



## Parent Handbook

Welcome to Little Harts Preschool. Thank you for choosing us to teach your precious child. We're looking forward to getting to know your family and to a fun filled year of learning.

### General Information:

Registration for fall 2011 school year begins Jan. 17, 2012. We are accepting 3 to 5 year olds. Children must be 3 years old by Sept 1, 2012. We are licensed and insured and our teacher/child ratio exceeds standards set by the state. A non refundable registration fee will be required to hold a place in the class.

The first day of class is Aug 29, 2012 and the last class is May 25, 2013. Classes run from 9:00 AM until 12:00 PM or until 2:00 PM. After school gymnastic classes are also available between the hours of 2:00 to 4:00 PM. Little Harts follows the Lovejoy Schools calendar but starts 1 week later and ends 1 week earlier.

### Tuition:

Tuition is due the first day of class of each month. It is considered late after the 7th of the month, and a \$10.00 late fee may be assessed. Tuition remains the same each month regardless of absence, holidays, inclement weather or the number of class days in the month. Make checks payable to Little Harts Preschool. Place a check in the drop box on the front porch, hand it to a teacher, or mail it. Please do not put it in your child's lunch box or back pack.

<b>Little Harts Preschool Monthly Tuition 2012-2013</b>			
<b>All Students Ages 3-5</b>			
<u>Days per Week</u>	<u>9:00 - 12:00</u>	<u>9:00-2:00</u>	<u>Registration / Supply Fee</u>
<b>2</b>	<b>\$175.00</b>	<b>\$240.00</b>	<b>\$150</b>
<b>3</b>	<b>\$245.00</b>	<b>\$305.00</b>	<b>\$190</b>
<b>4</b>	<b>\$320.00</b>	<b>\$400.00</b>	<b>\$230</b>
<b>5</b>	<b>\$400.00</b>	<b>\$500.00</b>	<b>\$270</b>

Take off 10% for a second child's preschool tuition.

Take off 20% for a second child's Kindergarten tuition.

Children who attend on Fridays will receive a ½ hour music class each week and enjoy monthly visits from the Pony Lady, the Gardening Guy and the Science Man. Children who stay until

2:00 Monday-Thursday will receive a 30 min. children's Fun & Fit class or Tumbling/Gymnastics class.

**Fees:**

A late fee will be charged in the amount of \$1 per minute after 10 minutes past your child's pick up time. This is based on the time of the preschool clock. Please call if you will be late so we may reassure your child that you are coming. Little Harts will charge a \$25 return check fee. Payment must be resubmitted in cash by the 10<sup>th</sup> of the month in order to avoid a \$10 late tuition payment fee.

**Arrival:**

Carpool will begin and children may enter the building at 8:55 a.m. We ask that you do not enter the building prior to this time. Teachers use this time to prepare for the day. Please do not ask them to take your child before this time.

We encourage you to talk to your child on the way to school about the upcoming day. Children are best acclimated to the classroom with a quick good-bye from the parent. If you choose to walk your child into the classroom, allow your teacher to embrace and distract your child while you leave. The longer you stay, the harder it is for the teacher to engage your child.

**Dismissal:**

Children will be dismissed only to people you have designated as authorized to pick-up on your enrollment form. If someone else will be picking up your child, YOU must first see the Director and make the request in writing. E-mail is fine if it is done several days in advance. Phone calls from parents will not be accepted as sufficient authority to release children to a new person. Persons other than parents may be asked to show identification prior to the release of your child. *We ask that you please use the carpool line.*

**Parent Involvement:**

We recognize that as parents, you are the most important teacher of your children, and we want to work as partners to help your child progress. With this in mind, we would like parents to help in our program, and we encourage parents to volunteer in their child's classroom. Be sure to visit on your child's birthday or "special day." You are welcome to drop in anytime as well. We want to know if you have an occupation or hobby or talent that you would like to share with the children.

**Water Activities**

In warm weather children may play in water tables. They will wear plastic aprons for this activity. On splash day children will be closely supervised as they play in wading pools and sprinklers.

**Carpentry Tools**

On occasion children may be allowed to use real hammers and nails to hammer the nails into pre-drilled holes in a large stump.

### **Animals**

On pony day children will pet, brush and ride or be pulled in a pony cart by small tame ponies. We also have a goat and sheep that children may be allowed to pet. We occasionally get the rabbit out of the cage to hold. The animals are immunized and have a statement of health from a veterinarian.

### **Tumbling**

The instructor is USAG certified and has many years experience as a gymnastics instructor. She is also first aid and CPR trained. Safety mats and real gym equipment are used. Tumbling helps children develop strength, coordination and flexibility and is just fun.

### **Yoga/Fun&Fit**

We use Yoga Bears curriculum which is made for children. Yoga helps develop, strength, flexibility, discipline, and imagination. We also use a variety of music, equipment and games in the Fun&Fit class. The instructor has a background in exercise and is first aid and CPR trained.

### **What to Wear and Bring:**

Please have your child bring a **full sized back pack** with their **name written on the front** in marker. We will send their work and projects home each day in their back pack. We will provide a folder to protect their papers which should be kept in the backpack.

Although smocks will be provided for painting, spills and accidents will happen. We recommend that children wear washable play clothes, as they may get soiled. Sturdy tennis shoes are also recommended, especially for outside play. Shoes should be closed toed for your child's protection. Elastic waist pants make it easier for your child to use the bathroom. All children at Little Harts must be toilet trained. In case of accidents please keep an **extra change of clothing in a zip lock bag with your child's name on it in their backpack that they bring to school each day.**

### **Do Not Send:**

Please do not send toys from home. They can get lost. Children have a hard time sharing a toy that is their personal property, and this is hard for other children to understand. Also, don't send valuable items, candy, gum, or money to preschool.

### **Quiet Time:**

Naps and mats will not be required. We will have a quiet time for children who stay for lunch. During this time we will read stories, listen to music, play at the tables with quiet activities.

### **Health:**

Please keep your child home if he or she has any symptoms of illness. Children need to be fever free for 24 hours without medication in order to return to school. If a child is not well enough to play outside on the playground they should be kept home. Please be considerate when your child is not feeling well as young children pass illness very easily.

Minor injuries sustained at school will be handled by the teacher. Soap and water, Neosporin and Band-Aids will be the extent of first aid given. The parent will be called in case of illness or injury at school. The numbers on your contact sheet will be used. Please be sure your numbers are always current.

Parents will be notified if a child has been exposed to a communicable disease while at school. If your child develops a contagious disease, please notify the school.

In the event of an emergency 911 will be called first and then the parent. If you cannot be reached, the doctor on your emergency card will be called. If any child needs to be transported to a hospital a staff member will accompany them.

Please remember that Little Harts is a smoke free environment. Children and staff will practice proper hand washing procedures.

### **Medication**

We do not dispense medication. Epi pens or Benadryl for extreme allergy reaction are the exception.

### **Immunizations:**

The state of Texas requires that all children entering Preschool have the following immunizations status:

- Four DTaP/DT (Diphtheria, Tetanus, Pertussis or Whooping Cough)
- Three IPV or OPV (Polio)
- One MMR (Measles, Mumps, Rubella)
- Three Hepatitis B
- One Varicella (or proof of having had chickenpox)
- Three Hib (Haemophilus influenza type b)
- Four PVC (pneumococcal)
- Yearly influenza (recommended)-Two Hepatitis A (children can enter preschool if they have had the first and then get the second within 18 months)

### **Vision and Hearing Screenings:**

When children turn four we need a proof of vision and hearing screening from your health care professional by the following Sept 1<sup>st</sup>.

### **Statement of Health:**

We need a statement from your healthcare professional that your child has been examined within the last year and that your child is physically able to take part in the preschool program.

### **Recess Policy:**

If the temperature is below 40 degrees or it is very wet children will stay inside. If the temperature is above 95 degrees recess will be shortened to 15 minutes. Be sure to dress your child for the weather.

### **Communication:**

You will receive a monthly news letter and calendar about events and happenings in our class. Most days we will email a “Learning Card” home. This is a short paragraph that tells what we have been doing for that day. Parent conferences are not formal but can be scheduled in advance at any time upon your request. Report cards will go home in November, February and May.

### **School Directory**

Please notify us in writing if you do not want your phone number and email to be shared with other families in our school. All other information regarding your child and family will be kept confidential unless we have written permission to publish in the school directory.

### **Withdrawal:**

Two weeks written notice is required if you withdraw your child. Tuition is required through the end of the month in which Little Harts is notified of your withdrawal.

Little Harts may request a student to withdraw from school under the following circumstances.

1. Child’s frequent display of intentional violent or belligerent behavior including biting, spitting, and foul language.
2. Repeated failure or unwillingness of parent to pay tuition in a timely manner.
3. Failure of a parent to provide forms required by state licensing within the time frame specified by Little Harts Preschool.

### **Drug Free Zone/Gang Free Zone**

Little Harts is required to notify parents that preschools are designated drug /gang free zones by law. Activity of this type will be prosecuted more severely than in other locations.

### **Prayer:**

We offer a short prayer or prayer song before we eat.

### **Pledge of Allegiance:**

We don’t say the Pledge of Allegiance on a regular basis. If a theme such as “I Love My Country” is taught we will learn what the pledge means, and what the flag and the parts of the flag stand for. At that point we may repeat the Pledge of Allegiance once in a while.

### **Absences:**

If your child is absent, we would appreciate a phone call. Tuition is not refundable for periods a child is absent from class.

### **Transportation:**

You are responsible for all transportation to and from preschool. A car safety seat is required for each child.

**Snacks:**

The preschool will provide a daily snack. Snacks will generally be nutritious, but occasionally it may be a treat. Sometimes the children will help prepare the snack for a food preparation experience. We will try a variety of foods and sometimes the snack will go with the theme for that day. Children with food allergies will be provided an alternative snack if necessary. Snack time is about 11:15 a.m.

**Lunch:**

Children who stay until 2:00 will bring a sack lunch that will stay in their backpack until lunch time. Lunch time is 1:15 pm.

**Field Trips:** We do not plan to take field trips. We will bring in some special visitors to enrich the themes that we are studying.

**Birthdays/Special Days:**

We will honor each child on or near their birthday. Children with summer birthdays will be honored at their half year. A Parent is invited to attend school on that day. Your child may share special pictures or belongings with their class. You are invited but not required to bring a treat on that day.

**Emergency Evacuations:**

We will conduct fire drills monthly and severe weather drills every six months as required by law.

**Holidays:**

Holidays will be celebrated. We will have a costume parade on Halloween and sing Halloween songs in October. Near Thanksgiving we will dress as Pilgrims and Indians. "Away in a Manger" may be sung and the story of the Nativity may be told. We will sing Christmas songs during our short Christmas program and have a visit from Santa near the last day of class before the holidays. We will learn about Hanukkah and sing the dreyle song and make menorahs. We will have an end of year program and celebration.

**Bad Weather Days:**

If LISD closes due to the weather, Little Harts will also be closed. We apologize that it is not possible for us to make up bad weather days.

**Grievance Policy:**

If you have a grievance with a particular staff member please go directly to them and discuss the problem. If a solution cannot be reached call the director. If your grievance is with school policy, please discuss this with the director and we will do our best to reach an agreeable solution.

**Homework:**

Occasionally we may pass out a worksheet that may be done at home and returned for a sticker. This is just for fun and only if your child wants to do it. No Stress!

**Gang Free Zone:** Little Harts is required to inform parents that under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone. In a gang-free zone criminal offenses related to organized criminal activity are subject to harsher penalty.

**Monthly Themes :**

The joy of learning will take place around monthly themes. Each theme will integrate several learning areas at once such as number concepts, science, social studies, art, music, cooking, and language arts. Below are examples of Monthly Themes, but they are subject to change.

September- Colors, and Nursery Rhymes

January- Healthy and Happy

October- Halloween Fun

Feb.- Where I Like to Go

November- A Celebration of Autumn

March- Under the Sea

December- Holiday Traditions

April- Story Plays

We will also emphasize a letter of the week. We will use: Frog Street Press Alphabet well as a variety of other activities.

**Class Schedule:** The following will usually be included in the daily routine not necessarily in this order:

Circle Time:25-30 minutes: Daily theme presented through books, songs, games and activities.

Centers: 45-60 minutes. Children will be divided into small groups and rotate through several centers. These may be at the block center, dramatic play center, sensory table, small manipulative center, book center, and craft/ painting center. We will prepare the snack with the children for a cooking center occasionally. Centers will also be games and hands on activities which teach number recognition, counting objects, patterning, sequencing, classification, and pre-reading skills.

Letter Circle Time 15 minutes: Letter activities, songs, stories, games.

Snack 15 minutes. Children will wash before snack and be encouraged to use good table manners.

Outside Play 20-30 minutes. Tricycles, Balls, Playground,  
(Gardening, Animals )

Skills: We'll work on preschool skills such as number recognition, counting objects, patterning, sequencing, pre writing using games and manipulatives.

**Car Pool:**

Car Pool will begin at pick up time on the first day of classes. The carpool line is designed for the convenience of the parents. The procedure must be followed correctly. **Children must arrive and depart in child safety seats.** Safety is first at all times!

Parents will be given a carpool tag. It is very important that you display this tag on the visor of your front window so that teachers can match parent with child without having to ask for identification.

Carpool procedure:

Carpool begins at 8:55 and ends at 9:15. After this time, you must walk your child into the building.

Enter the carpool line from the parking lot entrance off of Country Club Road.

Parents must stay in the vehicle.

A Staff member will open the door and remove your child from the car seat. Do not allow your child to exit the vehicle until a staff member is available to help.

**Children must sit on the passenger side for easy removal.**

Dismissal time works the same as arrival time. A Staff member will bring your child to you and open the door so that your child can climb into his or her safety seat. If needed the staff member will help your child into the seat. We will not allow a child in the front seat even if there is no airbag on the passenger side. You will be responsible to fasten your child's safety seat correctly.

Be prepared to show patience on rainy or very cold days.

Carpool is not the time to conference with your teacher. If you would like to speak with your child's teacher, please come into the building or call to set up an appointment.

If on a special occasion you prefer to enter the building and pick up your child you must park in the designated space. Parking in the carpool line is not permitted.

**Little Harts Emergency Evacuation Plan:**

In the event of severe weather children will be moved to the center of the building away from windows. "Rabbits in the Hole" is our code phrase for getting down and hiding in the kitchen. We will call parents and emergency contact persons after moving to the center of the school

In the event it becomes necessary to evacuate the building, Children and staff will evacuate through the nearest exit and meet in back of the school behind the playground.

If it is not possible to return to the building we will walk the children next door to the Lucas City Hall located at 665 Country Club Road, Lucas Texas 75002. City Hall Phone number is 972-727-8999. From there we will make the children comfortable and call parents or emergency contacts.

If it is necessary to evacuate the whole area we will carry children in the staff personal vehicles to the LDS church located at 1404 E. Main Street, Allen, Texas 75002 where we will make the children comfortable and call parents and emergency contacts.

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