



Parent Handbook

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

General Information:

Registration for Fall 2018 school year begins Jan. 17, 2018. We are accepting children who are 3 to 5 year olds. Children must be 3 years old and potty trained by Sept 1, 2018. We are licensed and insured and our teacher/child ratio is better than the standards set by the state. A non refundable registration fee will be required to hold a place in the class.

Classes will begin Wed Sept. 5th, 2018 and end Thursday May 30, 2019. Classes run from 9:00 AM until 12:00 PM or until 2:00 PM. Before care beginning at 7:30 AM and after care from 2:00 to 5:30 PM is also available. Drop in care is available for \$7.00 an hour with a 1 hour minimum. You can pay for the drop in care at the time of service or you can pay with the next months tuition. In After school gymnastic classes are also available between the hours of 2:15 to 3:15 PM. Little Harts follows the Lovejoy Schools calendar for holidays. However, if Spring Break for Lovejoy schools is different from Allen schools Spring Break, we will be open with half our staff both weeks so you can choose which week you will do 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 of each month. Tuition Payments are considered late if received after the 7th 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 10th 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, 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 business manager 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 back pack as teachers may not see it. We do not accept credit cards.

Little Harts Preschool Monthly Tuition 2018 - 2019			
All Students Ages 3-5			
Days per Week	9:00 - 12:00	9:00 - 2:00	Registration & Supply Fee
2	\$190.00	\$265.00	\$169
3	\$275.00	\$345.00	\$199
4	\$360.00	\$450.00	\$239
5	\$475.00	\$525.00	\$279

Preschool Sibling discount is 10% off the lesser or equal tuition for above hours.

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					
Days per Week	<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 Fees:

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: the child is picked up at 2:15 the fee would be \$15.00. This is based on the time of the preschool clock. The first late pick up is a warning. Please call if you will be late so we may reassure your child that you are coming.

Return Check Fees:

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

Drop In After Care and Before Care:

Is available with advance notice (at least a text or email the day before.) 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 morning. There is a minimum \$7 charge.

Drop in After Care is available with advanced notice (at least at the 9:00 drop off). 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 is in before 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. On the first day of classes you are encouraged 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 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. We particularly need volunteers to help with the Friday specials classes. 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 or to work on special projects.

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.

Specials:

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 25 min. children's Fun & Fit class or Tumbling/Gymnastics class.

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 a variety of gymnastics equipment are used. Tumbling helps children develop strength, coordination and flexibility and is fun.

Fun & Fit

We use a variety of music, equipment and games in the Fun & Fit class. We spend time pretending to be other animals, dancing, exercising our muscles, and learning to move our bodies in new ways. The instructor has a background in exercise and 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 3:15p.m to 4:15 p.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 in November, February and May.

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.

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, inhalers for asthma or Benadryl for extreme allergy reaction are the exception. Parents must give written permission for any medication we dispense.

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 4 we need a proof of Vision and Hearing Screening from your Health Care Professional by the following Sept 1st.

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.

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:

Morning recess and afternoon recess is generally 20 minutes. After Care recess is 30 minutes. If the temperature is below 40 degrees or it is very wet children will stay inside. If the temperature is 40 degrees or slightly above recess may be shortened to 15 minutes. 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.

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, or extreme defiance.
2. Failure 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 offer a short prayer song before we eat. There is a prayer before our annual family Thanksgiving Feast.

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 as part of a food preparation experience. We will try a variety of foods and often the snack will be a part of the theme for that

day. Children with food allergies will be provided an alternative snack or may bring their own. Snack time is about 11:20 a.m. There is also an afternoon snack at 4: 15 for After Care kids.

Lunch:

Children who stay until 2:00 will bring a sack lunch that will stay in their backpack until lunch. Lunch is at 1:20 pm.

Field Trips: We do not 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 near their half year. Parents are 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. No cupcakes please!

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 Dreydle song and make menorahs or Star of David. We will have an egg hunt near Easter, and a Leprechaun Treasure Hunt near St. Patrick’s Day. “Muffins with Mom” is our Mother’s day celebration. We will have an end of year program and celebration at the end of May.

Bad Weather Days:

If Lovejoy ISD and/ or Allen ISD 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.

Example of Monthly Themes:

September- Colors and Nursery Rhymes
October- Halloween Fun

January- Under the Sea
February – People We Know

November- A Celebration of Autumn
December- Holiday Traditions

March - Wonders of Nature
April- Story Plays

May- Science Fun

Homework:

Homework is rare.

Drop Off and Pick Up of Before and After Care:

Parents whose children are dropped off before 9:00 and picked up after 2:00 will need to park and come into the school for drop off and pick up.

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.

Procedure:

Carpool begins at 8:55a.m. and ends at 9:10 a.m. 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.

Emergency Evacuations:

We will conduct fire drills monthly and severe weather drills/lock down drills every six 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 located at 665 Country Club Road, Lucas Texas 75002. 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's Phone number is 972-727-8999. Once there, we will make the children comfortable and call parents, licensing or 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, licensing 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.

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 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.

Director: Rosanne Rickett
214-315-5331
rosanne@littleharts.com
Owner: Carol Barratt
972-727-8280
CGU@surreyhs.com

Little Harts Building: 214-383-7935