



## **Kindergarten Parent Handbook**

Welcome to Little Harts Kindergarten. We are pleased to have the opportunity to work with your child and we look forward to making this year a wonderful experience for him or her.

### **General Information:**

Registration for Fall 2017-18 school year begins Jan. 17, 2018. We are accepting children who will be 5 years old by Sept 1, 2017. Children not quite five by Sept. 1, 2018 will be considered on a case by case basis with teacher recommendation.

We are licensed and insured and our teacher/child ratio is better than 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 Wednesday Sept 5<sup>th</sup>, 2017 and the last class is Thurs. May 30, 2019. Kindergarten meets daily Monday thru Fri from 9:00 am until 2:00 pm. Before care beginning at 7:30 am and after care from 2:00 to 5:30 pm is also available. After school gymnastics is available from 2:15 to 3:15. Little Harts follows the Lovejoy Schools calendar for holidays. However, if Spring Break for Allen schools is different from Lovejoy schools Spring Break, we will be open with half our staff, both weeks and you choose which week you will do your Spring Break. If you choose for your child to attend both weeks there will be an extra fee for Spring Break Camp.

### **Tuition:**

Tuition is due the first day of class each month. Tuition payments are considered late after the 7<sup>th</sup> of the month, and a \$15.00 late fee may be assessed. Children will not be accepted into class when tuition is not paid by the 10<sup>th</sup> of the month. The full tuition for the year is broken into 9 equal payments, so tuition remains the same each month regardless of absence, holidays, breaks, inclement weather or the number of class days in the month. Make checks payable to Little Harts Preschool. Cash should be given to the director or assistant director and a receipt will be issued. 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 backpack as teachers may not see it. We do not accept credit cards.

Little Harts Kindergarten Monthly Tuition 2018-2019		
5 Days per Week Mon- Fri	9:00 - 2:00 \$499.00	Registration & Supply Fee \$295.00

Preschooler sibling discount is 10% off the lowest tuition, not including before or after care.

Before & After Care 2018 - 2019		
Days per Week	7:30 - 9:00	2:00 - 5:30
2	\$45.00	\$105.00
3	\$65.00	\$149.00
4	\$79.00	\$169.00
5	\$89.00	\$209.00

Little Harts Gymnastics After School Classes Monthly Tuition 18-19					
<u>Days per Week</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1 Hour	\$60.00	\$90.00	\$125.00	\$165.00	\$190.00

**Late Pick Up Fee:**

A late fee will be charged in the amount of \$1 per minute after 10 minutes past your child’s pick up time. For example, if a child is picked up at 2:15 the late fee is \$15.00. 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.

**Return Check Fee:**

Little Harts will charge a \$25 return check fee. Payment must be resubmitted in cash by the 7<sup>th</sup> of the month in order to avoid a \$15 late tuition payment fee.

**Drop In After Care and Before Care:**

Drop in Before and After Care is available with advanced notice ( at least a text or email the day before early drop off or at 9:00 drop off for after care.) Drop in before care starting at 7:30 a.m. is available with payment at the time you drop off your child. The cost is \$7.00 per hour or \$10.50 for the 7:30 to 9:00 period. There is a \$7.00 minimum charge.

The cost is \$7.00 per hour or \$24.50 for the entire period from 2:00 to 5:30. Late pick up fees after 5:30 p.m. will apply as stated above.

**Arrival:**

The doors will open and we will begin bringing the children in at 8:55am unless they are enrolled in before care. We ask that you do not enter the building prior to this time unless your child attends early care. Teachers use this time to prepare for the day. Please do not ask them to take your child before their registered 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 on your enrollment form. If someone else will be picking up your child, YOU must make the request in writing and sign it. E-mail is fine if it is done 24 hours 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. Other child friendly tools may be used as well.

**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.

### Gymnastics

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.

### Fun & Fit

We use a variety of music, equipment and games in the Fun & Fit class. The instructor is first aid and CPR trained.

### Nap Time:

Naps and mats will not be required for children who leave by 2:00 p.m. Children enrolled in after care are required by the state to have a one hour nap time which will be from 2:00 to 3:00p.m and will need to bring a nap mat or child's sleeping bag to keep at school. Sleeping bags and blankets will be sent home periodically for laundering.

### 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.

### 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.**

### Report Cards:

Progress reports will come home November, February and May.

### 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. Epipens and Inhalers for extreme allergy reaction are the exception. Benadryl may also be administered with parent permission.

### **Allergies:**

Children with diagnosed food allergies must provide the school with an allergy emergency plan written, signed and dated by your doctor and the parent before admission. It will include a list of each food the child is allergic to, possible symptoms if exposed to the allergen, and the steps to take if the child has an allergic reaction.

### **Head Lice:**

Parents are responsible to check their children for head lice periodically. If a child who attends Little Harts is found with head lice, parents must report it to the school. We will then notify the other parents to check their children and be aware that their child may have been exposed while keeping the child's name with lice confidential. A child found with head lice must be treated. It may take several treatments to completely cure the problem. Children will need a note from the doctor saying he/she is lice free before returning to school. Parents can use shampoo and hair sprays to help keep their child from contracting lice.

### **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)

Little Harts staff is not required to have additional vaccinations.

### **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 of health 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 Kindergarten program.

### **Peanut Free School**

Little Harts is a peanut free school. Lunches, snacks, and treats brought into the school must not contain peanuts as they will put children with peanut allergy at risk for a severe reaction.

### **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 school.. You will also receive weekly reports of happenings in class through email. Parent conferences will be scheduled twice a year in November and May. Progress reports will be sent home every Nov. Feb. and May.

### **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 foul language, spitting, hitting and biting or extreme defiance.
2. 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.

### **Child Abuse Reporting Policy**

Teachers at Little Harts are trained annually to look for and respond to signs of child abuse or neglect. In the state of Texas caregivers are required to report suspected child abuse or neglect to the Texas Department of Child and Family Protective Services or law enforcement. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make such reports in good faith. As a parent, if you suspect child abuse or neglect of any children that you know, you can report it by calling DFPS at 1-800-252-5400.

**Breastfeeding**

Any mother who needs to breast feed her infant while at Little Harts is welcome to. A private place to sit will be provided upon request.

**Prayer:**

We sing a short prayer song before we eat. There is a prayer before our annual family Thanksgiving Feast.

**Pledge of Allegiance:**

The Pledge of Allegiance may be a part of the daily routine.

**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 kindergarten. A car safety seat is required for each child.

**Snacks:**

Little Harts 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 11:00.

**Lunch:**

Children bring their lunches from home. A cold pack inside the lunch is a good idea as we won't put them in the refrigerator.

**Field Trips:** We do not take field trips.

**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.

**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. Children bring Valentine Cards for their friends in Feb. and we have an egg hunt in March or

April. We will have a Leprechaun Treasure hunt. We will celebrate a Muffins With Mom Day near Mother's Day in May 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:**

Homework may be handed out to reinforce sight words, language arts, or math concepts being taught during the week.

**Kindergarten Curriculum:**

Little Harts Kindergarten provides an activity rich curriculum that meets or exceeds TEKS - Kindergarten standards. As a contrast to many programs, subject matter is taught in such a way that standards are kept in the background and students are allowed to experience the joy in learning.

Students actively participate in curriculum designed to grow their knowledge and skills in English Language Arts, Mathematics, Science, Social Studies, Languages other than English (intro to American Sign Language and Spanish), Health and Physical Education, Art, Music, and Technology.

Little Harts celebrates culture and traditions. We use songs and stories and share what we learn with our parents through programs scheduled throughout the year. We teach empathy through books and guided discussions to help young children develop the skills they need to be a good friend.

Monthly themes 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 (subject to change).

September – Colors and Weather

October – Halloween Fun

November - A Celebration of Autumn

December - Holiday Traditions

January - Where I Live

February - People I Know

March - Wonders of Nature

April - Story Plays and Aesop's Fables

May - Science Fun

- Reading and Writing: "Explode the Code." Explode the Code is a systematic, direct teaching of phonics and decoding skills to help children learn the elements of reading and enhance comprehension. This approach gives each student the phonic elements and skills necessary to aide in successful reading and writing.
- Mathematics: "Earlybird Kindergarten Mathematics" by Singapore Math. Singapore Math is an activity-based curriculum to help students build a solid foundation in Math. Hands on tasks encourage students to actively participate in each lesson.
- Daily lessons and practice in creative writing in their personal journals.
- Fun Fit, Gymnastics, and Music: 30 minutes each per week. Also monthly pony rides with the Pony Lady, special science with the Science Man, and gardening with the Gardening Guy.
- Snack: Daily snacks are provided. Children will wash before snack and be encouraged to use good table manners.
- Outside play 20-30 minutes daily. We provide supervised, unstructured play on fun playground equipment and larger scale trikes. We also include other play objects/themes on a rotational basis, such as balls, hula hoops, bubbles, petting animals.

### **Car Pool:**

**Children enrolled in before and after care should be walked to the door and picked up at the door.** For children enrolled only in the core day between 9:00 and 2:00, 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.

### **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 and if needed we 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.

**Emergency Evacuations:**

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

**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 using our personal cell phones 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. Children who may be mobility impaired or who may be mentally, visually, or hearing impaired will be carried or escorted by staff. Staff will bring their classroom attendance clipboards and children's records (black box) containing medical information and emergency contact persons with phone numbers and addresses.

If it is not possible to return to the building we will walk the children next door to the Lucas City Hall. Children who may be mobility impaired or who may be mentally, visually, or hearing impaired will be carried or escorted by staff or pushed in Little Tykes Kiddie cars to City Hall. City Hall is 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, licensing and emergency contacts using personal cell phones.

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 using personal cell phones.

**Little Harts Lock Down Plan:**

In the event of a dangerous person on the premises 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. Teachers will double check the doors to be sure they are locked and close all the blinds on the windows. We will call 911 and then we will call parents and emergency contact persons using our personal cell phones after moving to the center of the school.

**Child Abuse Reporting Policy**

Teachers at Little Harts are trained annually to look for and respond to signs of child abuse or neglect. In the state of Texas caregivers are required to report suspected child abuse or neglect to the Texas Department of Child and premises.

**Custody:**

We agree that it is the undersigned's responsibility to promptly notify Little Harts Preschool regarding any legal custody or parenting time arrangements, it being impossible for Little Harts Preschool to monitor or enforce such arrangements.

Family Protective Services or law enforcement. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make such reports in good faith. As a parent, if you suspect child abuse or neglect of any children that you know, you can report it by calling DFPS at 1-800-252-5400.

Or call Child Care Licensing Intake Line at 214-583-4253, or go online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

**Photo Policy:**

I understand that my child's likeness may be used in Little Harts Preschool ads, promotional videos, website material, or various other marketing. These images will be used for Little Harts Preschool purposes only, and will not be given or sold to outside companies or individuals.

**Damages:**

We agree to pay Little Harts Preschool for any damages or loss caused by our child to the property or premises of Little Harts Preschool property. We recognize that Little Harts Preschool is not responsible for damages to or theft of personal property left on the

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