintain a waiting list in order of applications received after the tour has been completed. Priority considerations are given to:

1. Heritage Christian School family children
2. Siblings of currently enrolled students
3. Children best fitting individual class profiles

Re-enrollment

Re-enrollment will guarantee a place in school for the following year, provided the school account is kept current or paid in full. The school, at its discretion, reserves the right to dismiss or refuse to re-enroll a child.

Rest Time

Children in the partial day and full day programs will be required to rest. State licensing regulations mandate that provisions be made for a rest time. Children are expected to rest quietly so that those who need to sleep have the opportunity to do so. Each child enrolled in the Partial Day or Full Day program must purchase a nap sheet as stated in the Supply List and provide a small child-sized blanket. Pillows and comfort

toys are not allowed. All nap items need to be **clearly labeled**. Parents are responsible for bringing rest items when needed and taking them home each week to be laundered. Should you forget to bring the nap sheet and blanket, the school may provide them.

Sample Activity Schedule

Every day a variety of innovative activities are specifically planned to meet the needs of each child and offer a variety of learning experiences. Children are given the opportunity to grow and develop through play, senses, language, social experiences, movement, imagination, and experimentation.

West Campus Sample Classroom Schedule

Child Care **7:00 a.m. – 9:00 a.m.**

7:00 – 8:10	Welcome & Activities in Room D
8:00 – 8:15	Clean up
8:15 – 8:50	Outdoor Exploration
8:50 – 9:00	Clean up / Potty / Wash Hands

Classroom **9:00 a.m. - 1:00 p.m.**

9:00 – 9:20	Morning Group Time (Prayer, Flag Salutes, Calendar, Weekly and Monthly Concepts)
9:20 – 10:15	Learning Centers (Art, Math, Science, Creative Play, Sensory, Manipulatives) (One on One Teacher Time)
10:15 – 10:35	Potty and Hygiene / Snack
10:35 – 10:50	Bible Group Time (Songs, Tell Bible Story, Discussion, Game or Activity, Bible Verse)
10:50 – 11:45	Outside Exploration
11:45 – 12:00	Clean-Up (book and puzzle time) / Potty and Hygiene
12:00 – 12:10	Closing Group Time (thematic, wrap-up, review)
12:10 – 12:40	Lunch
12:50 – 1:00	Potty / wash hands / prepare for rest time
12:45 – 1:00	Half Day Dismissal

Child Care **1:00 p.m. – 6:00 p.m.**

1:00 – 2:40	Rest Time
2:40 – 3:30	Wake up / Potty / wash hands / books / puzzles
3:30	Dismissal
3:45 – 4:00	Snack
4:00 – 4:45	Outdoor Activities
4:45 – 5:00	Group Time (finger play, book, song)
5:00 – 5:45	Free Choice Centers in Room D
5:45 – 6:00	Pick-Up / School Closed

Security

Heritage Christian Preschool puts the safety of our students, parents, and staff as a top priority. We believe our security procedures will give you greater confidence regarding the safety of your child while attending the Preschool. Please see our HCS website (hcs.la) for our safety and security guidelines.

Share Days

Children may bring educational/personal items to school ONLY on the designated "Share Day" as assigned by the teacher. Label all share items brought to preschool. Items that are not appropriate to the school environment should be left at home. **Weapons of any kind are unacceptable.** The school is not responsible for the loss or breakage of any items. Unauthorized items or items brought on non-Share Days will be put in a safe place by the teacher and returned directly to the parent.

Sign-In/Out Procedure

Each day the person bringing or picking the child up from preschool is required to sign in and out. As stated by California Child Care Facility Licensing Regulations: "The person who brings the child to, and removes the child from the center shall sign the child in/out." It is each parent's responsibility to ensure their child is accurately signed in and out. Failure to do so will result in a fine assessed by the school, for each occurrence.

Because of this regulation, the school will assess a penalty fee of \$10.00 for the first infraction and \$20.00 for the second infraction with increasing \$10.00 increments for each additional infraction of failing to follow the Sign In/Out Procedure.

Staff

All staff members are active Christians, dedicated to the ministry of serving in our preschool. Every staff member meets all State regulated requirements including criminal record clearance by the Department of Justice and training in First Aid and Infant/Child CPR. Preschool teachers and aides are qualified with skills and education to interact with young children. Teaching staff is encouraged to continue their education and attend workshops, conferences, and in-service training to stay current and informed.

State Licensing

The Department of Social Services Licensing Division has the authority to interview staff or children and to inspect the facilities and childcare records without prior consent.

1. The licensee shall make provisions for private interviews with any child or staff members.
2. The Department has the authority to inspect, audit, and copy child or childcare center records.
3. The Department has the authority to observe the physical condition of the child.
4. The Department has the authority to make any number of visits to a childcare center to determine compliance with applicable laws and regulations.

Heritage Christian Preschool complies with all applicable licensing regulations and standards. The facility is subject to yearly inspection by state and city fire, health, and licensing representatives.

Termination

Heritage Christian Preschool reserves the right to dismiss, refuse to enroll, or re-enroll any student with a twenty-four hour notice, at the school's discretion, which is based on the following, but not limited to:

1. Tuition payments that are past due
2. Failure to complete any state mandated or school policy form
3. Any behavior causing a risk of harm to the health and safety of other students or staff

4. Violation of the principles set forth in the Heritage Christian Preschool Handbook, including, but not limited to, the teaching philosophy, operation policies, objectives, and programs of the school
5. Chronic or persistent misconduct
6. The preschool is unable to meet the needs of the child

In the event of said dismissal, all tuition charges will be prorated to the last day of attendance of said student.

Toilet Training

Children three years and older must be toilet trained. Being toilet trained means that when the child needs to go to the restroom, they are able to express their need to the teacher, walk to the toilet with control, pull down their pants, sit on the toilet, clean themselves, pull up their clothes, and wash and dry their hands. All students will be accompanied to the bathroom by a Heritage Christian Staff employee who will assist as needed.

We understand that accidents happen occasionally and more frequently when the children are getting adjusted to preschool. However, if a student has three accidents in a two-week period, they are not considered toilet trained. This includes the non-use of pull-ups/diapers during nap time. It is the parent's responsibility to notify the office and submit a Program Revision Form in order for the monthly tuition to be adjusted to the "Potty Trained" rate. There will be no adjustment to tuition until this two-week evaluation period has been successfully passed. The new tuition rate will begin at the beginning of the following month. Should you inaccurately/inadvertently check the box stating your child is potty-trained and they are not, you will be financially responsible, from the inception of your tuition plan, to fully reimburse the school for the difference in tuition.

Children entering the Two-Year-Old class may enroll without being toilet trained. After the child has exhibited some or most of the readiness behaviors, a toilet training plan will be implemented. Parents must provide training pants, wipes, and several changes of clothing.

Volunteer Policy

Heritage Christian Preschool encourages parents to be involved in the early educational life of their children. However, for the protection of all students, we require that all parents complete a Volunteer Application. Form prior to volunteering/assisting in the classroom or special activities. A Megan's Law background check will be conducted for all volunteers.

Any volunteers at Heritage who have direct, repeated contact with students must have a certificate on file in the preschool office indicating they have been screened and found to be free of tuberculosis (TB) within the past four years.

Helpful Hints

1. Encourage your child to have a pleasurable experience going to preschool.
2. Pray regularly for your child, their teacher and our preschool.
3. Ensure your child attends regularly.
4. Practice punctuality.
5. Communicate to the teacher anything that will be helpful concerning your child.
6. Show interest in the things your child brings home from school.
7. Display confidence in your child, in the teacher, and in the preschool.

8. Avoid discussing negative feelings concerning the teacher, the preschool, or the classmates in the presence of your child.
9. Label everything brought to preschool.
10. Keep your child home when they have symptoms of an illness.
11. Read all communications from the preschool.

Heritage Christian Preschool
Plan of Operation for
Incidental Medical Services (IMS)

All intermittent health care shall be provided by staff of Heritage Christian Preschool including but not limited to:

- Director
- Office Manager
- Qualified Teachers

Heritage Christian Preschools will choose to provide IMS (Incidental Medical Services) to children by staff that has been properly trained. These services will be for Epi-Pen and Epi-Pen Jr., Suppositories, and Nebulizers and Inhalers. This training shall be done during CPR/First Aid training sessions and/or from the parent whose child is in need of an IMS.

The Director is the first line of medical care for specified medical services followed by staff designated on the Emergency Disaster Plan form (LIC 610), which will be followed during emerging disaster situations. The Director is responsible for the transfer of medication in a disaster situation. All medication can only be dispensed by a staff member with written permission of a parent and written authorization from a doctor.

We do not dispense over-the-counter medication/nonprescription medicines without parent and physician permission. A Medication Permission form (LIC 9221), and Request for Medication to be Dispensed form MUST be completed and signed by a parent and a physician or nurse practitioner before medication can be given to the child. Medication must be provided by the parent in the original container with the printed directions on the label. The container must be dated and labeled with the child's name. Medication will not be given if it is expired. Gloves shall be worn during administration.

We do not dispense prescription medicines without parent and physician permission. A Medication Permission form (LIC 9221), and Request for Medication to be Dispensed form MUST be completed and signed by a parent and a physician or nurse practitioner before medication can be given to the child. Medication must be provided by the parent in the original prescription container with the printed Pharmacy label that includes: the child's name, dose of medication to be given, route of administrations, date of prescription, name of medication, frequency of administration, name of physician ordering the medication, and the expiration date. Gloves shall be worn during administration.

Once the paperwork has been reviewed, the medicine will be accepted and logged into the Medication Log and stored in a locked cabinet in the office, and in an appropriately labeled container in the refrigerator if needed. All paperwork will be stored in the office. Expired or used medication shall go back to the parent for disposal and be logged out on the Medication Log.

If a child in diapers requires diaper rash ointment, a waiver must be signed and dated by the parent AND signed off by the doctor if medicated (waiver available in the office). Ointment must be in the original container with the child's name and date written on the ointment. The waiver and the ointment are to be given to the teacher and stored in a locked cabinet in the classroom so that it is accessible during diaper changing. Once the child is fully toilet trained (see Parent Handbook) the ointment will be given to the parent and the waiver will be placed in the child's student file.

Universal precautions will be followed in the administration of all medications, intermittent healthcare and first aid, such as wearing the appropriate Personal Protective Equipment (PPE) during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.

Parents of children taking ongoing medication will have access to the medicine log in the office to follow the dispensing of medication.

Parents of children receiving emergency medication shall be notified by phone call *as soon as possible* and given a written report at pickup.

Department of Social Services, Placement Agency and responsible persons, if any, shall be notified by the next working day of a serious medical incident, followed by filling out and sending LIC 624 (Unusual Incident Report) within 7 business days of the serious medical incident. Any changes to the Plan of Operation shall be reported to the Licensing Office.

Procedure for Epi-Pen and Epi-Pen Jr.:

1. Trained staff will use in accordance with the direction and as prescribed by a physician.
2. Keep ready for use at all times
 - a. EpiPens are kept in the office in a locked cabinet out of reach of children but accessible to adult staff.
 - b. Teachers take first aid kits with them to any event, outside activity or field trip and keep them under their immediate supervision and availability.

Protect from exposure to light and extreme heat.

Note the expiration date on the unit and replace the unit prior to that date.

Replace any auto-injector if the solution is discolored or contains precipitate. (Both the EpiPen Jr. and the EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment.)

Call 911 and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.

Procedure for Inhaled Medication:

1. Use in accordance with the directions and as prescribed by a physician. The following directions shall apply:
 - a. In addition the pharmacy label's essential information, the instructions shall contain all of the following information:
 - i. Specific indications for administering the medication in accordance with the physician's prescription.
 - ii. Potential side effects and expected response.
 - iii. Dose-form and amount to be administered in accordance with the physician's prescription.
 - iv. Actions to be taken in the event of side effects or incomplete treatment response in accordance with the physician's prescription.
 - v. Instructions for proper storage of the medication.
 - b. The instructions shall be updated annually.

2. The staff member who administers the inhaled medication to the child shall record each instance, documenting the time the medication was administered and provide a record to the minor's parent or legal guardian as needed.

Procedure for Suppositories Due to Epileptic Seizures:

1. Use in accordance with the directions and as prescribed by a physician. The following directions shall apply:

a. In addition the pharmacy label's essential information, the instructions shall contain all of the following information:

- i. specific indications for administering the medication in accordance with the physician's prescriptions.
 - ii. Potential side effects and expected responses.
 - iii. Dose-form and amount to be administered in accordance with the physician's prescription.
 - iv. Actions to be taken in the event of side effects or incomplete treatment response in accordance with the physician's prescription.
- b. The instructions for proper storage of the medication.
2. The staff member who administers the medication to the child shall record each instance and provide a record to the minor's parent or legal guardian as needed.

2. *911 will be called immediately and parents will be notified of the episode.*

Carrying Out the Medical Orders of a Child's Physician/Medication

1. Parent/Authorized Representative Written Permission

a. The Director obtained express written consent from the child's parent/authorized representative to permit the licensee or designated facility staff to carry out the physician's medical orders for a specified child.

Physician's Medical Orders

a. The Director has obtained from the child's parent/authorized representative a copy of written medical orders prescribed by the child's physician. The medical orders will include:

- i. A description of the incidental medical services needed, including identification of any equipment and supplies needed.
- ii. The physician's orders shall include the name of the medication, the proper dosage; the method of administration; the time schedules by which the medication is to be administered; and a description of any potential side effects and the expected protocol, which may include how long the child needs to be under direct observation following administration of the medication, whether the child should rest and when the child may return to normal activities.

Compliance: The Director will be responsible to ensure the following;

- a. The facility has obtained from the parent/authorized representative of the child the medication, equipment and supplies necessary to carry out the medical orders of the child's physician.
- b. The person(s) designated to carry out the medical orders prescribed by the child's licensed physician will not in any way assume to practice as a professional, registered, graduate, or trained nurse.
- c. At least one of the persons designated and trained to carry out the physician's medical orders will be onsite or present at all times when the child is in care.
- d. The persons designated to carry out the physician's medical orders shall comply with the proper safety precautions, such as, wearing *the appropriate PPE* during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal, and disposal of gloves, and disposal of used instruments in approved containers.

Facility Record Keeping and Notification

- a. Maintain a written record of when the medical orders have been performed, including if medications have been administered, and inform the parent/authorized representative of each occurrence when the medical orders have been carried out.
- b. The Centrally Stored Medication and Destruction Records from (LIC622) is available for maintaining records.
- c. Maintain, in the child's file, a copy of the parent/authorized representative written authorization.
- d. Maintain, in the child's file, a copy of the written medical orders of the physician.

Medical, Dental, & Emergency Policy

- Parents or guardians will be notified in the event of an accident, minor or major injury, or illness. If needed, a 911 call will be placed.
- First aid kits are kept in the classrooms, health office, and play areas for use at all times.
- All staff are and will be trained in CPR and first aid.
- Emergency contact phone numbers are easily accessed via RenWeb, and staff emergency phone numbers are located in the office.