



# little hearts preschool

**Parent Handbook  
2009-2010**

**12011 W. 127<sup>th</sup> St.  
Overland Park, KS 66213  
(913) 322-0193**

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Dear Parents,

WELCOME...to Little Hearts Preschool!

We are excited and looking forward to the 2009-2010 year. It is our goal that this coming year will be a positive and rewarding educational experience for all. This year we will continue implementing a developmental program, concentrating on incorporating skills into activities, thus making learning a fun and adventurous experience. We recognize that as parents, you offer a special understanding of your child. We ask your willingness to share that special knowledge with us so we can grow to know your child and may best serve him/her as the year unfolds.

It is our goal to reach out to each child and affirm Jesus Christ as Savior through a structured educational and nurturing program in a Christian atmosphere that will encourage your child's creativity, build their self-esteem, instill moral standards, and enhance the general development of each child.

We believe the Lord has laid this ministry on our hearts to unveil the beginning of a lifetime of educational process to your child.

May the Lord guide and direct us everyday throughout this Preschool year.

In His Love,

*Melody Goodwin*

Director of Little Hearts Preschool

## The Basics

### **Who may enroll at the LHP?**

Enrollment at the LHP is based on Admission policies that are non-discriminatory with regard to race, color, religion, or creed.

### **What are the hours of classes?**

Hours at LHP are as follows:

Morning Classes are 9-11:30 with an arrival time **no earlier than** 8:50 am.

Afternoon Classes are 12:15 - 2:45 pm with an arrival time no earlier than 12:05 pm.

Lunch Bunch is 11:30 - 2:45 pm.

LHP does observe the Olathe School Districts guidelines for holidays, & snow days. Please refer to the local radio stations or television stations for snow day closings and the Olathe School Districts calendar for all other closings.

### **What ages does the Center serve?**

During the school year we accept 18 months (Must be walking) through Kindergarten.

The summer program accepts 18 months (Must be walking) through the 3<sup>rd</sup> grade.

### **How many classrooms are at LHP?**

There are eight classrooms:

The Frog's classes are taught by Ms. Jan.

The Star's classes are taught by Ms. Tammy.

The Cow's class is taught by Ms. Nina & Ms. Brandi.

The Monkey's classes are taught by Ms. Kim.

The Fish classes are taught by Ms. Brenna.

The Turtles classes are taught by Ms. Rachel.

The Bumblebees are taught by Ms. Emily & Ms. Janet.

The Butterflies are taught by Ms. Shannon & Ms. Carri.

## **When may I enroll my child?**

Enrollment is the first week of February for the fall and summer sessions. Each child must have all enrollment and medical forms completed and on file by child's first day of class. Students will not be allowed to attend school unless these forms are on file. **Parents are responsible for assuring the information is kept current.**

The 2009-2010 program will begin the day after Labor Day. Your child's first day will be for **1 hour** and will serve as a day to get to know your teacher. We do ask that parents do not remain in the room. We will have refreshments in the auditorium and this is a great time to meet the other parents in your child's preschool class. Please remember we will be following **Olathe's School District's** schedule. If Olathe is out of school due to inclement weather, we will also be closed. You can watch your local news for snow/cold weather cancellations. There may be a few variations so please be sure to check Little Hearts calendar for changes. There may be a time that we will need to adjust our calendar; you will be notified in advance if this occurs.

## **What forms are required for Admission?**

1. Enrollment Contract Agreement
2. Emergency Release Form (w/insurance info)
3. Health Immunization Record (signed by physician)
4. Parent Agreement

## Money Matters

### **Are there any tuition charges?**

Yes, Tuition is a yearly fee that is pro-rated over the 9 months of the school year. Monthly payments remain the same even during months with fewer school days, such as December and May. *Full monthly installments must be paid even if your child only attends a portion of the month.*

Any questions about tuition payments should be addressed to the Director. If you anticipate a problem in making your payment on time, please contact the Director so that a mutually agreeable accommodation can be made. Teachers **will not** go to the parents for preschool payments other than a late fee notice given to them by the Director. Remember to bring them to the tuition box outside the office door.

Tuition payments are due by the 1<sup>st</sup> of every month. A late fee of \$10 will be charged on the 10th. An additional \$15.00 fee will be charged to any account with an outstanding balance by the 15<sup>th</sup>. If payment is not received by the 15th of the month, the child will not be allowed to attend the class for the remainder of the month and a child on our waiting list could possibly fill your spot. Please feel free to contact me if there is a problem and together we will work out a payment plan. If the preschool receives an insufficient fund check we will require a \$25.00 service fee and ask that you pay by cash or a money order. We must be consistent on enforcing this rule due to our costs and commitments and to our commitment to provide our children the best possible program.

### **Is there an enrollment fee?**

Yes, the enrollment fee is \$50/\$75 (current members) for a family and \$75/\$100 (new members) for a family. This fee is non-refundable and is required to enroll and secure a spot for your child.

### **Is there a discount for more than one child in a family?**

Yes. A fee reduction applies to families with more than one child enrolled at the same time period at LHP. The following discount is applied, 5% for the second child and 10% for the third.

## **Other than Late payment Fees, what other fees may I incur?**

Late Fee: Children need to be picked up by 11:40 am/2:55 pm. The 3<sup>rd</sup> time a child is picked up late, a charge of \$1.00 per minute will be incurred. Continual late pickup may result in dis-enrollment.

Snack/supply fee: Each child is charged a one time fee of \$40/\$50 (for Pre-K) for snack and supplies.

## **Do I have to pay if my child is sick or we are on vacation?**

Yes. Your bill is based on time reserved rather than time used. If your child does not receive care for any reason, your obligation still remains. Please try to schedule your vacations around the time that LHP is closed.

## **Health and Safety**

### **What are the guidelines for dismissal?**

The end of class is a very busy time. We ask that you promptly pick your child up at the dismissal time: 11:30 am for the morning classes and 2:45 pm for the afternoon classes. Please do not come inside to pick up your child. We ask that you pull your car into the canopy area, and the teachers will be there with your children to greet you. We do ask that you step out of your vehicle to assist your child. **Please pull up so that we can fit 3 cars under the canopy at one time.** Please post your child's car form in the driver's window. We will print these for you at the beginning of the year. Please be respectful of the person behind you. If you have more than 2 children to assist into your car, pull forward out of the canopy area to buckle your children. If you should need to pick up your child early, please notify your child's teacher in advance.

If your child sees other parents arriving and doesn't see you, this may cause unnecessary anxiety. If an emergency arises, please call so we can reassure your child that you will be arriving soon.

## What is a Car Form?

A car form is a printed rectangle with your child's name & teacher's name on it. This helps the teachers make dismissal run smoothly.

## Who may sign my child in or out?

On the enrollment form there is a space for you to authorize friends or family members to pick up or drop off your child. Please explain to that person the procedures they should follow and your car form should be displayed in the car window. Please report any changes of this to LHP. No child will be released to any person not authorized by the parent to take the child.

## What if my child becomes ill or has an accident?

Children with a fever of 100 degrees or above or a contagious illness may not be brought to LHP. Your child may return to LHP if his/her temperature has been normal for at least 24 hours. Please refer to the Health Exclusion Policy for more specific information.

### Johnson County Health Department Exclusion Policy

Exclude if:	Re-admit:
Temp of 100 degrees	Fever free for 24 hours
Temp of 100 degrees plus one of the following Symptoms: yellow-green nasal discharge Cough, sore throat, sneezing, swollen glands Or skin rash	Fever free and symptom free for 24 hours
Red, watery or draining eye(s)	All discharge from the eye(s) has ceased
Drainage from the ear(s)	All drainage has ceased or note from DR stating that the child is not communicable
Lice	After treatment, free of lice and nits
Skin lesions; example: impetigo, ring worm & scabies	Skin sores are healed or note from DR stating that the child is not communicable
Vomiting, upset stomach	Free of upset stomach and vomiting For 24 hours
Diarrhea ( 2 or more loose, watery stools)	Free of diarrhea for 24 hours
Fainting, seizures or general signs of listlessness Weakness, drowsiness, flushed face, headache Or stiff neck	Free of symptom or note from DR stating that the child is not communicable
Fever with any signs and symptoms of a Communicable disease to which the child has Been exposed	Free of Fever for 24 hours

If your child becomes ill while at LHP, you will be notified immediately. It is important that we have a current number so that we can contact you to pick your child up. If we can not reach you, the emergency phone numbers will be tried as well.

In the event of an accident requiring medical treatment, you will be notified immediately. Parents will receive an accident report form, completed by the teacher or staff member supervising your child for all accidents at LHP.

All classroom staff members of the center are required to have first aid training and are encouraged to receive training on other health-related topics. Lead teachers have CPR training also.

### **Can I send medication for my child?**

LHP follows the Kansas Department of Health and Environment's guidelines for dispensing medication. The LHP staff may administer prescription medication from a pharmacy container clearly labeled with the child's name, name of medication, name of physician and date prescription was filled. Non-prescription medication may be administered from the original container with the child's name on it. All medications must be signed in with the Director, Melody Goodwin. **ONLY ONE WEEK'S DOSAGE CAN BE BROUGHT TO LHP AT ONE TIME.**

In some cases, the child's teachers will need to receive training on how to use certain medical devices, such as a nebulizer or Epi-pen, before they can dispense the medication. This training will need to be provided by the child's physician or parent. Your teacher will inform you if this training is necessary.

### **Do I need to notify LHP if my child will miss a day because of illness or vacation?**

Yes. Please call the office at 322-0193 and tell us that your child will not be attending that day. You are still obligated for payment. Knowing this information will help the teachers greatly for planning their day.

## Important Notices

### **Will I be notified if my child has been exposed to a contagious illness?**

Yes. If a parent reports that their child has come down with a contagious illness (such as chickenpox or strep, etc.) we will post a notice of the date and the classroom in which it has occurred.

### **Does LHP conduct Fire and Tornado drills?**

Yes. LHP observes monthly fire and seasonal tornado drills. A record of all drills is posted for your reference. In case of a fire, we will direct the children our nearest exit. In case of tornado or severe weather, the children will be directed to the closest safe place as listed on tornado plan.

### **What is the discipline policy?**

All children have the right to a safe and calm classroom environment. Discipline is the process of lovingly guiding children to make positive choices. At our preschool we use a positive approach to discipline. We want each child to know that mistakes are learning opportunities. When inappropriate behaviors arise, we will utilize logical and reasonable consequences to teach appropriate choices. Our first approach will be modeling appropriate behaviors, then redirection to another activity. If more direction is needed, we will use a time away from the activities to think about the behavior.

Parent communication is a vital part to the discipline process. If a problem persists, parents will be contacted and together we will discuss the solution. We will show our love for each child in ways that nurture accountability, self-esteem and will also help them to reach their fullest potential as growing happy children.

## Diapers and Toilet Training

### **May I send in my own diapers for my child?**

Yes. Children are required to bring their own diapers. LHP does provide wipes. Please make sure each item is marked with his/her name and is placed in their bags or cubbies.

### **Can I send my child in training pants if he/she is in the process of toilet learning?**

All children in The Junior Classes that are not completely toilet trained are required to arrive at LHP in disposable diapers or pull-ups that Velcro on the sides. Your child's teachers will discuss toilet learning with you to determine when your child is ready to come to the center in training pants or underwear. We do charge a monthly fee of \$7 for 3 yr olds who are not potty trained.

### **How will I know when my child is ready for toilet training?**

Although all children grow and develop at different rates, most children learn to use the toilet reliable between the ages of 2 to 3. Before beginning toilet learning, a child must exhibit some sign of readiness. These include:

1. Has a concept of wet and dry.
2. Has a regular bowel movement.
3. Stays dry for an hour or two in the daytime.
4. Wakes up dry from nap.
5. Shows interest, wants to imitate adults.

Before beginning toilet learning in the classroom, the teachers and parents need to discuss the following:

1. Toilet learning techniques.
2. What words the parents will use with the child for bathroom functions.
3. What date toilet learning will begin? Parent must bring at least two complete changes of clothes, including, pull ups or diapers, socks, pants, and a shirt.

The teachers are not able to estimate when each child should be placed the toilet. However, they will show the child the toilet and allow him/her to sit on the toilet at diaper changing times.

## Nutrition and Naps

### **Are meals prepared for the children?**

No. A nutritious snack is served in the morning and in the afternoon. Snack menus are posted and available for you. Snack is also under the state guidelines regarding nutritional requirements.

If your child has a food allergy, we must either have a note from your child's doctor or have it indicated on the health form and signed by your doctor.

### **When are snacks served?**

Morning: 9:30 - 10:00

Afternoon: 1:45- 2:00

### **May I send a sack lunch or snack for my child?**

Yes. If your child is participating in the Lunch Bunch, each parent must provide their child with a sack lunch. **Each bag/lunchbox must be labeled with his/her name and placed in the refrigerator in the kitchen prior to coming to class.** If you prefer their lunch to be left in the cubbies, that is fine too.

LHP will provide the snack.

### **When and how long is rest time?**

If participating in the Lunch bunch classes, we are required by the state to give a rest time for 20 minutes for ages 3 and up. The Mother's Day Out rest time will be varied depending on the child. Each child is required to yearly cot rental fee of \$5. Each child may bring a small blanket to use during rest time, which will be sent home monthly to be laundered.

### **Can I bring my child to LHP during nap time?**

It may become necessary for you to bring your child to LHP during nap time because of your schedule. Please explain to him/her that it will be dark because everyone is resting. They will need to be quiet at this time as well, and will need to join the other children until rest time is over.

## Other Questions

### **Do the children go on Field Trips?**

Included in the philosophy of Little Hearts is the belief that young children need to learn about the world around them. There is a multitude of methods to facilitate this discovery process. To instill that each child will always be in a safe setting we will be bringing in different speakers and activities to the preschool. This is one of the most effective methods used to help feed the Preschooler's never ending thirst for knowledge and adventure. Occasionally we will enjoy a field trip and ask for parent volunteers. The classes go on walks or visits occasionally. The teachers will advise you of this prior to the trip.

### **Do the children go outside every day?**

We feel outside play time is a very important part of the children's day and unless the weather is too extreme, the teachers take the children outside for 20 minutes on the playgrounds or for walks.

Please send appropriate clothing when the weather changes. Please have hats & gloves labeled.

All children are expected to go outside during designated periods. A note from the doctor is needed to exclude your child from outside play.

### **How can I find out how my child is doing at LHP?**

Questions regarding your child's progress are welcomed, but should be addressed to the teacher in a quiet and private time and place. The teachers are very happy to meet you outside of class time. Simply leave the teacher a note on the Parent/Teacher Communication Clipboard. We will make sure they get back to you right away. Your child is our # 1 priority. We hold parent-teacher conferences twice a year. (See the year's calendar for specific dates) You will find this to be an informative, affirming session! Children in the PDO classes will receive an All About My Day Form from their teacher on a daily basis. This form tells about his/her day.

## What are the goals of the preschool?

The following Developmental skills are recognized to be basic to the Preschool curriculum. They are incorporated into the curriculum units and holiday themes, progressing as the year goes on in level of difficulty.

1. Fine Motor Development and Hand-Eye Coordination  
 Manipulatives/Printing/Cutting/Pasting  
 Coloring/Folding/Sorting/Tracing
2. Gross Motor Skills  
 Marching/Hopping/Dancing/Throwing/Balancing  
 Jumping/Skipping/Rolling/Catching
3. Music  
 Songs/Finger Plays/Movement/Rhythm  
 Rhythm Instruments/Interpretation/Lyrics
4. Pre-Math  
 Shapes/Time/Quantity/Sets/Counting  
 Categorizing/Mass/Number Recognition
5. Pre-Reading  
 Free Verbal Expression/Listening/Spatial Relationships  
 Reciting/Vocabulary/Similarities/Differences/Stories  
 Visual Discrimination/Visual Memory/Auditory Discrimination  
 Auditory Memory/Left-to Right Progression/Sequencing (what happened next? This is for the 4 and 5 year olds only).  
 Written Name Recognition  
 Alphabet Recognition

## Is there a newsletter at LHP?

Yes. A newsletter is distributed with articles from the teachers and staff each month.

### **May I volunteer at LHP?**

Yes. We welcome any parents that would like to come in and help! *We love parent volunteers!* Once we've all gotten over our first-of-the-new-school-year jitters, parents are welcomed and encouraged to come in to help the teachers and the children. This is a great time to share the classroom experience with your child. We do ask that you call ahead to allow the teachers to make your visit as meaningful to you and the children as possible.

### **How are birthdays and holidays celebrated at LHP?**

Each classroom staff generally coordinates birthdays and holidays. We respect the differences between children and families and encourage mutual respect among children. Please contact your child's teacher to make arrangements if you want to share your child's birthday or holiday celebrations with the classroom. Treats are welcome!

### **Does LHP have a library?**

Yes. Each classroom has library of books for the children to read. Each child is given a certain amount of time for reading included in each day at LHP.

### **Can my child bring a favorite toy to LHP?**

Children should not bring toys to school unless by prior arrangement with your child's classroom teacher. However; if they have a "special friend" they need to have during rest time, they may leave it in their cubby until then.

## PHILOSOPHY

The purpose of Little Hearts Preschool is to bring young children into a closer relationship with Jesus Christ and to prepare them for further education as they enter kindergarten. We believe that God loves and cares for each child and we make a point of reminding the children every day. Our educational philosophy is that learning experiences must be concrete and geared towards the learning interests and needs of the individual child. Our curriculum, which is developmental in nature, strives to meet the child where he/she is in a number of different ways: emphasize and build-up strengths, tackle and overcome weaknesses, encourage a child's natural creativity, build self-esteem, instill moral standards, and enhance the general development of each child. We seek to do this in ways that are geared to the spiritual, intellectual, emotional, and physical developmental stages of a Preschool child. We do not believe in forced learning; rather, we provide an environment that facilitates learning by incorporating skills and concepts into activities. Learning should be fun! We see our curriculum as a tool through which the exciting lifetime process of learning and development is launched for every child. As we share these months together, we want your child to develop an awareness of God's World and his or her place in it. We believe we can provide a well-rounded Christian atmosphere for Early Childhood Education.

## Bible Curriculum

Christian education is an integral part of the Little Hearts Preschool curriculum. Children are introduced to many Bible stories and the characters involved. In this way children will learn about the Bible and it's characters and understand how we are all similar and that God loves us all, even though we are each unique in many different ways. He is compassionate and gentle when we make mistakes. When we choose to be naughty, however, God is very disappointed with our choice to disobey Him, but if we seek his forgiveness He will always forgive us and loves each of us unconditionally. The Children's Pastor of the Church does Bible with the children once a week. The children also pray before snacks and meals, and hear about God's love for them!

## GROUNDS FOR DISMISSAL OF A CHILD

Upon the Teacher's recommendation, the Director will bring the following grounds for dismissal to the parents' attention.

1. **Incomplete toilet training**--The staff certainly understands an occasional accident. It can happen to any child. The Teachers are prepared to deal with such accidents cheerfully, without embarrassing or scolding the child involved. However, consistent and repetitive accidents on the part of any one child, which require a teacher to be frequently out of the classroom, disrupt normal classroom procedure. *(Except for the beginners class)*
2. **Socially unacceptable behavior**--Consistent disruptive classroom behavior on the part of one child denies other children in the classroom a peaceful environment in which to learn.
3. **Habitual tardiness**--Habitual tardiness on the part of a parent in bringing a child to school or picking a child up after school is considered a very serious matter.
4. **Leaving children unattended in vehicles**-- It is a State law that children are never to be left unattended in a vehicle. If children are being left in vehicles while you are dropping your child off or picking them up, could become very dangerous and even life threatening.

If the above situations occur you will be notified by the Director with a verbal warning, and if they continue you will be asked to make other arrangements for your child's preschool program.

## HEARTLAND CHRISTIAN FELLOWSHIP CHURCH

LITTLE HEARTS PRESCHOOL is a non-profit ministry of Heartland Christian Fellowship Church. The church also offers a tremendous ministry to families with Sunday worship and Sunday school classes for all ages. Services are @ 9:00 and 10:30 with Children's Worship Service @ both service times. Many youth activities and young adult ministries on Sunday evenings. And there are many, many more things going on which we welcome you to be a part of!

With so much going on at least 6 days a week, safety and sanitation are a top priority. You should know that we are licensed with the State of Kansas Department of Health and Rehabilitation Services and the State Fire Marshall.

**PLEASE REMEMBER**

*Your enthusiasm for your child's ever-expanding knowledge and personal efforts at school will fuel his or her love for learning!* Remember that drawings or paintings or stories that your child creates are outcroppings of the exploring and discovering she or he is doing everyday. *Share your excitement with your child!*

Please keep us informed. Even preschoolers have unhappy experiences and situations. Trusting us to pray for you -- and to do what we can to help you and your child function through times of stress -- is a responsibility we take very seriously and with complete confidence and respect for privacy. (E.g., illness, death or absence of a family member, loss of employment, moving . . .)

Little Hearts Preschool  
Tax ID #48-1219972

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