

# 2025-2026

# Toddler Time & Jumpstart

# Handbook

## School Mission and Vision

At Blue Grass Church, our aim as Christian educators is to offer every child a nurturing "home for their heart" at Home For Your Heart School (HFYH). Families joining HFYH will discover a welcoming environment where they can explore the vast opportunities presented by God's world. Providing a secure, Christ-centered, familial setting for learning and growth is a precious gift we extend to every child. Within these walls, children come to understand their special place in God's magnificent creation, igniting a lifelong journey of curiosity and love for learning.

## Admission Policy

Children who turn one by August 1 qualify for enrollment in the Pre-Kindergarten program. Those who reach three years by the same date and demonstrate independent bathroom skills are eligible for the Pre-school program. Two-year-olds by August 1 can join the Jumpstart program, while those who are 12 months old by the same date can enroll in the Toddler Time program.

## Arrival

Each morning, parents and students will enter designated entry doors. Parents may drop students off at the door of their classroom. Parents exit using the designated exit doors.

## Discipline

It's essential for children to grasp both acceptable and unacceptable behaviors. When a child misbehaves or disrupts, they are gently separated from the group to avoid reinforcing negative attention or causing embarrassment. Our primary approach is always to guide children towards understanding desired behaviors with

love. If there's no improvement or if a child intentionally disobeys, we schedule conferences with parents.

In instances where a child displays physical aggression towards a peer or teacher, HFYH Directors will meet with parents to discuss and implement a behavior plan. In the interest of ensuring the safety of both HFYH staff and students, those unable to adhere to the agreed-upon behavior plan will unfortunately be dismissed from the HFYH program.

### **Biting**

Biting is a typical phase in child development that numerous children experience. It typically occurs between twelve and thirty months of age and tends to be transient. Toddlers often resort to biting due to limited verbal abilities, frustration, fatigue, or teething discomfort. At Home For Your Heart, ensuring the safety of all children is our utmost priority. In the event of a biting incident, immediate measures will be taken by the teacher to comfort the affected child and sanitize the area of the bite. An incident report will be filed, and both the parents of the biter and the bitten will be promptly informed. Should biting persist, a meeting will be arranged with the parents of the biting child to devise an action plan aimed at preventing further occurrences.

### **Tuition**

#### **Enrollment Fee**

Home for Your Heart School collects a \$75.00 **non-refundable** enrollment fee each year.

#### **Tuition/Payment Policy**

Program tuitions are as follows:

Jumpstart- \$190/month

Toddler Time- \$115/month

**Full tuition payments are required by the first day of every month (10 months), spanning August to May, regardless of your child's absence due to illness or vacation.**

**A late fee of \$25 will be applied if payment is not received by the 10th of the month.**

**In the event that your account becomes 45 days overdue, your child's enrollment will be suspended until the outstanding balance is settled or a payment arrangement is established.**

### **Snack/Supply Fee**

Home for Your Heart School charges two \$35 fees for snacks and supplies each academic year. These fees are included in the invoices issued in August and January.

### **Returned Payment Fee**

A returned payment fee of **\$25** will be assessed for any payments (check or online) returned from the bank for any reason.

## **Immunization & Exemption Policy**

### **Required Immunizations**

Per Indiana State Department of Health guidelines, all students must meet early childhood immunization requirements. A current immunization record or valid exemption form must be submitted before the first day of attendance. All immunization records and exemptions must be renewed annually.

### **Vaccinated Students**

Parents must provide a printed immunization record. Records may be submitted in person or emailed to [info@hfyh.org](mailto:info@hfyh.org).

### **Non-Vaccinated Students (Exemptions)**

HFYH accepts valid medical and religious exemptions under Indiana law:

- **Medical exemptions** require the official Indiana form signed by a licensed MD, DO, NP, or PA and must be renewed each year.
- **Religious exemptions** require a signed parent statement identifying the vaccines being declined. Families may use the Indiana State sample form or write their own. Religious exemptions must also be renewed annually.

In addition, HFYH requires all exemption requests to include a letter from the child's physician confirming that the child is an active patient, receives routine care, and is in overall good health. All documentation may be submitted in person or to [info@hfyh.org](mailto:info@hfyh.org). In the event of a vaccine-preventable disease outbreak,

unvaccinated or exempt students may be temporarily excluded per public health guidelines to ensure community safety.

### **Evaluations and Conferences**

Throughout the academic year, every student will undergo multiple evaluations. Updates on progress will be communicated through progress reports and formal report cards.

Should you wish to arrange a conference with us at any point during the year, please inform your teacher, and we will schedule a meeting at your convenience.

### **Daily Routine**

Consistency and predictability are key to student success. At HFYH, our academic day kicks off promptly at 8:30 am. Timely drop-offs in the morning not only support this structure but also aid your student in seamlessly transitioning into the day's activities. Engaging in morning arrival routines helps foster connections with teachers and classmates, essential for a positive learning environment. Additionally, arriving late or during center or transition times can cause undue stress for your child and disrupt the class flow. Thank you for your cooperation in ensuring a smooth start to each day.

### **HFYH Entry System**

The school's entrance system manages the primary doors of the building.

As you approach these doors, locate and press the doorbell. Wait in front of the box until a staff member acknowledges you. This ensures you're visible on camera.

Once greeted by a staff member, inform them of your identity and the child you're dropping off or picking up.

### **Early Pick Up**

If you plan to collect your student ahead of schedule, adhere to the entry procedures outlined above. Once you're inside, the HFYH team will promptly notify

your child's classroom, and your child will be escorted to meet you.

\*\*Should someone other than yourself or the regular pick-up person be retrieving your child, please remind them to have their driver's license readily available for verification by our staff. Ensure that the individual is listed as an authorized pick-up person. If not, we'll require written consent before releasing your child into their care. This precaution is not meant to inconvenience anyone but rather to ensure the safety and well-being of your child.\*\*

### **Dismissal**

Toddler Time students are to be picked up by walking to your child's classroom, 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.

### **Dismissal Information**

Children will only be loaded into cars on the side of the building for enhanced safety. To ensure maximum awareness and safety, please refrain from using cell phones during the dismissal process. Please ensure your car tag is clearly visible to our dismissal staff.

We ask that you remain in your car throughout the dismissal car line. Our teachers will assist in safely placing your child in the vehicle. If you require extra time to buckle up or attend to children, we kindly ask that you pull into an available parking spot.

### **Late Pick Up Policy**

We understand that unforeseen circumstances can occasionally delay pick-up of students. Please adhere to the following guidelines regarding late pick-ups:

- 1.. \*\*Notification:\*\* If you know you will be late, please notify the school as soon as possible.
2. \*\*Late Pick-Up Procedure:\*\*

- If you arrive after dismissal, we will ensure your child remains safe and cared for until your arrival.
- A staff member will stay with your child in a designated area until you arrive.

3. **\*\*Repeated Late Pick-Ups:\*\*** While we understand emergencies happen, repeated late pick-ups can disrupt routines and affect our staff's schedules. Habitual tardiness can result in dismissal from HFYH School.

### **HFYH Texting System**

To ensure you stay informed about crucial updates regarding upcoming events, weather-related changes, or cancellations, please text 317-608-5169 and send the appropriate message based on your child's grade level:

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

If you have children in multiple grades, remember to send a separate text with the correct message for each grade level.

### **Appropriate Dress for School**

#### **Footwear:**

To ensure your child's safety and comfort at HFYH, we recommend tennis shoes or closed-toe footwear. Please note that house slippers and high-heeled shoes are not permitted.

#### **Attire:**

Students should come dressed in comfortable, easily manageable clothing suitable for the school day. Avoid garments with buckles, numerous buttons, or belts, as these can be challenging for young children. It's mandatory for students to wear undergarments for both modesty and health reasons. Additionally, when wearing dresses or skirts, children must wear bloomers or shorts to ensure their undergarments are covered. When weather permits, teachers will take students outdoors, so ensure your child is appropriately dressed for outdoor learning and play.

#### **Change of Clothes:**

Each child should have a change of clothing suitable for the current season, which

should be kept at school. Remember to include socks and undergarments, and kindly label all items.

### **Absenteeism**

If your child will be absent, please contact the school office. This will enable us to collect any necessary information from you and relay it to your child's teacher.

### **Illness**

At HFYH, we adhere to the EVSC guidelines to ensure the well-being of all students. In order to safeguard your child and others, we ask that you refrain from bringing your child to school if they exhibit any signs of illness. Your child must be free of symptoms and fever for a minimum of 24 hours without medication before returning to school. Please note that we cannot admit children who display symptoms such as fever, vomiting or diarrhea, an unknown rash, pink eye, green nasal discharge, or any indications of contagious childhood illnesses. Students will be sent home if their temperature reaches 100°F or higher.

Additionally, if a student is discovered to have head lice, they and their sibling(s) will be required to return home. Upon their return to school, a parent/guardian must accompany the student for a check-up by our staff.

Please be reminded that all immunization records must be submitted within one week of the school year's commencement. This is essential for maintaining accurate records and ensuring the safety of all students.

### **Inclement Weather**

In case of inclement weather prompting EVSC school closures, HFYH will also be closed. Likewise, if EVSC institutes a 1-hour delay, HFYH will operate on a corresponding delay. If the delay extends to 2 hours, all half-day sessions will be canceled, while full-day classes will commence with a 2-hour delay. In the event of a severe thunderstorm or tornado warning in the area, student dismissal will not occur until the warning expires. Notifications regarding these schedule changes will be communicated through the HFYH Facebook page, your child's classroom Facebook group, and our text reminder system.

## **Bringing Items from Home**

We ask that children keep their personal toys at home. If a teacher schedules a "show & tell" session, please ask them about suitable items to bring. Please note that weapons such as guns, swords, knives, and bows and arrows, whether real or fake, are strictly prohibited on school premises. HFYH cannot be held responsible for any loss or damage to items brought from home.

## **Parties/Birthdays**

Throughout the year, HFYH hosts various celebrations for holidays and special events. If your child's birthday falls within this timeframe, please inform the teacher in advance so she can allocate some additional time for the festivities. Please note that birthday invitations will not be distributed by the classroom teacher unless the entire class is invited. To avoid any hurt feelings, we ask that you not distribute invitations in front of other children. We aim to ensure a positive and inclusive environment for all.

## **Prayer Requests**

At HFYH, our team is committed to uplifting your child and your family in prayer every day. It would be our privilege to offer focused prayers for anyone or anything significant in your lives. If you have a specific prayer request, please feel free to inform your teacher or send us a note. Rest assured, all requests will be handled confidentially and shared only within our staff, unless there arises a situation where the support of other parents or the church community could be beneficial, and even then, only with your consent. As Christians, we cherish the opportunity to approach God's throne, presenting our concerns to Him and placing our complete trust in Him.

## **Notes of Interest**

Home For Your Heart School extends a warm welcome to children and families, embracing diversity without regard to gender, race, religion, native language, or any other distinguishing trait.

## **The Greater Blue Grass Community**

We believe the Church, both globally and locally, is a family where all are

welcomed and invited to encounter the grace of God, repent of their sin, place their faith in Jesus as the Christ, pick up their cross, and follow him in the power of the Holy Spirit.

Worship at Blue Grass shows genuine care and fosters a deep sense of community, embodying the essence of what makes Blue Grass Church feel like a home to your heart. Our services feature engaging teachings that inspire thought and relevance. Childcare services are provided during our Sunday morning worship sessions at 8:30am and 9:45am, ensuring that families can fully engage in the experience.

### **Children's Ministries**

BG KIDS and BG PRETEEN offer dynamic worship sessions and engaging Bible stories tailored to children aged 3 to 6th Grade! Our kid friendly environment fosters learning through games and activities that encourage the application of biblical teachings to real-life situations.

BG KIDS welcomes preschoolers (aged 3 and potty-trained) through 3rd Grade, while BG PRETEEN caters to students in 4th through 6th grades. Parents can conveniently check in and pick up their children from their designated classrooms.

Join us for BG KIDS and BG PRETEEN every Sunday at 9:45am for an enriching experience!

### **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!