

2021-2022

Pre-school & Pre-K

Parent

Handbook

School Mission and Vision

It is the Blue Grass mission, as Christian educators, to provide all of God's children with a "**home for their heart**". The families that enter Home For Your Heart School (HFYH) will open themselves to learning about the opportunities that God's world holds for them. The opportunity to learn and grow in a safe, Christ-centered, family environment is one of the greatest gifts a child can be offered. The children that enter these doors will realize they are a unique part of God's wonderful world and embark on a lifelong love of learning!

Admission Policy

Children who are four years of age by August 1 are eligible for entrance into the Pre-Kindergarten program. Children who are three years of age by August 1 and are able to potty independently are eligible to enroll for entrance in the Pre-school program. Children who are two years of age by August 1 are eligible for entrance in the Jumpstart program. Children who are 12 months of age by August 1 are eligible for entrance in the Toddler Time program.

Tuition

Enrollment Fee

Home for Your Heart School collects a \$50.00 **non-refundable** enrollment fee each year.

Tuition/Payment Policy

Program tuitions are as follows:

Half Day Pre-school- \$190/month

Full Day Pre-school- \$310/month

Half Day Pre-K- \$210/month

Full Day Pre-K- \$360/month

The monthly tuition is due the first of each month.

Regardless of if your child is sick or on vacation.

A \$25 late fee will be assessed after the 10th of the month, without exception.

If your account becomes 45 days past due, your student's enrollment will be withdrawn until the balance is paid or a payment plan has been setup.

Returned Check Fee

A returned check fee of **\$25** will be assessed for checks returned from the bank for any reason.

Arrival

Each morning, parents and students will enter designated entry doors, which will be marked "ENTER ONLY".

Parents may drop students off at the door of their classroom. No one other than the students and the teachers of that classroom will be permitted in the classroom.

Parents exit using the designated exit doors, which will be marked "EXIT ONLY".

Early Arrival

Early arrival will be available starting at 7:00 am in the Chapel for \$5 per day. Please use the HFYH Main entrance (Door #2) to drop off your early arrival student. **If you drop your child off before 8:30am, you will be charged an early arrival fee.** This fee will be added to your bill.

Discipline

Children need to learn and understand acceptable and unacceptable behavior. When a child misbehaves or is disruptive, he or she is gently removed from the group as to not reinforce negative attention or cause embarrassment.

Helping children understand the desired behavior in a loving manner is

always our first approach. If there is no improvement or a child is choosing to deliberately disobey, conferences with parents take place.

If a child is physically aggressive with a student or teacher, HFYH Directors will meet with parents, discuss and implement a behavior plan.

For the safety of the HFYH staff and students, students that cannot follow the agreed upon behavior plan will be dismissed from the HFYH program.

Biting

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between twelve and thirty months of age. Many times toddlers bite due to lack of verbal skills, frustration, tiredness, or teething. The safety of the children at Home For Your Heart is our primary concern. If a child is bit, immediate actions from the teacher will occur to comfort the child and clean the area of the bite. An incident report will be documented and the parents of the biter and the bitten will be notified. If the biting continues, a meeting will be scheduled with the parents of the child who is biting and an action plan will be developed to prevent further biting.

Evaluations and Conferences

Each child will be evaluated several times throughout the school year. You will receive information through progress reports and formal reports cards.

If you would like to have a conference with us at any time during the year, please let us your teacher know and a meeting will be scheduled at your convenience.

Daily Routine

Students thrive on consistency and predictability. **Please remember that HFYH's academic day begins right away. Please be prompt when dropping your student off each morning.** Being a part of the morning arrival activities facilitates the transition into the day's activities. It is difficult for children to begin the bonding process with their teachers and classmates if they are prevented from joining in on normal classroom routines.

Also, remember that arriving late in the day or arriving during center or transition times can be stressful for your child and other class members.

HFYH Entry System

The entry system operates the MAIN doors (#2) of the school building.

When approaching the doors, look for the call box and press the doorbell. Stand in front of the box until a staff member greets you. This will allow you to be viewed on camera.

When greeted by a staff member, please let them know who you are and which child you are dropping off or picking up.

Early Pick Up

If you are picking up your student early, please follow the above entry system procedures. Once inside, the HFYH staff will call to the child's classroom and the child will be brought to you.

If someone other than yourself or the normal pick up person is picking up your child, please advise them to have their driver's license ready to show staff. Be sure the person is on the authorized pick up list. If not, we must have written consent to release your child to that person. This is not to irritate anyone but for the safety and protection of your child.

Dismissal

Half day classes will be dismissed on the following schedule:

Pre-school at **11:45 am**

Pre-K– **11:45 am**

ALL full day classes will be dismissed at **2:45pm.**

***Students will be placed in vehicles at dismissal.**

For the safety of all HFYH students, we ask that everyone use the car line when picking up your child-**NO walk ups please.**

Dismissal Information

Children will only be put into cars on the building side.

For peak awareness & safety, please avoid cell phone usage during the dismissal

process. Please have your car tag visible for dismissal staff.

****Please stay in your car during the dismissal car line. Teachers will place your child in the car. If you need extra time to buckle up or attend to kids, please pull into an empty parking spot.****

HFYH Texting System

In order for you to receive important reminders about upcoming events, changes or cancellations due to weather, etc., please text **317-608-5169** and send the following message for the grade level your child is in.

**PreK parents text - @prekhfyh
Preschool parents text -@pshfyh**

If you are a family with children in multiple grades, you must send a text with the correct message for each grade level.

Appropriate Dress for School

Shoes

For your child's safety and comfort **tennis shoes or closed toe shoes** are preferred at HFYH.

****Students are not allowed to wear house slippers or high heeled shoes.****

Clothing

Students should be in comfortable bathroom friendly clothing for their school day. Easy on and off clothing is preferred for all children. Garments with buckles, multiple buttons and belts are hard for little ones.

****Undergarments are required for modesty & health reasons.****

****When wearing dresses or skirts, children need to wear bloomers or shorts to cover undergarments.****

When weather is appropriate, teachers will take students outdoors. Please make sure your child is dressed for a day of outdoor learning and play!

Change of Clothing

Each child should have a season appropriate change of clothing to be left at school.

Be sure to include socks and undergarments. Also, please **LABEL**

EVERYTHING!

Late Pick Up Policy

A late pick up fee will be assessed at a rate of **\$1 per minute per child**. This fee will begin at

12noon for half day Preschool & PreK

3:00pm for all FULL day classes

This fee will be added to your monthly bill.

One late pick up warning will be given per family per school year.

Habitual lateness will result in your student(s) being withdrawn from the HFYH program

Absenteeism

If your child is going to be absent, we ask that you call the school office. This will allow us to gather any information we need from you and pass it along to your child's teacher

Illness

HFYH follows the EVSC guidelines. For the protection of your child and the other children, please don't bring your child if they appear to be ill. **Your child must be symptom and fever free for 24 hours before coming to school.** We do not accept children who show these signs of illness: fever, vomiting or diarrhea, pink eye, green snot or mucus, or any symptoms of childhood diseases. Students will be sent home from school if their temperature registers 100* or higher.

If a student is found to have head lice, he/she and their sibling(s) will be sent home from school. Upon returning to school, a student must be accompanied by a parent/guardian and checked by a staff member.

Note: All immunization records need to be turned in one week after school begins. This is crucial to our record keeping and your child's safety.

COVID

If any student is showing any symptoms at arrival, a temperature check will be done. If a student has a temperature over 100* F they will be sent home until they are symptom and fever free, without fever reducing medication, for 24 hours. If any parent is not feeling well or showing any symptoms, a HFYH staff will escort the child to

their classroom. Hand sanitizer stations will be at each entrance. Parents and students entering the building will be encouraged to sanitize.

Should the COVID metric reach 1.5 or above, parents will be required to wear masks anytime they enter the building while If mandated by authorities, masks will become mandatory.

HFYH Potty Policy

All children in Preschool classes and children in all Pre-K classes are expected to be able to completely potty independently. We define successful independent toileting as having the ability to lower his/her underpants (as well as deal with other clothing), completing the act of urinating and/or defecating in the toilet, wiping themselves, flushing and re-dressing themselves. Fabric undergarments should be worn at all times (training pants, pull-ups or diapers are not permitted). This policy is in place because the Preschool and Pre-K classrooms are not equipped with a diaper changing table/station or diapering supplies. Potty accidents are time consuming for the teachers; they take the teacher away from others within the classroom and can be a sanitary/health hazard issue. Required potty training is standard practice among area schools.

Inclement Weather

***When EVSC cancels school because of inclement weather, HFYH will be closed. If EVSC is on a 1 hour delay, HFYH will also run on a 1 hour delay.**

***If EVSC is on a 2 hour delay, ALL half day only sessions will be cancelled. FULL DAY classes will run on a 2 hour delay.**

***If the area is under a SEVERE THUNDERSTORM or TORNADO WARNING, students will not be dismissed until the warning has expired.**

These cancellations, delays, and changes in dismissal are always announced on the HFYH Facebook page, your child's classroom Facebook group, and via our text reminder system.

Bringing Items from Home

Children should leave their personal toys at home.

If a teacher plans a "show & tell" day for the children, check with the teacher to see what type of items would be best to bring.

****Guns, swords, knives, and bows and arrows (fake or real) are not allowed at**

school**

HFYH is not responsible for items brought from home in the event items become lost/broken.

Parties/Birthdays

HFYH has several parties throughout the year for holidays and special occasions. If your child has a birthday during the year, please let the teacher know so that she can plan a little extra time for the celebration!

Birthday invitations WILL NOT be handed out by the classroom teacher, unless the entire class is being invited. Please DO NOT pass them out in front of other children. We don't want any hurt feelings.

Prayer Requests

The staff at HFYH will be praying for your child and your family daily. We would be honored to pray specifically for someone or something in your life or theirs. If you have a prayer request, please let your teacher know or drop us a note. All requests will be kept confidential and shared only with the staff, unless there is a need that other parents or the church could help with, but only with your permission. We are privileged, as Christians, to be welcomed at the throne of God, to lay our problems before Him, and to trust Him with everything.

Notes of Interest

Home for Your Heart School will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and encouraged to participate in all activities of a religious nature.

The Greater BGUMC Community

Blue Grass UMC Worship

Worship at Blue Grass is bathed in the heartfelt care and the compassionate

sense of community that has made Blue Grass Church a home for your heart. Our services are anchored by teaching that is challenging, thought provoking and always relevant. Childcare is available during each of our Sunday morning worship times.

Blended Service 8:30 AM

Our blended service will appeal to those who appreciate a traditional style of music and liturgy. Hymns accompanied by the organ are the staple of the music in our blended service.

Contemporary Service 9:45am

Our praise and worship ensemble punctuates our contemporary services with today's most current praise & worship music.

Children's Ministries

BG KIDS and CLUB 456 include worship and Bible stories presented in an exciting, kid-friendly environment for 3 year olds—6th Grade! Games and activities help children learn to apply Bible lessons to everyday life.

BG KIDS is for students Pre-school (3 years and potty trained) through 3rd Grade. Club 456 is for students 4th-6th grades. You can check in and pick up children in their assigned classroom.

**BG KIDS and CLUB 456 meet on Sundays at
9:45am.**

Nursery

Childcare is available during both worship services for children newborn to 3 years old!

Home For Your Heart School Song

There's a home for your heart
in God's house.

There is plenty of room
for us all.

He'll welcome us in
and love us for always.

We are all God's children
big and small!