

Daily Schedule — HOURS: 8:30am to 12:00noon

- 8:25AM Doors open, families enter and supervise children as they wash hands
- 8:30-9:00 Teacher greets children & parents at classroom door; parent signs child in. Welcome song / Attendance / Helpers Sharing (1/week/child)  
\*Pre-K class — Flag Salute / Calendar / Weather / Homework / Classwork  
PLAN >> Choose Area
- 9:00 - 10:10 DO >> Free Choice (Big Room) Art, Blocks, Cooking, Creative Writing, Discovery Center, Dramatic Play, Manipulatives, Motor Skills, Music & Movement, Quiet Corner  
See calendar for planned activities
- 10:10-10:15 Notice song, "I Can Do That"  
Clean-up song, "Everybody Helps"
- 10:15-10:30 Large Group -- Flannelgraph, Games, Musical Instruments, Parachute, Puppets, Rhymes, Songs, Storytelling/Reading
- 10:30-11:00 Wash Hands  
Snack Room / Name Cards / Bible Songs / Story / Pray / Serve / Eat / Clear Space
- 11:00-11:40 Outdoor Motor Skills  
Clean up / Water / Class line
- 11:40-12:00 Classroom >> REVIEW  
Good-bye song / Game / Book / Activity  
Teachers dismiss children to parents as they are signed out.
- 12:06--> Late pick-up charges accrue

rev. 1/2020 C.A.L.

Helping Hands  
Christian Preschool  
*Student Handbook*



*\*Motto based on Luke 2:52*

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## PHILOSOPHY

The aim of Helping Hands Christian Preschool is to provide a quality preschool education in a caring environment. The process of human development begins at the time of conception and continues throughout a person's life. Accordingly, it is our goal to promote growth in each component of your child's development -- cognitive, emotional, physical, social, and spiritual.

We intend to do this by planning and carrying out programs of instruction particular to the learning patterns of young children, recognizing and providing for the individuality of each child.

## ADMISSION REQUIREMENTS

HHCP serves children aged two years to first-grade entry. Children are signed up to attend one to five days per week, Monday through Friday, contingent upon availability. Preschool hours are from 8:30am to 12:00noon.

Helping Hands Christian Preschool is located in the Martinez church of Christ building. The church sponsors the preschool; therefore, first priority for preschool admission is to the children of the church membership. Returning students have second priority. Admission is then open to the children of the community. The annual registration fee must be paid in order to reserve your child(ren)'s place. This fee is not refundable.

It is our mission to serve each child to the best of our ability. In order to do this, if your child has an emotional or physical condition that we are unable to accommodate in our setting, we have the right to require that you withdraw her/him from our program. Please see the Admission Agreement.

## INCIDENTAL MEDICAL SERVICES

(continued from page 9 of 10)

**Administration** Staff will be trained by the parent, according to the physician's written instructions. Staff is also trained and certified in CPR/First Aid annually. Any staff member may administer the required medication. Medications will be brought to field trips or to an evacuation due emergency situation, in a lock box if deemed necessary.

**Precautions** Gloves will be worn while administering medication to insure no potential exposure to blood or body fluids. Hands will be washed immediately before and after removal and disposal of gloves, and disposal of used instruments will be in approved containers.

**Record Keeping** HHCP will obtain and maintain written permission from the authorized adult representative to provide required incidental medical services; complete, written instructions from the child's physician; staff training provided by the parent/authorized adult representative to follow the written physician's instructions (may include written referral to a website). LIC 622 Centrally Stored Medication and Destruction Record will be kept posted in the staff office and LIC 9221 Parent Consent for Administration of Medications and Medication Staff will call one parent and a note will be attached to the child's daily sign-in sheet if an incidental medical service was provided. Chart will be completed after each incident and kept in the child's file.

**Over-the-Counter Medications** (OTC) will NOT be administered. This includes diaper cream, lip balm, lotion, etc.

## INCIDENTAL MEDICAL SERVICES

The staff of Helping Hands Christian Preschool will only administer specific types of prescription medications while a child is in our care—and only when it is necessary for the health and welfare of the child—under the following conditions:

**Prescription Medications** will be administered as needed when the child's physician has included written authorization; the medication is in its original container with a prescription label attached, which includes the child's name, date prescribed, expiration date, and the doctor-recommended dosage. The parent/authorized adult representative will review the doctor's instructions with all of HHCP's teachers and complete the Parent Consent for Administration of Medications and Medication Chart LIC9221, which will remain in the child's file. As soon as a change occurs, a new label must be obtained and a new form must be completed for the child's file.

**Glucose Chart** LIC 9222 a Blood Glucose Testing Consent/Verification chart will be kept in the child's file and a copy will be kept with their testing equipment.

**Inhaled Medication**, specifically metered-dose inhaler or nebulizer, to be used as directed by the child's physician.

**Injected Epinephrine** requires an allergy list to be kept in the child's file with reactions to look for; if used, staff will first call 9-1-1, then the parent.

**Storage** of medication is to be in a locked cabinet in the child's snack room, unless it requires refrigeration, which will be kept in a lock box in the kitchen refrigerator. The parent is responsible to replace medications before they expire; collect and dispose of expired medication away from the facility; and remove them child's last attendance day.

## CURRICULUM & METHODS

Children learn best through experimentation; therefore, HHCP divides the **Indoor Activity Space** into interest centers, which provide diverse activities from which your child may choose, giving them opportunities to make decisions while expanding their language and social abilities.

Each child participates in the daily planned art activity. The **Art Gallery** is stocked with an array of collage materials, paints, playdough, and other mediums for your child to express their thoughts and feelings. An assortment of fasteners, punches, scissors, stationery items, and writing utensils are available in **Creative Writing**, stimulating self-expression as well as pre-reading and writing skills. Your child can retreat to the peace of the **Quiet Corner** to look at and listen to books.

**Building Blocks** contains different types of animals, blocks, furniture, people, and vehicles. Blocks enable children to grasp pre-math concepts, such as; mass, shape, size, and weight. These ideas are learned in the **Discovery Center** as well, where hands-on materials teach about nature and responsibility. Games, puzzles, small blocks, stringing and matching materials, etc. to develop fine motor skills and hand-eye coordination.

**Dramatic Play** includes bags, cooking equipment, dolls, dress-up clothing, plastic foods, play money, mirrors, puppets, stuffed animals, etc., allowing your child to explore careers, family interactions, and life skills.

**Music** contains a CD/MP3/tape player, audio books, flannel/magnetic/whiteboard, varied music genres, and musical instruments for the children's use. **Movement** is encouraged through balance equipment, balls, beanbags, hoops, scarves, etc. **Large Group** includes games, parachute, songs, and storytelling.

Weather-permitting, your child will develop their **Motor Skills** in the fenced **Outdoor Activity Area** through the use of; balls, bubbles, chalk, climbers, gardening, group games, jump ropes, obstacle courses, sandbox, seesaws, slides, tricycles, water table, and woodworking.

**Small Group** is conducted in the children's Classrooms. This is where the children meet at the beginning of the day to sing songs, take attendance, share, and plan their day. (The older class has a longer group time with additional activities, including; flag salute, calendar, weather chart, and homework.) At the end of the day, the children return to their classrooms to review the day, sing songs, read books, and play games.

**Chapel** is held in the upstairs auditorium each month. The minister leads Bible songs, prays, and relates a Bible story to the children. On regular preschool days, the teachers lead Bible group at snack time. All stories are from the Bible. Several different children's Bible storybooks are used.

## VISITS

You are welcome to visit HHCP at any time during operating hours. Please recognize that the enrolled children are the teachers' priority. Building friendships with other parents is a benefit of having your child in a center.

## PARENT INVOLVEMENT

Parents are a key element in their child's education. We hope to help forge a positive relationship between each child, their family, and their school that will continue during the child's entire educational career. Events, field trips, and parties can only be accomplished with your help. We also appreciate donations of wish list items and material preparation/reparation.

## ATTIRE

Children should dress in modest, school-appropriate clothing. They will get messy! Please bring in a complete, labeled outfit in case of spills. Wear shoes that cover the entire foot.

## HEALTH PRACTICES

All registration forms must be completed and returned before your child's first day at HHCP, along with a copy of your child's current immunizations which **MUST** include all those required by the local government for their age level (list posted). The authorized adult representative needs to complete and return the emergency bag/contact information for each child to have available in their class disaster bin.

The ID/Emergency and Consent for Medical Treatment forms must include your child's medical and dental record numbers in order that HHCP may obtain emergency care for your child in the event that the parent and doctor are not immediately available. 9-1-1 may be called for emergency medical and/or dental procedures, at the parent's expense! **REMEMBER TO UPDATE ALL RECORDS AS CHANGES OCCUR.** The staff is CPR/First Aid certified and we are equipped with first aid kits.

No child shall be accepted without contact between HHCP staff, the child, and the adult bringing the child. After the child has been determined to be without obvious signs of illness, the child may be signed in (see Sign-In section).

Please be considerate of your child's needs as well as the health and safety of each preschooler—keep your child at home when they are not well. Notify the school if s/he becomes ill with any communicable disease/condition: fever (above 99.9°F), diarrhea, or vomiting within the last 24 hours; constant cough; discharge from the eyes or nose; head lice; rash; etc.

## SCHEDULE CHANGES

The agreed upon morning(s) of your child's attendance at HHCP are indicated on their Admission Agreement. Any changes must be approved by the director and require a two-week notice. All charges associated with that period will apply.

## DROP-IN CARE

If space is available and authorized in advance, a child may attend on a day other than their schedule at a fee of \$35 per morning, which is due that day.

## HHCP's TAXPAYER ID # 94-1597414

Keep all checks/cash receipts. Annual logs are emailed after the last payment for the year.

## DISHONORED CHECKS

Checks are deposited throughout the month. A \$50 fee will be charged for each returned check. The dishonored check and fee will be considered delinquent on the last day of the month; late charges will accrue. After two (2) such checks, subsequent payments must be made in cash or money order.

## DELINQUENT TUITION/CHARGES

Tuition is due on the 1<sup>st</sup> and late after the 15<sup>th</sup> each month, unless pre-approved arrangements have been made with the director. A \$15 late payment charge will be assessed. Payment will be considered delinquent on the last day of the month and will accrue monthly late charges. Nonpayment prevents your child from attending HHCP until all fees have been paid. The space cannot be reserved. If the child does not return to HHCP, outstanding fees will be due immediately.

## ARRIVAL & PICK-UP PROCEDURES

HHCP's schedule is 8:30am to 12:00noon. Each morning, a stop sign is placed near the east preschool entrance; please wait for a staff member to remove it (between 8:25 and 8:30am). Prior to this time, the staff is preparing the environment and materials for your child's day.

Please respect your child's need to be on time. Routines help them know what to expect and it is often difficult to adjust when arriving after class has begun.

Each family is asked to help your child wash their hands, then bring them directly to their classroom and sign them in, recording the arrival time. At the end of the morning, your child will be picked up here and signed out, noting the time. **If your legal signature is not legible, licensing requires that you print your full name next to it.**

Children will only be released to adults (minimum age 18 years) listed by the authorized adult representative on the ID/emergency form. If an unlisted person will pick up your child, bring in a signed and dated note to be kept in their file. Please inform the adult that photo identification will be required. Anyone who comes to pick up a child that has not been pre-approved, the parent/guardian will be contacted for verification prior to us dismissing them.

It is important that your child be picked up promptly at 12:00noon. Children worry if their friends have gone before their own parent arrives. Also, preschool staff have several tasks to be done at the end of the day.

A late pick-up fee of \$10 per child will be assessed at 12:11pm and continue to accrue at \$10 per 5 minutes, or fraction thereof. The amount owed will be recorded if not paid that day; charges carry the same penalty as delinquent tuition.

## SNACK TIME

HHCP's program includes a healthful mid-morning snack (see calendar). Children assist in the preparation of snacks on a regular basis, as cooking is an excellent learning experience. Manners and independence are also learned during this time. The children set the table, pass, pour, count, and serve snack items, sample a varied menu, and clean up after themselves.

List ALL foods on the Health History Form that your child is unable to consume due to allergy or family preference and be sure to pack a snack bag to be used throughout the year when your child requires a substitution.

Exceptions to the typical snack times:

- \* Birthdays -- let your child's teacher know in advance if you would like to bring a simple treat (if frosted, use white only, please) to be served along with the day's scheduled snack.
- \* Holiday Parties -- Sign-up sheets are posted before each.
- \* Lunch Pail Days are scheduled on Field Trip days. Send a small, nutritious lunch on these dates. No treats, please!

## FIELD TRIPS & TRANSPORTATION

Field trips may be scheduled on varying days at no additional cost. Regardless of whether a field trip corresponds with your child's regular attendance day, they are welcome to attend. Each child must have their own authorized driver, who will sign them out for the day as they are picked up from HHCP, and act as their sole chaperon for the duration of the trip. A sign-up sheet is posted in advance. Non-participants must make other arrangements for care, as all HHCP staff goes on all field trips. Drop-in care is not available. Make-up days are not an option.

## ANNUAL REGISTRATION FEE

\$100 per family for the 1<sup>st</sup> child and \$25/additional child is charged upon initial registration and annually thereafter. This payment reserves your child's place and is NOT refundable. Sign-ups for the following year and summer commence in January. Open Enrollment begins in February, at Open House.

## PAYMENT POLICY

Tuition is due and payable on the 1<sup>st</sup> day of each month. Summer session pay periods are noted on the sign-up form.

## TUITION

4 mornings per week	=	\$520 per month
3 mornings per week	=	\$390 per month
2 mornings per week	=	\$260 per month
1 morning per week	=	\$130 per month

## NOTE!

Full tuition is charged regardless of attendance. The amount is formulated by totaling all attendance days during the regular school year. This sum is divided into equal payments, coinciding with the 1<sup>st</sup> of each month; therefore, tuition remains the same each month of the school year (except June, which is half).

## SIBLING DISCOUNT

The child who is enrolled for the most days per week pays full tuition. 10% is deducted from each additional child's fee. This discount only applies to siblings.

## BUDDY BONUS

Earn a \$100 credit toward your child's tuition when a "buddy" (not a sibling) enrolls due to your reference.