

HERITAGE CHRISTIAN SCHOOL

*“Seeking to glorify God through Christ-centered teaching, academic excellence,
and Christian service, all in a distinctly loving and nurturing environment*”

**2016-2017
Preschool
Parent Handbook**



HCPS@Reverence Bible Church
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Preschool Office Hours
8:00 am – 3:00 pm

HERITAGE CHRISTIAN SCHOOL



This Parent and Student Handbook is provided for Preschool families of Heritage Christian School as a reference and a guide. This handbook does not bind the School and may be changed from year to year, or in the course of any year, as determined by the Board of Trustees. HCS encourages parents and students to be informed about the rules and procedures of the School.

Heritage Christian School has elected a Board of Trustees, comprised of Christian men and women from the community, to oversee the formulation and continuing operation of the school. The School Principal will report to the board, while the faculty and staff members shall report to the School Principal. Heritage Christian School has also elected a School Board, comprised of school parents who model a consistent supportive Christian attitude and spirit towards students, teachers, staff, leadership and our school's mission and philosophy. School Board members will support and assist the Principal and Board of Trustees to accomplish the goals and objectives, policies and ultimately the school's vision. School Board Members report directly to the Principal.

Board of Trustees

Mike Stoop
Neil Clark
Nancy Doaifi
Beverly Peever
George Gay
Joe Gaynor
Rick Meyers

School Principal

George Gay

Preschool Director
Sharon Benedetto

School Board

Rudy Rivera
Rusty Young
Michael Updegraff
Nessa Englebright
Karyn Johnson
Stacey Taylor
Maria Kloessner
Monica Catalan
Megan Machado

HERITAGE CHRISTIAN SCHOOL



Home of the

PATRIOTS

School Colors

Red, White, & Blue

Faculty and Staff

George Gay	Principal	ggay@heritagechristianschool.com
Edie Gay	School Secretary	egay@heritagechristianschool.com
Fran Grigsby	Administrative	Fgrigsby@heritagechristianschool.com
Sharon Benedetto	Preschool Director	sbenedetto@heritagechristianschool.com
Brittany Hadley	Preschool Teacher	Bbhadley@heritagechristianschool.com
Frida Parson	Preschool Teacher	flacuata@heritagechristianschool.com
Lorena Casillas	Preschool Teacher	lcasillas@heritagechristianschool.com
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Susan Ward	Preschool Teacher	sward@heritagechristianschool.com

HERITAGE PRESCHOOL @ REVERENCE BIBLE CHURCH IS A NUT-FREE ENVIRONMENT.

Welcome

The Heritage Christian Preschool (HCPS) staff welcomes you and your child(ren) to our preschool program! Thank you for entrusting your child(ren) to our care. It is our prayer that your experience at HCPS will exceed your expectations and that your child(ren) will love their school and their teachers.

Our Staff

We employ people who are committed to children, are warm and nurturing, understand and apply child development knowledge in the classroom, and respect each child as an individual. We also employ people who are committed to working as a team with parents, colleagues and volunteers.

We carefully select staff to provide the best possible care and education for children. Each teacher is qualified by the state of California by having completed the prerequisite Early Childhood Education courses to educate children, and is required to participate in yearly training and development courses. Each member of our staff has been fingerprinted and had their background checked. Each member of our staff has first aid training and is CPR certified.

Our Mission Statement

Seeking to glorify God through Christ-centered teaching, academic excellence, and Christian service all in a distinctly loving and nurturing environment.

Program Goals & Objectives

It is our goal to provide many concrete experiences that will help your child develop the foundational skills that lead to success in the later years. We do this while focusing on Christian values and biblical principles that will transform children into learners, leaders, and lovers of Christ.

It is important to us that your child has a quality learning experience while developing a positive relationship with God, friends and their teachers so they will have a love for school in the years to come. As such, we strive to meet and exceed the following Program Objectives:

Spiritual Objectives

- To lay the foundation for Christ-centered living.
- To encourage the development of virtuous character in children.

We meet this objective by providing loving and nurturing teachers who model biblical principles, attitudes and virtues. They bring a joy for learning about Jesus to their classrooms by teaching stories from the Bible, singing worship songs and praying with their students.

Cognitive Objectives

- To provide children with concrete materials and experiences in the classroom that help develop beginning literacy, language, math, science, and art skills.
- To encourage children to speak and express themselves clearly.

We meet these objectives by reading quality literature that is developmentally appropriate and that teaches children to recognize the written word, develop imagination, build vocabulary, and develop comprehension and a love for reading. Teachers will provide many activities to promote cognitive development including process art and the sensory table, where children can investigate through the senses and apply discoveries to their individual level of development. Teachers will also utilize concrete materials, such as manipulatives, blocks and natural materials, to build on curiosity, experimentation, calculation, problem-solving and reasoning skills, which all help build beginning math and scientific concepts.

Social/Emotional Objectives

- To provide a joy-filled classroom that includes laughter, play and exploration and a stress-free and emotionally-safe environment for all children.
- To teach standards of right and wrong, how to make good choices, and the importance of respecting others, including authority figures.
- To teach children how to play well with other children and how to resolve conflicts.
- To create an atmosphere in which a child may develop self-confidence and independence.

We will meet this objective by creating a classroom that has a home-like atmosphere and a nurturing environment. Teachers will provide activities such as dramatic play and group games to encourage children to build on imagination, cooperative play, listening, following directions, responsibilities and putting others first. They will give positive guidance when children are learning to solve problems with their peers and when discipline is needed.

Fine and Gross Motor Objectives

- To provide children with various materials to develop and strengthen finger movement, grasp, hand preference and cutting and pre-writing skills.
- To provide opportunities to increase function of large muscles, spatial awareness, bodily control and balance.

We will meet these objectives by offering a wide variety of opportunities to strengthen motor skills. Fine motor skills will be refined when children engage in activities such as playing with Play-Dough, lacing, beading, cutting, and writing. Gross motor skills will improve through playground games, sandbox play, jungle gym climbing, bike riding, music and movement which will improve their spatial awareness, balance, and throwing and other physical abilities.

Individual Classroom Objectives

In addition to these overall objectives, individual teachers will set their own objectives, according to the needs of their classrooms and the individual needs of their students.

Assessing Children's Learning and Development

Parent communication along with teacher/child interaction and teacher observations of the child are tools that are used to assess children's development. Our teachers observe progress in skills, examine children's work, and document observations of milestones and/or areas of concern. Teachers use these assessments to plan curriculum to meet the needs of their students on a group and individual basis and evaluate the effectiveness of their plan. They also use these to help identify developmental delays that need to be communicated to parents.

Areas of assessment are:

- Language
- Literacy
- Number Sense
- Fine and Large motor
- Social and emotional
- Spiritual health

Teachers and parents can communicate on a daily basis. Twice per school year they meet for scheduled parent/teacher conferences.

Assessments for children's sensory development (i.e. speech, eye sight and hearing) and Kindergarten readiness testing are offered through Southern California Sensory Screening and Chancy Bruce once per school year for additional fees.

Enrollment Policies

Re-Enrollments

All current families will receive a Re-Enrollment Packet for the following school year in February. There will be designated enrollment days where Re-Enrollment Packets can be turned in along with the annual Registration Fee. This is the only way to secure your child's spot at HCPS for the following school year. Additionally, all re-enrolling families will receive a copy of the Parent Handbook and the signature page of the handbook must be returned each school year.

New Enrollments

HCPS has a non-discriminatory policy. We welcome students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school.

Mid-year enrollments will be accepted based on space availability. The full Registration Fee, regardless of student's start date, is due at the time of enrollment. The first month's tuition (will be prorated if start date is after the first of the month) is due prior to the first day of attendance.

Open enrollment for new students for the next school year will begin March 1 of the current school year. Enrollment is determined by space availability which is by regulated the California State Licensing Department. The process/requirements to enroll are as follows:

- An interview with the Preschool Director is required prior to enrollment. This is an important time for you to ask questions and communicate concerns or any special circumstances.
- Once your child is admitted, an Enrollment Packet must be completed and turned in prior to your child's first day of school. No admission will be granted until all California State required forms have been completed and signed by parent/guardian.
- One of the California State required forms is the Physician's Report. All children must have a physical within one year prior to enrollment and meet all immunization requirements of the State of California. The Physician's Report must be signed by your child's doctor and returned with the other Enrollment Forms prior to your child's first day of school.
- The Admission Agreement and the signature page of the Parent Handbook must be turned in at the time of enrollment.
- The Registration Fee and Tuition for the first month are due at the time of enrollment.

Class Placement

The Preschool Director will determine class placement based on child's birth date, developmental readiness and whether or not they are potty-trained.

Tuition & Enrollment Fees

The Registration Fee is an annual expense and is due at time of enrollment or re-enrollment.

Tuition rates are based on an annual fee that is broken down into monthly installments according to the program for which your child is registered and your Admission Agreement. Monthly payments are due on the first of every month and can be turned into the Preschool Office.

Please refer to the Admission Agreement for information concerning discounts, late fees, delinquent accounts, and returned check fees.

Attendance Schedules

HCPS offers various programs and schedules for children ages 2-6.

- 2-5 Days Half Day 8:30am-12:30pm
- Full Day 8:30am-3:00 p.m.
- Morning Care 7:00-8:15 a.m.
- After Care 3:00-6:00 p.m.

Changes in Attendance Schedule

Requests for a change in attendance schedule must be made in writing **30** days in advance on an Account Change Form and will be granted if space is available and with the approval of the Preschool Director. Each family will be permitted to make **one** attendance change during the months of September-June and **one** change during the summer months of July-August.

No change requests given verbally or by e-mail will be accepted and all must be approved by the Preschool Director.

Withdrawals

Enrollment to HCPS is an annual commitment (September-August). In the case where withdrawal before the end of the school year is necessary, a **30-day** written notice must be given via an Account Change Form. The **30-day** notification requirement is determined from the day that the Account Change Form is received by the Preschool Director and **you will be responsible for tuition covering that 30-day period. Any past due amount on your account must be paid in full before the 30-day notification period can begin. Refunds will not be provided once tuition is paid.**

General Policies

Parent Handbook

All families will receive the Parent Handbook each school year. It is required that all parents sign and return the Signature Page of the Parent Handbook to the Preschool Office every year. This will serve as acknowledgement that you have read, understand, and agree to the policies set forth in the Parent Handbook.

Parent/School Communication

Open communication is vital for your child's success in school. Teachers are required to conference with parents twice per year and are encouraged to speak with parents on a daily basis regarding their child's growth and development.

If you have concerns regarding your child, you are encouraged to speak **privately** to your child's teacher. If you drop-off or pick-up at a time when your child's teacher is not present, please contact them via e-mail to discuss your concerns or to schedule an in-person meeting. If you have concerns regarding your child's teacher, please address the subject **privately** with the Preschool Director.

Parents will receive school news, updates and information via email and/or in a class newsletter, or in the Patriot Page (school newsletter).

School Calendar

Please refer to the preschool calendar on our website www.heritagechristianschool.com for information on holiday closures, parent conferences, minimum days and school events.

Clothing

Uniform clothing and a school backpack are required for all students and can be purchased at www.truegrits.com. Large motor development is part of the preschool curriculum and, as such, rubber-soled shoes are required for all students. Open-toed shoes, flip flops, slippers, boots, crocs or any other shoe that does not fit securely on the child's feet, are not permitted.

All children need to pack an extra set of clothing in case of an emergency. Emergencies may consist of, but are not limited to: spilled paint, spilled liquid (i.e. water, juice), or a toileting accident. **Extra clothes should include: underwear and/or pull-ups or diapers, shirt, pants, sweater, socks and shoes. Extra clothes must be labeled and put in a large Ziplock bag and brought to school the first day where they will be kept in the child's backpack. If your child needs these items on any day you will need to provide a replacement the next day they are in school. The school does not provide any change of clothing. Parents may be called to bring clothes to school if there are none available in the backpack.**

Absences

Please call the school office 949.716.4660 to report your child's name, teacher and reason for absence. If you know in advance when your child will not be at school, please let the teacher know so she can plan accordingly. **There is no credit, refund, or make-ups given in the event of an absence.**

Arrival, Dismissal, and Late Fees

Morning Care begins at 7:00 a.m. You will not be permitted to sign-in prior to 7:00 a.m. as the teachers must conduct opening procedures without supervising children.

For our Half-Day and Extended- Day programs, we highly suggest being on time to drop off your child. Late arrivals disrupt the class in session and your child may miss out on important developmental activities. We also stress the importance of being on time for pick up. **A fee of \$15.00 for late pick-ups will be assessed for every fifteen (15) minute interval or portion thereof you are late for pick-up. Be prepared to pay the late fee at the time of pick-up or it will be added to your account.**

Child Sign-In and Sign-Out

It is a state law that all students be signed in at the time of arrival and out at the time of departure by an adult over 18 years of age. The Parent sign-in book can be found at the entrance to the preschool.

Child's name, parent/guardian FULL SIGNATURE (initials are not adequate) and time of arrival and departure are required by California State Law. Parents/guardians who fail to properly sign their child in or out may be fined according to California State Law Title 22 up to \$75.00 per incident

Other persons authorized to take child from the facility must be added to the Identification and Emergency Information Form (lic.700). Until the identity is known by the staff, identification, such as a CA driver's license, will be requested before releasing child into their care. A child will not be released to any person not on the Identification and Emergency Information form, unless a written authorization is given to the Preschool Director by the parents or guardian.

Illness

To make sure illness does not spread, children with fever, chills, nausea, vomiting, diarrhea, excessive coughing, green or yellow mucous may not be brought to school. If your child is feeling extremely fatigued you should keep them home to give them rest as they may have the onset of an illness and may be contagious. Furthermore, your child needs to stay at home for a period of twenty-four hours after the fever, diarrhea, and/or vomiting is gone without the aid of fever-reducing medicine, any other symptom controlling medicine and/or antibiotics.

If your child exhibits any of these symptoms while at school they will be removed from the classroom and taken to the Preschool Director's office. At that time, you will receive a phone call from your child's teacher or the Preschool Director to let you know of his/her condition and you will be asked to come pick them up immediately. If for some reason the school cannot reach you, the person on your Emergency Information Form will be called. **If your child is sent home from school due to illness, they may not return to school until after the twenty-four hour period from the time they left school or twenty-four hour waiting period after fever, diarrhea, or vomiting has stopped.**

Allergies

Please inform the school if your child has any allergies, particularly food allergies. We will need to know this important information when we plan our snack schedule and/or class parties. Your child's class may be designated '**peanut free**' and we appreciate your cooperation.

Injury

If a child sustains an injury more serious than a minor cut or scratch, the school will immediately notify the child's parent/guardian, document the incident and make prompt arrangements for obtaining medical treatment, if necessary. For minor injuries, such as cuts or scrapes, the school will provide first aid supplies, such as Band-Aids and cold compresses.

Emergencies

Parents/guardians will be notified immediately of an emergency that occurs at school. It is vital that you keep emergency contact information current. In an extreme emergency 911 will be called and then the parents/guardian will be notified. The child's teacher or Preschool Director will remain with the child until parent/guardian arrives.

If we are unable to reach a parent/guardian, the child's teacher or the school Preschool Director will accompany child in case they need to go to the hospital.

Medications

If a child is required to take medication while at school, the medication must be delivered to the Preschool Office.

Please do not send medication in your child's backpack.

Prescription medications must be in the **labeled prescription container (State Law, no exceptions)** and over-the-counter medications must be in the original box, with the proper measuring cup. You must complete and submit a signed Medication Authorization Form with the medication.

The medication will remain in the school office and will be administered from there by the child's teacher or Preschool Director in accordance with the label directions.

Snack and Lunch

Children enrolled in the half-day program will receive a mid-morning snack. Children enrolled in the full-day program will receive a mid-morning and mid-afternoon snack. A monthly snack menu will be posted in the preschool office and in each classroom.

You are to provide your child with a nutritious lunch each day they attend school. We are not able to heat lunches so please plan accordingly. For tips on packing lunch for your preschooler go to

www.choosemyplate.gov.

No candy or soda is permitted at any time.

Naptime

Children enrolled in our full-day program will be required to nap or rest without distractions. Naptime is from 12:30-2:30, or when they wake up on their own. **In compliance with title 22 101230, no child will be forced to stay awake or stay in the napping area longer than the normal napping period.**

Children that do not sleep will be required to lie quietly on their mats for the duration of the nap period. The teachers may choose to give them a quiet activity, as long as it is not disruptive to the children sleeping.

All children are required to provide a light blanket. Any sleep equipment that cannot fit in the sleep bin provided will be sent home.

No stuffed animal, toys or other sleep distractions. They will be returned.

Items Brought from Home

We ask that you leave all of your child's toys at home or in the car. We cannot be responsible for items brought to school from home and they will be confiscated.

Daily Activities

Your child's teacher will provide you with the daily schedule with times for specific activities in their classroom and you will be given a copy of the daily schedule on or before the first day of school. You will be notified by your child's teacher of any changes to the schedule.

Birthday Celebrations

If you would like to bring a special treat, please check with your child's teacher before bringing in any food items. Please keep in mind that some children may have food allergies and that we promote **health and nutrition**, so snacks loaded in sugar are not a healthy choice. No candy or soda will be permitted at any time.

School Fundraisers

Fundraising is an optional but critical part of the overall success of our school. Because tuition and other fees do not "cover" the total cost of operating our school, we must rely on fundraising and donor efforts to meet all expenses. Family participation and contributions will enable our school to progress and provide excellent educational programs for our students as well as keep our tuition costs down.

HCPS will participate in several school-wide fundraisers each year: our annual Golf Tournament, our School Musical/Silent Auction, and our Trike-A-Thon. All families who are receiving financial aid are required to participate in school fundraisers.

In addition to the above, there may also be fundraisers specifically for the Preschool. On occasion teachers may ask for class donations such as, but not limited to: baby wipes, art supplies, party supplies, project supplies, etc.

Behavioral Expectations

There may be times when a child uses unacceptable behavior in the classroom. Our staff will first use a guidance approach to try to remedy the problem and assist the child in problem-solving skills. Sometimes a certain behavior can be corrected simply by redirecting the child to another activity. Other times a child may need a quiet time to think about what has occurred.

In most cases, behavioral issues are a part of social/emotional development and will be corrected as the child further develops in these areas. However, there are occurrences of unacceptable behavior that may require more attention.

In keeping with the schools philosophy to provide a safe environment, conducive to learning for our students and staff, we recognize that there may be disruptive behaviors that would hinder the learning process. We also recognize that any behavior that causes harm to self or others is unacceptable and will need to be addressed. Should repeated unacceptable behavior arise, a conference with the child's teacher, Preschool Director and parents will be necessary to discuss a plan of action to correct the behavior. It will be expected that correction of the behavior will take place within a three-week period. If behavior continues, the child may be removed from the class until another meeting with the teacher, parents and Preschool Director takes place to determine an appropriate plan of action for immediate elimination of the behavior. If the child is unable to correct the unacceptable behavior, the child may be found to be not developmentally ready for the program. HCPS reserves the right to excuse the child from the program.

A Special Word from the Preschool Director

Thank you for choosing Heritage Christian Preschool. This will be an extremely important time for your child as these early learning years set the tone for their future education. It is the goal of our staff to see that every child has a joyful experience and develops a positive attitude toward school. Although your child will be assigned to a particular teacher, you can be assured that the staff, as a whole, will be a vital part of their learning experience. Safety and security will always be the number one priority for every child and our teachers. If you ever have any concerns please feel free to contact me, my door is always open.

In closing, I have been praying for each child that their experience here at Heritage Christian Preschool will be with them forever and that this will be a year of wonderful discoveries.

In His Service,

Sharon Benedetto
Preschool Director
Sbenedetto@heritagechristianschool.com



All parents are required to read, sign, date and return to Preschool Director.

I have read and accept all the statements, put forth, in the Heritage Christian Preschool Handbook.

Parent Signature Date

Parent Signature Date