

2022-2023

Toddler Time & Jumpstart

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 by August 1 are eligible for entrance in the Toddler Time program.

Tuition

Enrollment Fee

Home for Your Heart School collects a \$60.00 per student, **non-refundable** registration fee each year.

Tuition/Payment Policy

Program tuitions are as follows:

Jumpstart- \$150/month

Toddler Time- \$80/month

The monthly tuition is due the first of each month! Regardless if your child is sick or on vacation.

A \$25 late fee will be assessed after the 10th of the month.

If your account becomes 45 days past due, your student's enrollment will be withdrawn until the balance is paid or a payment plan has been setup.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

Daily Routine

Students thrive on consistency and predictability. **Please remember 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. Many times 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.

Arrival

Each morning, HFYH will open doors at 8:30am with parents and students entering designated entry doors, which will be marked "ENTER ONLY".

No one other than the students and the teachers of that classroom will be permitted in the classroom.

Parents will drop off at the classroom door and exit using the designated exit doors, which will be marked "EXIT ONLY".

Dismissal

Classes will be dismissed on the following schedule:

Toddler Time students are to be picked up at the main doors at **11:15am**.

Jumpstart– **11:30am**.

Jumpstart students will be placed in vehicles at dismissal. We ask that parents form an orderly line leading to the MAIN entrance.

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

Dismissal Information

It is preferred that teachers only put students 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 contact the school office if you will be late picking up your child due to an unforeseen emergency.

****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.****

Early Pick Up

If you are picking up your student early, please ring the WHITE doorbell located on the right of the double doors. 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.**

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 as progress reports and formal report cards.

Toddler Time and Jumpstart parent/teacher conferences are by **request only**. If you would like to have a conference with your teachers any time during the school year, please email your teacher and they will schedule a time

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 morning only sessions will be cancelled.

These cancellations and delays are always announced on our HFYH Facebook page, HFYH website, and via our text reminder system.

HFYH Texting System

In order for you to receive important reminders about upcoming events, changes or cancelations due to weather, etc., please text

317-608-5169 and send the following message for the class your child is in.

Jumpstart parents text -@jumphyh
Toddler Time parents text -@toddlerti

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

Be sure the person is on the authorized pick-up list. If not, we must have a written consent to release your child to that person. This is not to irritate anyone but for the safety and protection of your child. **

Appropriate Dress for School

Shoes

Tennis shoes or closed toe shoes are preferred at HFYH.

Students are not allowed to wear “heeley” style or other skate shoes, house slippers or high heeled shoes.

Clothing

Students should be in comfortable clothing for their school day. Easy on and off clothing is preferred for Toddler Time and Jumpstart students so that diaper changes and potty training is easier. 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.****

Change of Clothing

Each child should have a season appropriate change of clothing in their backpack. 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 be assessed beginning at **11:30am for Toddler Time** and **11:45am for Jumpstart**. 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 being withdrawn from the HFYH program.

Absenteeism

Please call HFYH if your child is going to be absent. Also, please inform your teacher if your child has a serious illness. Please let us know about any vacation.

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, rash, pink eye or any symptoms of childhood diseases. Children will be sent home from school with a fever of 100° or above.

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.

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.

Parties/Birthdays

HFYH has several parties throughout the year. Watch your newsletters for volunteer opportunities. Also, if your child has a birthday during the year, you are more than welcome to send in a safe, **non--food treat**; enough for all students in class. 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.

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

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 9:45 AM

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 includes worship and Bible stories presented in an exciting, kid-friendly environment for 3 year old—6th Grades! 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 Grades. Club 456 is for students 4th-6th grades. They can check in and pick up children in their assigned classroom.

BG KIDS and CLUB 456 meet on Sundays 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!