

Readyland Parent's Handbook 2017-18



**“Children are a gift from God,
they are His reward”**

Psalm 127:3

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“Train up a child in the way he should go: and when he is old he will not depart from it.” Proverbs 22:6 KJV

Dear Parents:

We welcome you and your child to Readyland Preschool. We are glad that you are a part of our family. Clear communication is one of the keys to a successful preschool program. This handbook contains specific information and requirements set forth by Heritage Christian Schools and the State of California. After reading it, please sign the handbook verification stating that you have received, read, and understood this information. This handbook is designed as a handy reference for you. We suggest you keep it in a convenient place for easy referral throughout the school year. Please feel free to support Readyland by your suggestions and comments. We also appreciate your prayers and moral support.

MISSION STATEMENT OF READYLAND PRESCHOOL

"In an atmosphere of Christian love and discipline, the mission of Readyland Preschool is to partner with parents in the nurture and development of their children; preparing students for a life long journey of learning: spiritually, intellectually, socially, emotionally, and physically."

The purpose of Readyland Preschool is to provide quality Christian child care to families in our community with children ages 2 - 6. At Readyland each child is viewed as God's unique creation, and is encouraged to progress on his own developmental path toward discovery of the environment around him, develop self-discipline and the ability to make good choices, in an environment that invites the development of a relationship with Jesus Christ.

STATEMENT OF FAITH

WE BELIEVE

- The whole Bible is the inspired and infallible Word of God, without error in the original writings, and is the supreme and final authority in all matters of faith and conduct. II Peter 1:21; II Timothy 3:16
- There is one God eternally existing in three Persons: Father, Son and Holy Spirit. II Corinthians 13:14
- Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. John 1:1, 2,14; Matthew 1:18; Philipians 2:5-8
- The Holy Spirit is a person, is God, and is co-equal with the Father and the Son. He convicts the world of sin, righteousness and judgment. He regenerates and indwells the believer. He is his constant guide and teacher, and the enabling power for victorious living and dedicated service. John 15:26; 16:7, 8; Titus 3:5; John 16:13; Acts 1:8
- Man was created in the image of God. He sinned, and thereby incurred for himself and the whole human race not only physical death, but also spiritual death, which is separation from God. Romans 5:12, 19; Genesis 1:26, 27
We believe and hold that the events recorded and people named in the Genesis account of creation are history; that man is unique, in that he was created in the image of God; that he was created by a special act of God, both biologically and spiritually and not from any previously existing forms of organic life.
- The Lord Jesus Christ died for man's sins, according to the Scripture, and all who believe on Him have the forgiveness of sins through His blood. I Corinthians 15:3; Ephesians 1:7
- Christ arose bodily from the dead and ascended into heaven, where He is now the believer's High Priest and Advocate. I Corinthians 15:4; Hebrews 7:25
- The imminent return of Christ from heaven will be personal and visible, and He will judge the living and the dead. Acts 1:11; John 5:28,29
- An individual becomes a child of God by being born of the Holy Spirit by the Word of God through a personal faith in Jesus Christ. John 1:12,13; Titus 3:5
- The church, instituted by Christ, consists of all true believers. The Great Commission to make disciples of all nations is the supreme mission of the church of this age. I Corinthians 12:12, 13; Matthew 28:19,20
- The ordinances of the Church are water baptism upon personal confession of faith, and the Lord's Supper in remembrance of Christ. They are, however, not to be regarded as means of salvation. I Corinthians 11:23-26; Romans 6:4
- A bodily resurrection of both the just and unjust will occur with a state of everlasting blessedness for believers and a state of eternal punishment for all unbelievers. I Thessalonians 4:13-18; Revelation 20:11-15
- The Christian life is devoted to God, conforming to the teachings of the word, and dedicated to the service of Christ. Romans 12:1,2

Students at Heritage are exposed to these Biblical principles through our Bible curriculum, chapel times and most importantly through the lives of the teachers and staff at school. We believe an exposure and awareness of these principles and the life values they imply are of critical importance in a child's life. However, students are never placed in a situation of mandatory decision-making nor are they pressured in any way, expressed or implied, into acceptance of these principles.

Readyland Preschool -Family Life Values Statement

Readyland Preschool is a ministry of Heritage Bible Church and exists to demonstrate God's love for children and parents of this community. Because we are a Christian ministry, and because we believe in the truth and relevance of the Bible...

- Our goal is that each of our faculty members have a personal relationship with Jesus Christ.
- Our curriculum for children is taught from a Christian perspective and is based on the principles of the Bible.
- We honor the parenting roles and child development principles taught in Scripture. Here are the key examples:

Genesis 1:27 **So God created people in his own image; God patterned them after himself; male and female he created them.**

Specifically, we teach that men and women (boys and girls) are created with equal value in the image of God and that he loves them intensely.

Ephesians 5:21, 6:4 **And further, you will submit to one another out of reverence for Christ... Don't make your children angry by the way you treat them. Rather, bring them up with the discipline and instruction approved by the Lord.**

We believe that the family as God intended is, whenever possible, a partnership between a husband and wife who share responsibility and submit to one another out of love for each other and respect for their Creator. The parents in turn, out of that same kind of love and respect, honor their children as created in the image of God and raise them to love God and love people.

Deuteronomy 6:6-7 **And you must commit yourselves wholeheartedly to these commands I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are away on a journey, when you are lying down and when you are getting up again.**

Whenever possible, we believe that the primary teachers of children are their parents. Our intent is to assist parents by teaching their truths of God, a love for people, along with the skills and knowledge necessary to equip them for life.

As a parent, making application for my child here at Readyland Preschool, I agree to support principles mentioned here and, to the best of my ability, fulfill my role as the primary teacher and encourager of my child.

_____SAMPLE_____
(Signature of Parents/Guardians)

_____SAMPLE_____

Date: _____SAMPLE_____

HERITAGE CHRISTIAN SCHOOLS - PHILOSOPHY OF EDUCATION

We believe in educating the whole child: spiritually, academically, physically, emotionally; equipping the child to process information spiritually (Statement of Faith), mentally, physically and emotionally. Learning is not a goal within itself but the child develops the skills needed to learn, so that in any setting in life, he/she would have the skills to achieve.

In an atmosphere of discipline and love, we present academic skills and spiritual truths to the child, that the child might be Christ-like in attitude and action. We believe the Bible is the supreme and final authority in all matters (Statement of Faith). Individuals modeling Christ and integrating the scriptures give all instruction in a Christ-centered environment. (II Timothy 3:16-17)

Each child is recognized as an individual with individual needs and abilities. Material, whether it is spiritual or academic, is presented with respect to this uniqueness. Individual responsibility to parents, teachers, country and God is taught and encouraged. Each child was created in the image of God (Statement of Faith). Each child is different, and that individuality is fostered. (Psalms 139:14)

We succeed in our task of educating the child if the child can interact positively with his/her peer, teachers, and parents. Education is not just for the classroom. Education is meant to equip the child with skills that transfer into all aspects of life (Statement of Faith). This is successful when the principles are not just internalized, but are interactive in life's experiences. (II Corinthians 13:11)

We succeed in our task of educating the child, if the child experiences the love of Christ such that this world and our place in it is understandable and meaningful. The successful product of Heritage is not the student who can just answer questions, but one who has the skill and learning experiences to find information, analyze data, solve problems and make proper choices in life. (I Timothy 4:12)

STATEMENT OF NON-DISCRIMINATION

Heritage Christian Schools do not practice any form of discrimination expressed or implied in regards to race, color, creed, religion or ethnic origin. This policy is held in accordance with the beliefs of the sponsoring church (Romans 2:11 "There is no preferential treatment with God."); in accordance with the moral conscience of the school board; and in compliance with the directives of the Association of Christian Schools International.

DEVELOPMENTAL GOALS

Our Preschool program is designed to assist your child in growing according to his/her individual development in the following areas:

SPIRITUAL DEVELOPMENT:

Give children an understanding of God's presence in the world. Help children develop a positive self-image through the knowledge of God's love and express his/her love to God. Encourage each child and parent to discover Christian concepts and biblical principles.

SOCIAL DEVELOPMENT:

Create friendships with children his/her own age.
Achieve a balance between spontaneous behavior and obedience to acceptable social standards.
Provide positive and trusting experiences in working with adults.
Encourage good manners, self-control and following directions given by an adult.

EMOTIONAL DEVELOPMENT:

Become self-confident, self-reliant and self-disciplined
Help the child feel socially accepted by others
Reinforce the demonstration of caring behavior and interest in others
Channeling inner destructive impulses into positive responses

INTELLECTUAL DEVELOPMENT;

Encourage curiosity and creative/critical thinking.
Build listening and communication skills.
Provide an experience for learning in a planned program.
Expose children to pre-reading and pre-math concepts.
Broaden the child's horizon beyond the home through varied experiences.

PHYSICAL DEVELOPMENT:

Reinforce good health habits.
Build listening and communication skills.
Provide an experience for learning in a planned program.
Broaden the child's horizon beyond the home through varied experience.
Provide an environment that utilizes an innovative, creative and highly organized plan for sequential development of the children's fine and gross motor skills.

READYLAND PHYSICAL EDUCATION PROGRAM

The goal of the Physical Education Program is to encourage preschool age children to:

- begin an understanding of and interest in health, nutrition, and safety
- improve gross and fine motor skills
- develop listening skills by learning to follow simple directions
- increase body awareness
- develop skills that include taking turns and encouraging each other to do their best
- develop a sense of self-esteem that causes them to understand that God made them individuals and each does something well
- foster an enjoyment of physical activity

	Age 2-3	Age 3-4	Pre-K
Large Motor	Scooters (seated)	Scooters (seated)	Scooters (lay on stomach & pull with arms)
Running	Run (2 laps)	Run (2 laps)	Run (2 laps)
Eye/Hand Coordination	Ball on string (play catch)	Ball on string (play catch)	Ball on string (hit with stick)
Balance	Balance beam	Balance beam	Balance beam
Heart health	Aerobics	Aerobics	Aerobics
Spatial	Tunnel Bean Bag (Child places bean bag on different parts of body as directed)	Tunnel Bean Bag (Child places bean bag on different parts of body as directed)	Tunnel Bean Bag (Child places bean bag on different parts of body as directed)
Nutrition	Children share what they had for breakfast. Talk about balanced food choices from food groups.	Children share what they had for breakfast. Talk about balanced food choices from food groups.	Children share what they had for breakfast. Talk about balanced food choices from food groups.

Physical Education Classes are held twice a week for 5-day children and once a week for part time children. **Proper shoes (tennis shoes) are mandatory for PE Classes**

READYLAND OLYMPICS

Each spring Readyland holds it's "Olympic Games". The children have an opportunity to demonstrate their improved skills as well as support and cheer on their fellow students. Emphasis is placed on doing your personal best, as all children are WINNERS! "Olympics" is held the same day as the Patriotic Program. Family and friends are invited to attend.

MUSIC PROGRAM

Music plays an important role in the curriculum at Readyland. The many facets of learning that can be addressed through music and movement, as well as children's natural attraction to music, has caused us to focus on music as a learning venue. All children "sing" beautifully at this age, building self-esteem. Our "Opening" each morning is filled with music and movement, as well as Bible and Unit Studies. Music is incorporated into our physical education program, as well as in the classroom. The highlights of our music program are the programs that are prepared for your enjoyment, they are:

- **Christmas Program** – held at **12 noon**, the first week of December
- **Patriotic Program** – held at **9:30 am** (with Olympics immediately following), in the early spring
- **Graduation Program** – held at **6:30 pm**, two weeks before the last day of school. (for Pre-K Graduates only)

The programs are presented **two consecutive days** (typically Wednesday & Thursday) to accommodate the part time children.

AFTERNOON PROGRAM

Our Afternoon program is structured with the needs of the full day child in mind. After naptime, the children have the opportunity to experience a different learning environment. At this time of day the number of children is reduced, enabling us to teach in a less structured manner. After nap, story time and snack, the activities begin with outdoor play, consisting of free play and/or organized sports play, followed by learning centers. The learning centers are rotated daily so as to keep interest high. Science, creative art, literature, manipulatives, dramatic play, music and movement, and cooking are examples of the afternoon activities. Afternoons at Readyland are intended to make long days a little more enjoyable for our precious little ones.

GENERAL INFORMATION

Teachers

Readyland teachers are experienced Christian Early Childhood Educators, who love the Lord. They are committed to instilling a life long love for learning, in an environment that exposes your child to a deepening relationship with Jesus Christ. Our teachers are also certified in Pediatric First Aid and CPR.

Curriculum

We believe in the education of the whole child: spiritual, intellectual, physical, emotional and social, with the understanding that all that goes on during the day is curriculum. Readyland is a language rich environment, providing many opportunities for building vocabulary and language skills. We accomplish this in a variety of ways: Bible stories, critical thinking opportunities, hands-on activities, manipulatives, physical education classes, music classes, safe outdoor environments, teaching positive character traits, and readily available hugs. We believe that it is important to present the above in an atmosphere of love and discipline. Each child is recognized as an individual with different needs and abilities. The teachers present the curriculum in a developmentally appropriate manner for the age/developmental level of the children in their classroom. Children are encouraged in all areas of development to think critically to encourage maturity and independent thinking.

Our curriculum is designed to help the young child become a well-rounded individual. As children learn through play, many activities are designed to teach, while the children think they are only “playing”. Cognitive skills, problem solving, and critical thinking, as well as social skills are enhanced through play. We encourage children to share and feel self-confident. Christian traits are interwoven throughout the curriculum each day. Those going into kindergarten the following year are exposed to pre-reading, pre-math, and writing skills. We offer a variety of activities in science, music, physical fitness, visits from various community leaders, and visuals geared to the interest of young children.

Admission Policy

Readyland Preschool does not practice any form of discrimination expressed or implied in regards to race, color, creed, religion or ethnic origin. Our school is open to all children who may benefit from our program, who are 2 years old and preferably toilet trained.

Class Placement

Age groupings are generally based on a six month age range. There are some variances due to developmental differences. Children stay with their class/teacher for the entire school year. Advancement the next year will be to another teacher with new classmates.

Adjustment Period

Starting preschool for the first time often causes anxiety for children. To ease some of the fears, we recommend that you visit Readyland for our Open House (the Friday prior to school opening) with your child. This will allow your child to meet his/her teacher, other school staff and see other children at play. We recommend that you give your child at least one month to adjust to the preschool experience and the teacher.

Arrival and Pick-up

A child may be brought any time after 7:30 a.m. Please try to bring your child by 8:00, so that he/she is able to adjust more easily to our school schedule.

In an effort to address the special needs of our youngest friends, the half-day pick-up schedule for the 2's-young 3's (Rm#'s 1, and 18,) will be as follows –

- Children are to be picked up by 11:45 a.m.

The pick-up schedule for all other half-day children will be as follows –

- Children are to be picked up between 12:00 p.m. and 12:15 p.m.

Please be on time for picking up your half-day child, as it affects our teacher/child ratio.

All full day children must be picked up **no later than 5:30 p.m.**

A late pick-up fee of \$10.00 per fifteen minute increment of time is assessed, and will be applied to your account, after stated half-day or full day pick up time.

Any person other than the child's parent will be asked to show identification. It is mandatory for the parent to notify the staff or director when other person(s) are picking up the child on a given day. In an emergency situation, when parents need other person(s) not previously authorized to pick up their child, the parent must give written authorization or verbal authorization over the phone in an extreme emergency.

Sign In and Sign Out

Each child must be signed in and out by an authorized adult. Sign in and sign out logs follow your child throughout their day. State law requires that an authorized adult must sign in and out a child with **a legible, full legal signature, no initials, and the time. The authorized adult picking up the child is responsible to locate the child's sign in/out clipboard. If your child is not properly signed in or out, a fee will be charged as follows – 1st occurrence \$1.00; each subsequent occurrence \$10.00.** If the preschool is cited and fined for lack of signatures, initials being used, or time not noted **the fine will be passed on to the responsible parent.** Please take the time to follow the procedure carefully each time your child attends school; it is designed to protect YOUR child.

Absences

We plan our programs with the assumption that every child will attend every scheduled class. If your child is unable to attend preschool for any reason, please notify the preschool office. If your child is absent due to illness with a communicable disease, please let us know as soon as possible. We will notify parents of communicable diseases.

Snacks and Lunch

Full day children will receive a morning snack, lunch and an afternoon snack. Half day children will have a morning snack and lunch. Unless your child has food allergies or dietary restrictions for medical or personal belief reasons, please **do not** send food with your child to school. Children are very aware of what their friends are eating, and feelings can be hurt if someone has something different.

If your child requires special dietary considerations, please discuss this with the director and your child's teacher. Certain special foods will need to be provided by the parent, and we will be pleased to serve them. All classrooms have a small refrigerator to keep small quantities of food for children with special needs. Please speak to the director if you have needs in this area.

Breakfast

Readyland does not serve breakfast or have the staff to accommodate a child that needs to sit separately to eat breakfast. Please have your child eat prior to coming to school in the morning.

Inclement Weather

Readyland Preschool operates despite rain, fog or hot weather. We are sensitive to the varied air quality of our valley. We will limit the outdoor activity on "spare the air" days, which are hard on fragile lungs. We will also limit outdoor activity if it is too hot or cold and foggy.

Discipline

The staff of Readyland is honored that you have chosen us to partner with you in the care and training of your child. Respect, good manners, responsibility, appreciation and patriotism are only a few of the character traits taught by our qualified Christian staff. Readyland's structured environment allows loving discipline to shape character. We believe an awareness of these principles and the life values they imply are of critical importance in a child's life. We further believe that a child needs to become responsible for his/her behavior.

Positive redirection is the first choice for discipline. If a child willfully chooses to continue to disobey the rules, a time out is given. If misbehavior continues or harm has come to another child, the child(ren) are taken to the director's office. A discussion of appropriate choices ("What else could you have done when he made you mad instead of pushing him down?" or "What could you have done differently, so that you didn't break the rules?") and/or time out is given. Children are asked to acknowledge that what they did was wrong, and if appropriate, ask the other child to forgive them. This provides the offended child the opportunity to forgive. The director often prays with the child(ren). Communication either verbal or in writing when discipline issues continue, enables the staff to work cooperatively with parents and/or guardians in behavior improvement plans.

If you are experiencing any behaviors at home that you would like to partner with us in resolving, please feel free to contact your child's teacher or the director. It is our desire at Readyland to work with families to enable children to develop positive behavior skills.

There are at times behavior situations with a student that our facility is unable to accommodate. If a child regularly exhibits harmful or disruptive behavior, a parent conference with the teacher and/or the director will be requested. Our desire is, with combined efforts, that we will be able to affect a positive change in the child's behavior. If after an agreed time period the child's behavior is not improved, as per our admission agreement, childcare at Readyland will be terminated. Our goal is to provide a safe and positive environment for all children.

Biting Policy - It is age appropriate for some 2's/early 3's to bite when frustrated. As we do understand this, it is not an acceptable behavior at school. If your child has a biting incident, you will receive a phone call informing you of the situation. If there is a subsequent incidence, you will be asked to pick up your child from school. We will expect your assistance in reinforcing that this behavior (as well as any other behavior that hurts another child) is unacceptable and must stop. If the problem persists, your child will be excused from attendance at Readyland, as stated above.

Clothing

- Please remove all cording from around the neck of sweatshirts and/or jackets. Long hairstyles that are pulled back out of the face are recommended, so as not to interfere with school activities.
- Please do not send your child to school with clothing that depicts superheroes, skulls, etc. We find that certain graphics alter the level of aggressive play. Also, as we do not celebrate Halloween, please do not send your child to school in clothing depicting Halloween, i.e. Jack-O-Lanterns, ghosts, mummies, bats, etc. Although some of these outfits are very cute, they are not allowed at school.
- Girls–Please wear bike shorts under skirts and dresses for modesty on the playground.
- Make sure that you select clothing that will allow your child to move freely during recess, PE, and toilet time. Make sure that the clothing is free of complicated fastenings. Your child, under watchful supervision, will be encouraged use the restroom alone.
- The type of shoe your child wears to school is of great importance. Tennis shoes with a snug fit are most appropriate when walking on the balance beam, running laps, and climbing toys. For safety reasons, sandals of any kind, thongs, cowboy boots, and stiff soled shoes are not recommended. Sandals **must** have a back strap, if worn.
- **Parents need to provide** an extra set of clothing for emergency purposes. Extra clothes should be changed seasonally. Readyland does have some emergency clothing, but sizes and quantities are limited. If your child is sent home with school clothing, a notice will go home requesting that you launder and return them within five (5) days.
- **Make sure all outer wear is labeled with your child's full name.** Often children have the same outerwear, and mix-ups occur!

Parent/Child Rights and Communication

As parents or guardians you have the right to enter and inspect the child day care facility in which your child(ren) is receiving care without advance notice to the provider. Entry and inspection is limited to the normal operating hours while your child(ren) is receiving care. When you enroll your child in our school, we assume the responsibility of giving you assistance with special needs in relation to your child's school adjustment, growth and development. Your child will be given maximum consideration as an individual. We will look after his/her health and safety while at school. We will present a planned program geared to what we believe to be developmentally sound and educationally beneficial. We believe in clear communication between parent and teacher.

We would consider it a privilege to pray with and for you, should you so desire. Please contact the director or your child's teacher with any specific prayer requests. You may also request prayer with specific needs unspoken.

Student's Cubbies

Each student is provided with a "cubbie" and a coat hook. The cubbie is basically our outgoing mail box. Work completed at school that is to be taken home will be placed in the cubbie. Some work will be saved by the teacher for Open House, conferences, or special occasions. Notices of varying types and flyers of upcoming events will also be placed in the cubbies. Please check your child's cubbie each day when you pick up your child. It is important that you accompany your child to their cubbie, not only to make sure that they get only what belongs to them, but for their safety.

Teacher's Share Box

A large Rubbermaid type tub, AKA "Teacher's Share Box" is provided for you; if you would like to leave a note for your child's teacher, or when your child brings something for share day. The boxes are labeled with the teacher's name, and will be in your child's drop off location in the morning. Please use this method for all incoming classroom items. Incoming items placed in cubbies, or left in backpacks may be accidentally overlooked.

Parent Teacher Conference

Parent Teacher conferences are scheduled for January/February. Notices will be sent home in advance regarding signs ups. The teacher will cover year to date developmental progress, screening tests, and Pre-K testing if applicable. All efforts will be made to accommodate your desire for an additional conference time regarding your child's progress during the year. Please leave a note for your child's teacher, or express your need to the director. Please do not attempt to speak at length with your child's teacher while they are on yard duty. Their responsibility at that time is to interact with the children and ensure a safe environment.

Message Board

Readyland has an information center located outside the Preschool Office. Pertinent information regarding a myriad of subjects is posted. Topics include: school calendar, monthly menus, current Bible and Unit Studies, health & safety issues, seminars, and when possible upcoming community events. Lunch menu changes, health alerts, and other daily news will be either posted on the sign-in/out cart, or a notice will be placed in your child's cubbie. Each teacher has a message board near their door where information pertinent to your child's class will be posted.

Newsletters

- Readyland Preschool and Heritage Academy send home monthly newsletters. You will find general information about activities held on each of the campuses.
- Your child's teacher sends home an informal newsletter that will keep you current on the progress in the classroom.
- Quarterly our P.E. teacher Mrs. Boman prepares "Nutritional Nibblets" which is filled with information to support a healthy lifestyle.

School Parties

There are four scheduled parties for the year: Christmas, Valentines, Easter and End of School. The room parents will plan the party with the teacher, and post a sign up sheet for helpers and items needed.

Party guidelines:

- Readyland – Heritage students under the 3rd grade are not allowed to have swimming pool parties.
- State law requires that all juice served is 100% juice, and milk must not be greater than 1% fat content. No beverages may be served that contain added sweeteners. No soda pop is allowed. Please keep this in mind when providing beverages for parties and class activities.
- Heritage Christian Schools **DOES NOT** observe Halloween. We request that you do not send or dress your child with any reference to this day.
- There will be no parties off campus the last week of school.

Birthday Parties

Birthdays are very special occasions for children. We invite you to talk with your child's teacher about celebrating at school. Make sure that you check for the number of students and any food allergies. A healthy snack or dessert may be purchased or made at home to share with classmates. Healthy snacks include fruit, cheese, whole grain crackers, baked goods sweetened with fruit sugar, 100% fruit juice, 1% milk, etc.

Please provide a minimum of two food groups for snacks, and four food groups for lunches.

Book Clubs

Children, on occasion, will bring home book club newsletters and order forms. These books are offered at exceptional prices and allow families to build their home libraries. When you purchase books through the book clubs, the teacher receives points with which she can order books free of charge, for the classroom. We do ask that you choose your books carefully, as we cannot endorse all of the materials offered. If you have a question about a particular book or would like recommendations, ask your child's teacher. When ordering books, please check with the teacher for payment information.

Sharing

Sharing is valuable because it contributes to the development of expressive and receptive language skills. It also gives your child an opportunity to share his/her interests with peers. We have a limit to sharing, and in order to give each child a chance to share, please contact your child's teacher for directions. Help your child in the selection process. Ideas could be garnered from the weekly units, age appropriate current events, science or Bible studies. Sharing action figures, super heroes, or weapons is not allowed. Make sure you label the item(s) with the child's name. Also, please do not send videos to school with your child to share with their classmates. The teacher may not have time to show them and their feelings can be hurt.

Please do not allow your child to bring items to school except on designated sharing days.

Gum or Candy

Please do not allow your child to bring gum or candy to school. The exception would be a class party.

School Visitors

Parents are encouraged to visit the school at any time. When visiting the preschool for any reason, please contact the Director in the Readyland Office.

Solicitation

Church and community activities that are approved by the administration will be advertised for your information and possible enjoyment. Please do not feel any obligation to participate in any activity presented.

HEALTH, SAFETY, AND EMERGENCY POLICIES

Sick Children

State regulations require that there be daily observation of each child upon arrival at the preschool by a person capable of recognizing common signs of communicable diseases or evidence of ill health.

- A child who is ill upon arrival:
Will not be admitted or will be separated from the other children until the parent or guardian can pick up the child.
- If a child displays any of the following symptoms, he/she must be kept at home:
Fever; diarrhea; nasal secretions that are thick yellow or green, and accompanied by a fever (Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.); sore throat with fever or throat spots; cough accompanied by fever, chills, and the coughing up of green or yellow mucous, vomiting, or nausea; eye drainage of any type should be checked by a doctor to rule out infection, unusual rashes should be checked by a doctor to rule out bacterial infection; child does not feel well, such as lethargic behavior and/or crying.
- If a child becomes ill while at Readyland:
The parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent's arrival. An **Illness Report** will be made out and sent home with the child describing symptoms of illness, and requirements for return to school.
- The child may return to preschool after illness when:
Fever has been broken for 24 hours; nausea, vomiting, or diarrhea has subsided for 24 hours; at least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection; child is feeling well again and normal behavior has returned.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, staff members and parents or guardians of children who might have been exposed shall be notified with a notice in the child's cubbie, and/or a sign posted on the sign in/out cart. With any infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

Personal Hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Antibacterial soap is used for hand washing before meals and after toilet use. Disposable paper towels are used for drying hands.

Universal precautions are used for contact with bodily fluids and blood-borne pathogens.

Medication

California State Law requires that we obtain written authorization to administer any medication, prescription or non-prescription. Parents or guardians must sign the **Permission to Administer Medication to a Child Form**, stating the name of the medication, the dosage to be given and the time that the medication is to be administered.

- All **prescription medication** is to be in the original container, with the child's name, the exact dosage, the prescribing physician's name, pharmacy name and phone number and, and will be administered only in accordance with the label directions.
- **Non-prescription medication** will only be administered when prescribed by the child's physician, and will only be administered in accordance with written instructions from the physician. The medication must be in the original container, labeled with the child's name. Parent's instructions must not conflict with those prescribed by the physician.
- Special authorization is required for administration of medications via a nebulizer. If your child requires this type of medical treatment please see the director.

All medication must be given to a staff member, and the appropriate instruction and authorization form filled out at that time. At the time that the medication is to be picked up from school, a staff member must remove the medication from the school medication container. The staff member must give the medication to the parent or guardian. For our convenience, most medications are administered at lunchtime.

Allergies

All allergies to medication and/or other substances must be stated on the Registration form, and all emergency and medical forms. California State Law requires that any food allergies that your child may have be noted on the physician's medical assessment. We will substitute foods provided by the parent of an allergic child. Please clearly label all foods with the child's name, as well as the teacher's name. Information about children with allergies will be posted in the classroom and kitchen.

Accidents

All teachers are certified in Pediatric CPR and First Aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on either an **Ouch Report** or an **Accident/Injury Report** form. In the case of minor injuries, requiring only first aid, a note on the sign-out sheet will inform you that there is **an ouch report in the office for you to sign**. If the injury is more severe, requiring medical assistance, you or your authorized emergency contact will be called and advised of the situation. At the time your child is picked up, an Accident/ Injury form will be available for your signature. Student accident insurance is provided for all Readyland students during regular school time hours. This insurance is supplemental to insurance carried by the family.

Parking Lot Safety

The parking lot is a VERY busy place. Please do not allow your child to exit the campus without you. It is imperative that the parent/guardian hold the child's hand when traveling to or from the parking lot.

Also, please be respectful of our handicapped citizens;

DO NOT PARK IN THE HANDICAPPED PARKING SPACES, EVEN FOR A MOMENT, UNLESS YOU HAVE A HANDICAP PLACARD. THANK YOU

Emergency and Disaster Plans

Heritage Christian Schools has a comprehensive disaster procedure manual. Disaster drills (fire and earthquake) are held routinely throughout the school year in order to familiarize the children with proper and safe procedures. In the event of an unexpected school closure you will be notified immediately. A calling tree for emergency notification will be compiled shortly after the beginning of the school year.

The school is inspected on a regular basis by the fire marshal. The most recent inspection information is located in the Heritage Academy office.

Health Inspections

Readyland Preschool and Heritage Academy are inspected on a regular basis by the Department of Health. The most recent inspection information is located in the Heritage Academy office.

Child Abuse

California state law mandates all childcare professionals must report any suspicion of child abuse.

SCHEDULE

GENERAL

Readyland Preschool closely follows the same schedule as adopted by the Bakersfield City School District, with the exception of our teacher in-service days in November. Our schedule remains the same despite fog, rain or heat. You have the option of taking your child out of school early, but please inform your child's teacher and sign out your child.

In response to the needs of our youngest students, children in the 2's - young 3's classes follow a slightly different schedule than the older students throughout the day.

SAMPLE DAILY SCHEDULE

- 7:30a.m. School opens: Rm#1 & Rm#18 – In their own rooms
Older 3's / Pre-K – In the Big Room (#14).
(Adult must sign child in with full legible signature and time.)
- 8:00 a.m. Outdoor play – weather permitting
- 8:20 a.m. Welcome and Flag Salute – Outside on lines
Opening in the Big Room (all except Rm#1): singing, music and movement, finger plays, Bible story, Unit Study, calendar, good citizens, birthdays etc.
- 9:00 a.m. Individual class time
- 9:15 a.m. Snack and prayer
- 9:30 a.m. Outdoor play for older 2's- young 4's, weather permitting
Class time for young 2's
Class time for Pre-K
- 10:00 a.m. Outdoor play for (2) - Pre-K classes, weather permitting
Class time for all other classes
- 10:30 a.m. Outdoor play for (2) - Pre-K classes, weather permitting
Outdoor play for young 2's
Class time for all other classes
- 11:00 a.m. Outdoor play for (2) - Pre-K classes, weather permitting
Lunch prep for 2's and young 3's
Class time for all other classes

2's and young 3's

- 11:15 a.m. Lunch for all children
- 11:30 a.m. Nap prep for full day 2's/ Pick up time for ½ day children. **Authorized adult, over 18, must sign child out with full legible signature and time.**
- 11:35 a.m. Outdoor play for young 3's/ Pick up time for ½ day children. **Authorized adult, over 18, must sign child out with full legible signature and time.**
- 11:50 p.m. Story time and nap prep for full day children
- 12:00 p.m. Nap time (Remember a labeled blanket, sorry no pillows or stuffed animals)
- 2:30 p.m. Up from nap, story time, and snack
- 3:00 p.m. Finish snack, then outdoor play – yard rotation
- 4:00 p.m. Centers - Rm. #18 - arts, crafts, science, dramatic play, manipulatives
- 4:30 p.m. Join remaining children in Big Room

Older 3's –Pre-K

- 11:35 a.m. Lunch for older 3's –Pre-K
- 12:05 p.m. Outdoor play/ Pick up time for ½ day children. **Authorized adult, over 18, must sign child out with full legible signature and time.**
- 12:30 p.m. Story time and nap prep for full day children
- 1:00 p.m. Nap time (Parents will furnish a labeled blanket, sorry no pillows or stuffed animals)
- 1:30 p.m. Awake Room for older children that do not nap (after quiet rest time)
- 2:20 p.m. Up from nap, story time, and snack
- 3:00 p.m. Outdoor play – yard rotation
- 3:45 p.m. Centers - Big Room - arts, crafts, science, dramatic play, manipulatives
- 4:45 p.m. Free Choice Play/ Outdoors when nice weather
- 5:30 p.m. Readyland closes **Authorized adult, over 18, must sign child out with full legible signature and time.**

STATE REGULATIONS and REQUIRED FORMS

In compliance with the state of California Department of Human Services, Readyland Preschool is required to obtain the following information at the time of registration, and keep it in your child's file. It is necessary to have this information updated immediately if there are any changes, as well as annually. If you did not receive any of the following forms in your registration packet, please obtain them from the Readyland office.

Registration Form

This information is the portion of the registration process that is completed online, after the Financial Agreement has been signed and the Registration fee has been paid. General information such as name, address, phone numbers for contact, billing information, family and medical information etc. are included.

Admission Agreement

This form includes services offered, tuition charged, licensing authorization, handbook availability and termination of services information. This form must be updated and signed annually.

Financial Agreement

This form states annual tuition and method of payment information. This form must be updated and signed annually.

Family Life Values Statement

This form states the position of Heritage Christian Schools regarding the presentation of the biblical family life values taught in our school. Parents are asked to agree to support the principles mentioned, and to fulfill the role, to the best of their ability, as primary teacher and encourager of their child.

Child's Rights

The top portion of this form explains your child's rights as an individual in child care. Please sign and return the bottom portion of this form, and keep the top for your records.

Parent's Rights

The top portion of this form explains your rights, as a parent or guardian, of a child in a state licensed child care facility. Please sign and return the bottom portion of this form, and keep the top for your records.

Consent for Medical Treatment

In the event of a medical emergency, and we are unable to be reach you or your designated representative, we have your permission to transport and authorize emergency medical service for your child.

Verification and Release

A parent's or guardian's signed consent and/or verification that they:

- have received, read, and agreed to abide by the policies and practices as stated in the Readyland Preschool Handbook
- allow their child to be photographed and/or video taped (for non-media purposes)
- allow their child to watch preschool approved videos

Child's Health History – Parents Statement

This is a comprehensive health history filled out by the parent or guardian. The information will include developmental history, past illnesses, daily routines and information that will enable us to attend to the health/developmental needs of your child.

Physician's Report

A dated, written statement of the child's current health status, completed and signed by a physician, shall be obtained at the time of admission and updated when the director has reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child's general condition indicates the need for such examination. The report must include general health information, identification of any infectious or contagious diseases that would preclude care of the child, identification of any special needs or allergies, any prescribed medications being taken by the child, as well as, dated results of a TB test or a doctor's statement of "no TB risk factors present".

Birth Certificate

State law requires proof of each student's date of birth. Please include a copy of your child's birth certificate with registration papers or bring in the certificate and we will copy it for you.

Immunization Record

Information regarding all immunizations the child has had, including month, day and year each immunization was administered must be recorded on a "Certificate of Immunization" form provided by the California Department of Health. Please bring in your child's current yellow immunization card, updated by his/her physician prior to the first day of school. If you prefer, your child's physician may also include this information on the "Physician's Report". A Personal Beliefs Affidavit needs to be signed by a parent or guardian if immunizations are contrary to their personal beliefs.

Emergency Information/Authorization for Pick-up

Information including parents' home and work emergency contact information, known allergies to foods or medications, siblings attending Heritage, as well as all persons authorized to pick up your child from school, including parent's names, is included on this card. The authorization for pickup also includes information indicating anyone who is not allowed to pick up your child. This form is updated annually, or as needed.

Sign In and Sign Out

As stated previously, State law requires that each child must be signed in and out by an authorized adult. Sign in/out logs follow your child throughout their day. State law requires that an authorized adult must sign in and out a child with **a legible, full legal signature, no initials, and the time. The authorized adult picking up the child is responsible to locate the child's sign in/out clipboard. If your child is not properly signed in or out, a fee will be charged as follows – 1st occurrence \$1.00; each subsequent occurrence \$10.00.** If the preschool is cited and fined for lack of signatures, initials being used, or time not noted **the fine will be passed on to the responsible parent.** Please take the time to follow the procedure carefully each time your child attends school; it is designed to protect YOUR child.

FINANCIAL INFORMATION

Registration Fee

A yearly registration fee is payable at the time a child is registered, or pre-registered for the coming year. Registration fees are not refundable. After your child is registered, an email will be sent to your designated email address to set up your FACTS payment account.

Payment

- HCS requires all families to be enrolled in FACTS for payment purposes. FACTS is an online payment service allowing parents to select a payment date that is convenient for the family, and have payments automatically withdrawn from their checking account, or automatically charged to their credit card. Tuition and late pick-up fees incurred during the year will be charged to the account through FACTS.
- All accounts must be current by July 31st for student(s) to remain enrolled and receive class placement for the coming year.
- If an account is delinquent 2 months, the child may be removed from school.

Tuition

- Tuition is based on a total cost for the school year. For the convenience of HCS parents, payments may be spread over a 10 month period, beginning with an August payment and ending with a May payment. If your child is registered after the beginning of the school year, the tuition will be prorated to the exact start date, and your payments will be divided by the number of months remaining in the school year.
- **There is a discount of 5% if the total annual tuition is paid on or before August 31st.**
- Families having two or more children in Readyland Preschool or Heritage Christian Schools pay full tuition for the oldest child and receive a 10% discount for the second child, 12.5% for the third child and 15% for the fourth child and 100% for the fifth child.

Returned Checks

Checks deposited by the school and returned by our bank for non-sufficient funds will be recharged to the parent's account along with a check-handling fee. The Business Office will advise the account holder of the returned check and amount of the handling fee. Alternate means of payment may be required to clear the account.

Absences

In case of an absence of two or more consecutive weeks due to illness, the monthly tuition will be pro-rated using the following table: 2 weeks out-billed for one week, 3 weeks out – billed for 1 ½ weeks, 4 weeks out – billed for two weeks, etc. An absence due to illness of less than 2 weeks duration requires a full monthly payment.

Extended absence for reasons other than illness shall require a full monthly payment.

Withdrawal Policy

Each child is enrolled for the entire school year. If it necessary to terminate enrollment for any reason, a two-week written notice or payment of two weeks tuition is required.

PARENT INVOLVEMENT

We welcome parent involvement in the preschool classroom. Parents are encouraged to participate in the classroom for special activities. Please check with your child's teacher for her specific needs. Readyland offers many other ways for families to participate in the preschool experience. These opportunities include but are not limited to: special events, programs, Room Parent's, and Parent Support Group (PSG).

Throughout the school year there will be opportunities to participate in service projects and fundraisers. Some are specific to each classroom, and some are school wide. We encourage your participation, but please do not feel obligated.

Parent Support Group (PSG)

Heritage Christian Schools is blessed with a very active Parent Support Group. The PSG is responsible for organizing volunteers for programs such as Art Enrichment, the Media Center, and Room Parents. The PSG is also responsible for the major fundraising events, such as eScript, Jog-A-Thon (elementary only), Tile Project, That's Amore, and Country Fair.

These combined efforts benefit all Heritage Christian School students with additions to our school as well as extended activities for our children's classrooms. The PSG is a committed group of parents who are willing to take time and energy to work together for the excellence of our children.

Fundraisers

Readyland sponsors one major Fundraiser each year that solely benefits Readyland. It is a Trike-A-Thon, held in early Fall. It is similar to the Jog-A-Thon for the elementary children, but the children ride our trikes instead of running. Dates for the Trike-A-Thon are on the annual Readyland calendar.

Readyland Logo Clothing

Readyland T-shirts and sweatshirts have been very popular with both children and their families. We typically place one order per year, in August. Order forms are sent with the summer "Back to School" letter.

School Directory

Heritage generates a directory of all Heritage Christian School families. Family information, address and phone number, are used only with a signed release from either the parent or guardian. The directory is not intended for outside publication or as a solicitation device. Many families have found this directory to be invaluable in organizing play dates and getting to know other Readyland and Heritage families. The cost for the directory is nominal and is designed to cover the printing costs.

Wish List

The Staff Wish List is a binder presented by the PSG with "wishes" from all staff members. These lists contain information regarding their "favorites", and for optional items that would enhance teacher's classrooms. The binder for Readyland staff is located in the preschool office.

PARENT'S CHECK LIST

FORMS

SIGNED AND RETURNED

Registration Form	_____
Admission Agreement	_____
Financial Agreement	_____
PSG Directory Information and Media Release	_____
Family Life Values Statement	_____
Child's Rights	_____
Parent's Rights	_____
Consent for Medical Treatment	_____
Verification and Release	_____
Child's Health History	_____
Physician's Report	_____
Birth Certificate	_____
Immunization Record	_____
Emergency Contact/Authorization for Pick up	_____
Student Information Form (for the teacher)	_____
Emergency Clothing (change seasonally)	_____
Small Blanket for Nap (if full day)	_____

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