

## **Welcome to Kindergarten 3's and 4's**

### **Heritage Christian Academy**

What an honor and blessing you have given us. Thank you for allowing us to share in the instruction, nurturing, and development of your child. We look forward to getting to know this precious little one. Be assured that each child will be loved and treasured as Jesus Little lamb. We know that "in receiving this child we receive Jesus" (Matthew 18:4).

You will be amazed at the rapid development of your child this year intellectually, socially, emotionally, physically, and spiritually. We are here to assist you and your child in this development.

Our job as teachers is to support what you have begun and teach so that "they might set their hope in God, and not forget the works of God, but keep his commandments..." (Psalm 78:7). All areas of development are important; however, if we fail to teach them to set their hope in God, we have truly failed.

The children will learn through age appropriate activities that are based on Biblical principles. We seek to enhance the Christ-centered family and strengthen the local churches. Our purpose is not to take the place of the God-given responsibility of the family or church.

Again, thank you for allowing us to share in your child's life. God has called us for this purpose. Please do not hesitate to come to us with any concern you may have. Your concerns are important to us and are valuable in helping us care for your child.

Love in Christ,

The K3/K4 Preschool Staff

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## **History of Heritage Christian Academy**

In 1993, “God had a notion,” as He brought a 10 member steering committee together to meet and pray about the need for a Christian School in Christian County. On March 29<sup>th</sup>, 1994, the first town meeting was held at Hopkinsville Community College to determine community interest in establishing a private Christian school. An overflow crowd of 625 people attended.

In the fall of 1994, Heritage Christian Academy opened its doors with 155 students in Kindergarten through 9<sup>th</sup> grade. The enrollment grew to 240 students the next year as Second Baptist and Hillcrest Baptist churches continued to house the students of HCA. The first preschool class was established in the second year; 1995.

Early in the history of HCA, the Wadlington family generously donated 28 acres of land. A 65,000 square foot building was constructed on this land with classes opening in the fall of 2000.

HCA is an independent, board-run, non-denominational, Christian, college preparatory school. It has received accreditation from the Association of Christian Schools International (ACSI). The state of Kentucky also recognizes the accreditation by ACSI. The preschool department is licensed by the State of Kentucky.

Thank you to the HCA board, parents, teachers, staff, family, and friends for recognizing and supporting God’s work at HCA. The students at HCA are truly blessed by your sacrifices.

### **Mission Statement**

Our mission is to provide academic excellence based on Biblical principles, while enhancing the Christ-centered family and strengthening the local churches. We are committed to equip each student intellectually, socially, emotionally, physically, and spiritually, and to educate caring, contributing members of the body of Christ and of society.

## **Philosophy and Vision of Christian Education**

We believe man is created in the image of God. Therefore, God's sovereignty is supreme over every aspect of our life. Man is finite and is dependent on divine revelation for all ultimate truth. This belief establishes the foundation of the Christian World/Life View.

As the Christian school concerns itself with mastering the fundamentals of human knowledge, it must rely on this Christian World/Life view in the pursuit of educational excellence. Since God reveals Himself in the Bible and in His creation, the Christian school gives the Bible and its teachings a prominent place in curriculum. This emphasis can play an important role in transmitting to the next generation of Americans the spiritual nature of our heritage.

A school is an effective place of learning only if it can provide a God-fearing environment accompanied by consistent discipline and orderliness. Only a Christian school can provide such an atmosphere. Only a Christian school can integrate God's revelations and human learning. It is, therefore, our purpose to provide sound academic training integrated with a distinctly Christian view of God and the world. There are important differences between the Christian view on any given subject and the many non-Christian views on that same subject. Even though knowledge is factually the same for all, no subject can be taught totally or accurately if the creator is ignored or denied. Knowledge is properly understood only by the recognition of God's preeminence in it. No formal education can be entirely adequate unless God is honored throughout.

The Christian school musters all of man's faculties for a study of God's revelations so that intellectual, social, emotional, and physical development is given unity, direction, and balance.

The hub of human relations in the Christian school is personal concern for each other in the spirit of law and love. This premise should be evident in the general atmosphere of the school, and in the personal relationships among teachers, students, staff, and parents.

It is our purpose to personally see that the education we provide is both excellent and thoroughly Christian. We diligently seek to instill the time-honored values of faith in God, love of family, patriotism, respect for authority, and hard work. Our responsibility is to nurture, instruct and train students in order to help parents fulfill their God-given mandate to “train up a child in the way he should go” (Proverbs 22:6) and to “bring them up in the fear and admonition of the Lord” (Ephesians 6:4).

**The Purpose (core value) of such an education includes:**

1. To instruct and discipline children in God’s law and reverential fear, to use this means to effectually draw children unto Himself that they may confess Him and live to his glory.
2. To give instruction and discipline so God’s children may learn to walk in God’s law and to shine with Christian virtues.
3. To develop their God-given minds that they may be able to rightly discern and judge all things for themselves.
4. To require the disciplined exercise of God-given talents. To assist in determining God’s call in their vocation and to prepare them to use these talents to the utmost excellence and to honor and glorify God.
5. To give this instruction and discipline, not only to meet human needs with excellence, but also to preeminently labor to the greater glory of God, honoring the name of Christ, that there might be faith, true knowledge and personal holiness in generations to come.

**Statement of Faith**

1. We believe in the Bible as the only authoritative Word of God. It is eternally reliable in all matters of Christian faith and practice.
2. We believe there is only one God, eternally existent in three persons- Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, His personal return in power and glory.

4. We affirm that salvation is by grace, through faith in our Lord Jesus Christ. We affirm that repentance from personal sin toward God, faith in our Lord Jesus Christ, and regeneration by the Holy Spirit is necessary to salvation.
5. We affirm the resurrection of both the saved and the lost: those who are saved to the resurrection of life and those who are lost to eternal punishment.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

As a non-denominational school, we welcome families from a wide variety of churches. Other than the 7 points listed above, HCA does not take a position on the many issues that has traditionally differentiated denominations.

### **School Board/Administration Relationship**

The Heritage Christian Academy school board has the responsibility for the establishment, guidance, and spiritual headship in the operation of the school. The board is the policy setting body of the school, with the school administrator having the responsibility for the implementation of the policies. A full board consists of 21 members. Board members serve an initial term of three years and may be re-elected to serve an additional three years by a 75 % vote of the board according to the by-laws. The board members are selected by the standing board, from among qualified persons with an interest in Heritage Christian Academy.

### **School/Parent Relationship**

It must be made clear that God places the immediate responsibility for such training upon a child's parents, promising to give divine guidance to those who seek it. Parental cooperation plays a strategic part in the success of such training at school. The nature of parental discipline in a child's formative preschool years and the strong influence of daily training at home

can be neither erased nor replaced by training at school. The school can only supplement proper home training. Though the school is directly responsible to God for its leadership in the lives of students, it remains essentially a service to parents in aiding them to fulfill their responsibilities before God. It must give due respect to the position God has given parents, realizing that the ultimate choices regarding the child's education are the parents'. However, it is vitally important that students learn to recognize and respect other authority God places in their lives. Administrators, teachers, and coaches need to be recognized in this light and the authority of the teacher in the classroom.

Parental cooperation plays a strategic role in the successful educational process at school. The board policy manual (4.005-1) states that the administration reserves the right to suspend a student and the school board to expel a student at any time if we feel the student's actions and attitudes are an improper influence on HCA.

### **Matthew 18 Principle**

In our relationships at HCA, we recognize differences or disagreements may arise from time to time. As a school we strive to follow the Scriptural principle outlined by our Lord Jesus in Matthew 18:15-17.:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

Should a disagreement with your child's teacher arise, your first response should be to meet individually with the teacher. Most issues can be resolved at this level. It is also important to keep the issue between those involved (i.e., do not discuss the issue with other teachers or parents until you have met with the teacher). If the issue cannot be resolved, a meeting with the headmaster, teacher, student, and parents would be in order. Lastly, a meeting of a Board Committee with the above persons may be scheduled. In all situations it is important to maintain Christian charity and to avoid gossip.



## **Heritage Christian Academy K3/K4 Program is:**

- Age appropriate education based on Biblical principles.
- Organized to meet the physical, emotional, social, intellectual, and spiritual needs of the child.
- A loving, safe, secure, nurturing, Christian environment.
- Licensed by the State of Kentucky.



### **Acceptance Process into Preschool**

**K3 students must be 3 years old by August 1.**

**K4 students must be 4 years old by August 1.**

**All students MUST be potty-trained, no exceptions, no pull-ups.**

New families will be scheduled for an interview. All preschool students must be potty-trained (no pull-ups). Preschool students are given one month to adjust to the classroom environment. Students are expected to follow the rules and routine established by the teacher and HCA. If the student cannot adjust, is disruptive, not potty-trained, or just not ready, they will be asked to wait until they are ready for a school setting.

4 year olds entering our preschool for the first time will be tested before acceptance.

**THE FOLLOWING MUST BE ON FILE BEFORE CHILDREN  
ARE ACCEPTED INTO PRESCHOOL:**

- **Up-to-date Immunization record on a Kentucky form will include-2-Dose Series of HepA**
- **Physical (Preventative Healthcare examination)**
- **Copy of Birth Certificate**
- **Copy of child's Social Security Card**
- **Medical/Emergency/Student/Release form**

**Promotion/Retention Policy**

Students will be promoted to the next level upon mastery of instructional goals and objectives. Parents or teachers sometimes choose to hold a child back due to age, maturity, or difficulty mastering instructional goals. After consultation between parents and teacher, we will determine whether the student will benefit most by being retained or promoted.

**Withdrawal Procedures**

If for any reason a student must be withdrawn from school, the school office must be notified in writing at least 2 days in advance so that the withdrawal can be properly processed. Parents are asked to refer to the terms of the payment agreement at the time of withdrawal.

## Preschool Hours and Enrollment

We have options to choose from for both K3 and K4 students. The K3 class is limited to 10 students. The K4 class is limited to 12 students. There is one teacher and one assistant per classroom.

### **K3 Students-**

5 Full Days-7:50-2:45 M-F

5 Half Days-7:50-11:15 M-F

3 Full Days-7:50-2:45 MWF or TTHF

3 Half Days-7:50-11:15 MWF or TTHF

### **K4 Students-**

5 Full Days-7:50-2:45 M-F

5 Half Days-7:50-11:15 M-F

3 Full Days-7:50-2:45 MWF or TTHF

3 Half Days-7:50-11:15 MWF or TTHF

Students arriving before 7:50 must be signed in to Extended Care, or they may wait in the cafeteria **supervised by their parent**. Preschool may enter through back doors by the preschool playground at 7:50. If you arrive after 8:00, you will have to enter through front office.

**Extended care hours are:**

**Before School-** 7:00am-7:50am and **After School-** 3:00pm-5:30pm

## **General Information**

### **Sign-In/Sign-Out**

**All preschool students must be brought into the building to the Classroom or Extended Care by an adult.**

**Child must be signed-in and signed-out each day by an adult listed on the Medical/Emergency/Student/Release form.**

**We cannot release a child to anyone not listed on this form!!**

Preschool students and parents may enter through the doors in the back of the school by the Preschool playground between 7:50-8:00. If you are tardy, you must enter the building through the Front Office and get a tardy slip.

It is very important to have your child at school on time. Learning activities begin at 7:50.

### **Snacks**

Snack money is due to the classroom teacher BEFORE the 1<sup>st</sup> of each month. The snack fee is \$10.00 a month. This fee covers snacks, juice, milk, special unit snacks, cups, plates, napkins, and Jesus' Birthday Party in December. You may also pay for several months or even the whole year in advance. Snack calendars are sent out monthly. See Snacks page 30-33 for more information.

### **Lunches**

Full-Day students may bring lunch, or buy lunches from vending machines. See Snack/Lunch page 30-33 for more information.

## **Supply List**

Please refer to supply list pages 35-36. All personal supplies must be labeled with a permanent marker (each marker, crayon, scissors, paint shirt etc.).

## **Dress Code**

There is no dress code for preschool, however, the children should wear clothing that is easy for them to manipulate. Also, their clothing should be modest. Please keep private body parts private. We recommend gym shoes. We go to gym or outdoors every day.

**We need a complete change of clothing at school.** Please include socks and underwear. Please update as weather changes.

## **Parent/Teacher Conferences**

Conferences are scheduled at the end of the first 9 week period. This is a requirement of all parents. We will also be available to schedule a conference as needed any time after the children have been dismissed.

## **Volunteers**

Adults are encouraged to volunteer in the classroom. To volunteer in the classroom, you must have a current TB skin test and two background checks. We have the background check forms available in the classroom. Every time you volunteer, you must sign-in at the front office and get a visitor sticker.

## **Personal Toys**

We do not encourage children to bring toys from home due to the possibility of heartbreak if lost or stolen. However, the children may be

asked to bring something related to a unit or Show-n-Tell (letter of the week).

Full-Day students may bring a soft sleep toy for nap-time.

### **Absences**

When a child must be absent, please call the school to let us know.

### **Discipline**

Please refer to “Discipline/ Guidance for the K3/K4 Classroom”.

### **Age Requirements**

Students entering K3 must be 3 years old by August 1<sup>st</sup>.

Students entering K4 must be 4 years old by August 1<sup>st</sup>.

### **Money**

Any money due must be placed in an envelope with the child’s name and what the money is for written on the outside of the envelope.

### **Testing**

K4 students who did not attend the K3 class will be administered a test before admittance. K3 students do not have to be tested.

### **Potty-Trained**

**All K3/K4 students must be completely potty-trained, no exceptions, no Pull-ups.** Occasional accidents happen. However, if a child has frequent accidents he will need to wait until he is trained.

## **Folders**

Check folder every day for important information and children's work. Return the folder each day. You may also return important items to the classroom teacher such as; envelope with snack money, book orders etc.

## **Important Changes**

Please keep us informed of any events or changes in your child's life such as; birth of a sibling, vacation, separation, divorce, moving etc. Having this information allows the classroom teacher to have insight into a child's individual needs. Any such information will be kept confidential.

## **K3 Scope and Sequence**

**Week1- Colors; My School; Habit Training**

**Week 2- Basic Shapes; God Made Me**

**Week 3-4**

**Letters: Aa, Bb (name, sound, formation)**

**Weeks 5-8**

**Letters: Cc, Dd (name, sound, formation)**

**Numbers: counting 1-10: recognition/concept of 2 and 3**

**Weeks 9-12**

**Letters: Ee, Ff, Gg (name, sound, formation)**

**Numbers: counting 1-10: recognition/ concept of 4 and 5**

**Weeks 13-16**

**Letters: Hh, Ii, Jj (name, sound, formation)**

**Numbers: counting 1-15; recognition/concept of 6 and 7**

**Weeks 17-20**

**Letters: Kk and Ll (name, sound, formation)**

**Numbers: counting 1-15; recognition/concept of 8 and 9**

**Weeks 21-24**

**Letters: Mm, Nn, Oo (name, sound, formation)**

**Numbers: counting 1-20; recognition/concept of 10 and 11**

**Weeks 25-28**

**Letters: Pp, Qq, Rr (name, sound, formation)**

**Numbers: counting 1-25; recognition/concept of 12 and 13**

**Weeks 29-32**



**Letters: Ss, Tt, Uu, Vv (name, sound, formation)**

**Numbers: counting 1-25; recognition/concept of 14 and 15**

**Weeks 33-36**

**Letters: Ww, Xx, Yy, Zz (name, sound, formation)**

**Numbers; counting 1-30; recognition/concept of 14-15**

**Weeks 37-40**

**Letters: A-Z (name, sound, formation)**

**Numbers: counting 1-30; recognition/concept of 1-15**

**Preschoolers learn at different rates and in different areas. Letters and numbers are introduced, but may not be mastered. They are reintroduced in K4 and K5. The children are given opportunity for growth in all areas of development. Skills worked on throughout the year: Spiritual and Social Development, Fine Motor Manipulation and Writing, Cognitive Matching and Counting, Language Naming and Comprehension, Gross Motor Body Movement and Object Movement.**

# **K4 Scope and Sequence**

## **Weeks 1-6**

**Phonics: Aa, Ee, Ii, Oo, Uu (name, sound, formation)**

**Matching Upper and Lower case letters**

**Tracing first name**

**Numbers: counting 1-10**

**Recognition/concept of 1-6**

## **Weeks 7-12**

**Phonics: Tt, Ll, Bb, Nn, Mm, Hh (name, sound, formation)**

**Consonant-vowel blends**

**Rhyming**

**Writing first name**

**Numbers: counting 1-20**

**Recognition/concept of 7-9**

**Matching like sets**

**Opposites**

## **Weeks 13-18**

**Phonics: Ss, Cc, Dd, Gg (name, sound, formation)**

**Consonant-vowel blends, one vowel words**

**Rhyming**

**Writing first name**

**Numbers: counting 1-40**

**Recognition/concept of 10-12**

**Matching like sets**

**Graphing/sequencing**

**Weeks 19-24**

**Phonics: Rr, Ff, Jj, Kk, Vv, Ww (name, sound, formation)**

**Consonant- vowel blends, one vowel words**

**Rhyming**

**Writing first and last name**

**Writing upper and lower case letters**

**Sequencing the alphabet**

**Numbers: counting 1-50**

**Recognition/concept of 13-17**

**Matching like sets**

**Graphing/ sequencing**

**Weeks 25-36**

**Phonics: Yy, Pp, Zz, Qq, Xx (name, sound, formation)**

**Consonant- vowel blends, one vowel words**

**Rhyming**

**Writing first and last name**

**Writing upper and lower case letters**

**Writing letters and numbers**

**Sequencing the alphabet**

**Numbers: counting 1-60**

**Recognition/concept of 1-20**

**Preschoolers learn at different rates and in different areas. The children are given opportunity for growth in all areas of development. Skills worked on throughout the year: Spiritual and Social Development, Fine Motor Manipulation and Writing, Cognitive Matching and Counting, Language Naming and Comprehension, Gross Motor Body Movement and Object Movement.**

# **Bible Stories**

**Old Testament**

**Creation**

**Adam and Eve**

**Noah Obeys God**

**Abraham and Lot**

**Isaac the Promised Son**

**A Bride for Isaac**

**Joseph**

**Baby Moses**

**Hannah Prays for a Son**

**Samuel Listens to God**

**David the Shepherd**

**David and Goliath**

**King David is Kind**

**Elisha Helps a Widow Lady**

**Elisha Raises the Shunammite's Son**

**Naaman and the Servant Girl**

**Lions Cannot Hurt Daniel**

**The First Thanksgiving**

**Queen Esther**

**Jonah**

# **New Testament Stories**

**Jesus is Born**

**Kings Worship Jesus**

**Jesus' Boyhood**

**Follow Me**

**Beside the Pool**

**The Woman at the Well**

**The Nobleman's Son**

**Fishing With Jesus**

**Heaven**

**Jesus Stills the Storm**

**Jesus Raises Jarius' Daughter**

**Feeding the Five Thousand**

**Peter Walks on the Water**

**Peter is Freed**

**Jesus Heals Ten Lepers**

**Rich Young Ruler**

**Jesus Loves the Children**

**Lost Lamb**

**Good Samaritan**

**The Younger Brother, the Prodigal Son**

**Jesus Heals the Paralyzed Man**

**Blind Bartimaeus**

**Zacchaeus**

**Friends at Bethany**

**Resurrection Week**

# **Thematic Units**

**Letter of the Week**

**Apples**

**Colors and Shapes**

**Fire Safety**

**Community Helpers**

**Transportation**

**Fall**

**Farm**

**Thanksgiving/Harvest**

**Nutrition**

**Christmas**

**Winter**

**Mittens**

**Penguins**

**Goldilocks and the Three Bears**

**Valentines**

**Zoo**

**Garden**

**Insects and Bugs**

**Spring**

**The Resurrection**

## **Discipline Guidance for K3/K4**

### **Classroom Rules:**

- 1. Listen and follow directions.**
- 2. Walk and talk quietly inside.**
- 3. Raise hand to speak during group time.**
- 4. Keep space clean and neat.**
- 5. Be Kind to others.**

### **The following techniques will be used for discipline:**

- 1. Positive Redirection-** redirect unacceptable behavior into acceptable behavior.
- 2. Choices-** Give the child two choices, both leading to the same desired behavior.
- 3. Eye Contact-** Get down on child's level.
- 4. Natural Consequences-** related to infraction. (Example: If child throws sand he must leave the sand table).
- 5. Time-out-** Used sparingly, one minute per each year of age.

### **Children learn good behavior best with a positive teaching style. The following techniques will be used:**

- 1. Praise and encouragement**
- 2. Focus on positive rather than negative behaviors**
- 3. Involve child in problem solving**
- 4. Reward desired behavior (stickers, special privileges, praise)**
- 5. Model desired behavior**

**The children will be encouraged, rewarded and praised throughout the day as he/she obeys the rules and follows directions. If a child consistently misbehaves, the teacher will discuss a behavior modification plan with the parent. Reports may be sent home to keep parent updated on child's behavior.**

**We do not use corporal physical discipline, including the use of spanking, shaking, or paddling, as a means of punishment, discipline, behavior modification, or for any other reason.**

## **When Aggressive Behavior Occurs:**

**First Warning:** Note or phone call to parents

**Second Warning:** Note or phone call to parents, headmaster, and conference with teacher. Decide on a mutual plan to deal with the behavior.

**Third Warning:** Conference with the headmaster, teacher and parents

If the aggressive behavior continues, causes bodily harm to others, or causes disruption in the education of the rest of the class, the child may not be allowed to return. The teacher may ask that the child be evaluated by a specialist.

## **Biting**

**First Warning:** Note or phone call to parents

**Second Warning:** Note or phone call to parents, headmaster, and conference with teacher. Decide on a mutual plan to deal with the behavior.

**Third Warning:** Child must be picked up from school and will be suspended for 2 days. Conference with the headmaster, teacher and parents.

**Fourth Warning:** The child may not be allowed to return to school.

## **Daily disobedience or behavior that disrupts the class:**

**First Warning:** Note or phone call to parents

**Second Warning:** Note or phone call to parents, headmaster, and conference with teacher. Decide on a mutual plan to deal with the behavior.

**Third Warning:** Conference with the headmaster, teacher and parents

If the behavior continues, and causes disruption in the education of the rest of the class, the child may not be allowed to return until behavior is improved.

Students are given one month from the first day of school to adjust to the routine and rules of the classroom. Children do need to be reminded of those rules often, however, no harm to another student or disruption will be allowed.



# **Sample K3/K4 Morning Routine**

## **Readiness Skills**

Fine-motor Skills: writing, drawing, cutting,  
tracing, play dough, gluing, manipulatives

## **Circle Time**

Pledges and songs

Calendar and weather

Bible Story/Bible Truth/Bible Verse

## **Snack Time**

## **Outdoor Play**

## **Phonics**

## **Centers**

Home-living, blocks, manipulatives/games, art, puzzles,

books, nature/science, special unit centers

**Music/Movement/Nursery Rhymes/Finger plays/Unit Activities**

## **Math/Numbers**

## **Language Development**

**Sample Full-Day  
Afternoon Routine**

**Lunch**

**Circle Time**

**Outdoors/Active Indoor Play**

**Rest Time**

**Learning Centers**

**Circle Time**

**Additional learning activities are used in the afternoon to reinforce morning lessons.**

## Learning Centers

The HCA classroom is unique. We combine academics with developmentally appropriate learning activities based on Biblical principles. Learning centers are activity areas set up in the classroom to facilitate the learning process. In this environment, several activities are offered at the same time. The students are allowed to choose which learning center interests them. Teachers interact in small groups or one-on-one. We teach Bible, phonics, math, unit studies, social skills, fine-motor and gross-motor skills, language, creative music, art, and drama through centers. Young children learn best through hands-on activities. Each week lesson plans include specific activities to meet the needs of individual students, and reinforce the goals and objectives of the K3/K4 classroom.



There are 8 avenues of learning: play, doing, repetition, imitation, satisfaction, relationships, and senses. We use every avenue of learning to meet our objectives.

## Medical Policy

Children in attendance are expected to be healthy enough to participate in class. Please do not send your child to school sick. Children exhibiting any of the following symptoms will be made comfortable in a separate area with adult supervision until they can be taken home:

- Diarrhea/Vomiting
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Temperature of 100 degrees or more
- A skin rash that has not been identified by a doctor as non-contagious.
- Evidence of head lice or other parasites
- Evidence of infection
- Sore throat or difficulty swallowing

## Medications

### Nonprescription Medication

Half-Day students shall be given medication by parent or guardian before or after school. Full-Day students shall be given medication before or after school by parent or guardian. Parents or guardian may come to school and administer the medication. Teachers may administer medication only when the parent and guardian have completed the Medical Administration Authorization Form. This form must be completed in advance every day medicine is to be administered by the teacher. Medication will not be administered without parent's signature on this form each day.

### Prescription Medication

A child on a continuing medication with his DOCTOR'S PERMISSION to return, will be administered this medication on a daily basis only. The Medical

**Administration Authorization Form must be signed each day by the parent or guardian and a licensed physician must give a written authorization.**

## **Re-admittance Policy**

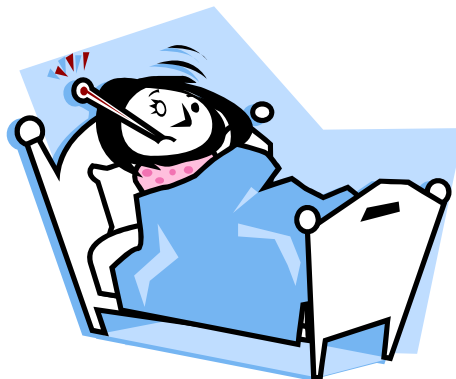
**Children may return to school after:**

- **All the above symptoms are gone**
- **Medical treatment has occurred (if appropriate)**
- **A normal temperature has been registered for 24 hours (without Tylenol)**
- **No vomiting or diarrhea for 24 hours**

**Medication must be kept in original bottle and be properly labeled.**

**Medication will not be given to a child if it has expired.**

**Parents will be notified if child has been exposed to a communicable disease.**



## **Emergency/Disaster Preparedness**

**The preschool department will practice fire, tornado, earthquake and lock-down drills each month. You will receive a “Parent Information Form for Reunification” for potential emergency/disasters. Please send a current photo of your child to use for identification. We make grab-n-go bags for each child which includes; the Medical/Emergency/Student/Release form, your child’s photo, crayons, paper and pencil, and any medical information for each child. If we have to leave the school building, we take the grab-n-go bags with us.**

# Snacks/Lunches

## Snacks

There is a \$10.00 snack fee due prior to each month. Snack money must be placed in a labeled envelope and returned to the classroom teacher. This ensures proper credit. Please send **CASH ONLY**. The office can't cash checks. You may pay monthly, several months in advance, or for the entire year (if you pay for the entire year you may write a check). The HCA preschool department uses the snack money to purchase snacks for the children. This money also covers: plates, napkins, forks, spoons, food for special events such as; parties, refreshments, rewards for students, unit activities and Jesus' Birthday Party. Jesus' Birthday Party is an event in December in which parents are invited to attend.

You will receive a monthly snack calendar.

## Lunches (Full-Day Students only)

Full-day students may bring their lunch to school or purchase food from the vending machines in the lunchroom.

If you choose the vending machine, please buy before school. Teachers can't leave classroom to buy a child's lunch.

If you choose to pack a lunch, you must send healthy lunches including all the food groups. If the child's lunch doesn't meet state requirements we will supplement that lunch for an additional charge of \$2.00. Please do not send sugary carbonated drinks or candy in your child's lunch. We will provide milk for lunch and juice/milk for snack. If your child is allergic to dairy products, please send a milk substitute such as soymilk, Silk etc.

## **State Regulations require that lunches include:**

**Milk; (We provide the milk from snack money)**

**Protein;**

**2 Vegetables, 1 fruit and 1 vegetable, or 2 fruits;**

**Bread; must be whole grain or enriched grain**

**If you choose to send additional juice, it must be 100% juice.**

### **Food groups**

- **Vegetables: raw or cooked**
- **Fruit: fresh fruit, dried fruit, fruit cups**
- **Proteins: meat, dry beans, peas, nuts and seeds, eggs, fish, cheese**
- **Grains/bread: oatmeal, rice, cornbread, pasta, buns & rolls, tortillas, grits, ready to eat cereals, sandwich bread, pretzels, muffins,**
- **Dairy: milk, yogurt, ice cream, pudding**

## **Ideas for Lunches**

**Lunchmeat sandwich**

**Cheese & tomato sandwich,**

**PB & J sandwich**

**PB & honey sandwich**

**Cheese sandwich**

**Tuna fish sandwich**

**Hard boiled eggs**

**Fruit yogurt**

**Crackers & cream cheese**

**Bagel & cream cheese**

**Macaroni & cheese**

**Spaghetti**

**Soup**

**Quesadillas**

**Graham crackers**

**Tortilla roll-ups: cream cheese, turkey, avocado, cheese, tomato, shredded lettuce etc.**

**Cold chicken**

**Burritos; bean and cheese**

**Tortilla chips & salsa**

**Peanut butter & apples**

**Cottage cheese**

**Raisins & shredded carrots**

**Veggies & dip**

**Fruits & dip**

**Celery sticks w/cream cheese or peanut butter and raisins**

**Applesauce**

**Granola bar**

**Smoothies**

**LEFTOVERS**

There are many pre-packaged choices such as; “Crustables” peanut butter & jelly, pre-packaged carrots, apples, pudding, yogurt, raisins, cheese sticks, fruit & applesauce. Don’t stress over sending the same thing often. If there are only a few things your child will eat, send it every day if you want!! When you send lunch please include plate, bowl, fork or spoon if needed.

Please send prepared food only! Example: If a child will not eat an apple with a peeling, peel it before sending it. Don’t send macaroni & cheese that has to have water boiled and put together by the teacher. Use a thermos to keep hot foods hot and cold foods cold, or use a thermal lunch bag or box. We do have a small refrigerator in the classroom for small items.



## Field Trips

Field trips benefit children because they broaden their world and provide hands-on experiences valuable for learning. Field trips require transportation in cars or vans. Only Parents/Guardians are allowed to transport their own child, unless the other child's parent is riding with you. Parents and children may ride together with other parents and children. At least one adult (parent, guardian, grandparent, aunt, uncle) in your family is required to go on each field trip AND the adult must be listed on the Medical/Emergency/Student/Release form. This helps ensure every child's safety. All children must be transported in an approved safety seat.

Money for trips is due BEFORE the date of the trip.

Another way to broaden their world is by having special outside guests come to school to enrich our units of study. Firefighters, doctors, nutritionists, farmers, community reader etc. may come and share their jobs and skills. We would love for you as parents to share your jobs with the class when we learn about community helpers.

We may provide an at-school field trip such as backyard bouncers, pony rides etc.



### **K3 Supply List**

**1 Backpack (no rollers, big enough for a folder)**

**1 “Fiskars” brand Scissors (round tip)**

**2 Fat glue sticks**

**2 Bottle liquid Elmer’s Glue**

**2 Boxes large Crayola crayons “Classic” colors- 8 count (red, yellow, blue, green, orange, purple, brown, black)**

**2 Boxes Fat Markers “Classic” colors- 8 count**

**2 Pocket folders**

**2 Boxes Baby Wipes**

**2 Boxes tissues**

**1 Paint smock or over sized shirt**

**Playdough**

**2 Crayola watercolor sets**

**1 PKG. Fun Stickers**

**Antibacterial wipes for hands**

### **Additional Supplies for Full-Day Students**

**2 INCH NAP MAT- REQUIRED BY THE STATE**

**XL Ziplock bags for nap supplies (2’ X2.7’ or larger)**

**Lunch box or bag**

**Small blanket, cover for mat, and small pillow**

### **Optional Supplies-**

**Cardstock paper (all colors)**

**Colored tissue paper**

**Googly eyes**

**Acrylic jewels**

**Finger paint and finger paint paper**

**Tempera paint-all colors**

**Quart and gallon Ziplock bags**

#### **K4 Supply List**

- 1 Backpack (no rollers, big enough for folder)**
- 2 Fat pencils**
- 1 “Fiskers” brand scissors (round tip)**
- 2 Liquid Elmers glue**
- 3-4 Fat glue sticks**
- 2 Boxes large (not jumbo) Crayola crayons “Classic” colors- 8-10 count**  
**(red, yellow, blue, green, orange, purple, brown, black)**
- 2 Boxes Fat Markers “classic” colors- 8 count**
- 1 Small plastic pencil box**
- 2 Pocket folders**
- 1 Box Baby Wipes**
- 1 Box tissues**
- 1 Paint smock or over sized shirt**
- 1 Set Crayola watercolors**
- Stickers for reward (try to match our units or Christian stickers)**

#### **Additional Supplies for Full-Day Students**

##### **2 INCH NAP MAT- REQUIRED BY THE STATE**

- XL Ziplock bags for nap supplies (2’ X2.7’ or larger)**
- Lunch box or bag**
- Small blanket, cover for mat, and small pillow**

#### **Optional Supplies-**

- Playdough**
- Cardstock paper (any color or white)**
- Hand sanitizer (Not personal size. It must be kept out of the reach of the children)**

## Websites for Parents

<https://handsonaswegrow.com>

<https://www.youtube.com/user/JackHartmann>

<http://www.todayschristianwoman.com>

[www.clubhousejr.com/](http://www.clubhousejr.com/)

<https://www.focusonthefamily.com/>

<http://www.scholastic.com/parents/>

[www.healthykidshealthyfuture.org](http://www.healthykidshealthyfuture.org)

<https://www.teamnutrition.usda.gov>

[www.choosemyplate.gov](http://www.choosemyplate.gov)

<http://kidshealth.org/en/parents>

<https://www.universalkids.com/preschool/sprout/home/default.aspx>

<http://www.enchantedlearning.com/categories/preschool.shtml>

<http://www.everythingpreschool.com/>

## Children and Parent Rights

### **199.898 Rights for children in child-care programs and their parents, custodians, or guardians -- Posting and distribution requirements.**

(1) All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment; and
- (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
- (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;
- (e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and
- (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

**Effective:** July 15, 1998

**History:** Amended 1998 Ky. Acts ch. 524, sec. 3, effective July 15, 1998. -- Created 1992 Ky. Acts ch. 57, sec. 1, effective July 14, 1992.

# Heritage Christian Academy-Preschool

## Touch Policy

Physical touch is necessary for the healthy growth and development of children. Children need hugs, a lap to sit on, a pat on the back or a hand to hold. These are examples of how teachers respond to the needs of young children. This policy is designed to enhance positive growth and development in young children and clarify appropriate and inappropriate touch.

### **Touches that need to be a part of the child's daily experience:**

- Gentle back rub for children at their request. Back rub is limited to upper back and on top of child's clothing.
- Staff persons refrain from lying down at nap time beside a child. Staff person may sit next to the child and give comfort.
- A hug or pat on the back for a crying child with separation anxiety or anytime a child is upset. Then redirect child with an activity they enjoy.
- A staff person may hold a child in their lap if comfort is needed, then redirect the child with an activity they enjoy.
- Staff, at various times, may need to hold the hand of a child to keep them with the group.
- In life-threatening situations, a staff member may need to hold or put arm in front of a child to keep them from harm.

## Toileting

**All children must be potty-trained to attend HCA.** Assistance may be offered for cleaning bottoms and accidents at the request of the child. We encourage the children to learn to clean themselves and may need to verbally tell them how to clean themselves. Occasionally, a child may require a "good cleaning" due to illness or other circumstances and the staff member may need to assist the child, but another staff member must be present. Bathroom door remains partially open, but out of sight of the other children. If the parent of the child is nearby, teachers may call the parent to clean them up. Talk with your children at home about how to clean themselves. If child is not able to clean themselves, discuss with the teacher how to best meet the needs of that child.

If accidents happen often, the child will have to wait until they are fully potty-trained to attend HCA.

### **Inappropriate touches include, but are not limited to:**

- Spanking, slapping, hitting, pinching, shaking, binding, yanking , picking up by arm, tying to restrict movement, or giving any form of physical punishment. Corporate punishment is prohibited.

### **The policies that follow are designed to protect the staff as well as the children:**

- All staff, special teachers, subs, and volunteers are required to have a Criminal Background Check and a Central Registry Check (child abuse check).
- All staff is trained in how to identify and report child abuse and neglect. Staff is required to train for Abusive Head Trauma every 5 years.
- No staff person is alone in a closed bathroom with a child.
- Volunteers will not be left alone with children. Volunteers are required to have a Criminal Background Check and a Central Registry Check (child abuse check).
- Adults picking up children must be listed on the Medical/Emergency/Student /Release form.
- Children always have the option to refuse touches.
- Children touching children: There is adequate supervision of the children at all times to prevent such an occurrence.

# Heritage Christian Academy Preschool

## Potty-Training Policy

Heritage Christian Academy Preschool is licensed by the State of Kentucky. In accepting younger children at ages 3-5 in our program, it is important for parents to understand the need for all children to be potty-trained. Your adherence to this policy helps to ensure a positive first school experience for your child and the other children in the class. You must agree to the following for your child to be accepted at heritage Christian Academy Preschool.

**Your Potty-Trained child:**

**Will tell the teacher when he/shee needs to go to the bathroom**

**Is able to go to the bathroom (either urinating or bowel movement) on his/her own. This includes being able to remove clothing, sitting on the toilet, , wiping himself/herself (without using an enormous amount of toilet paper), putting clothes back on, flushing the toilet, and washing and drying his/her hands.**

**Is aware of the need to use the toilet without reminders from the teachers (although, teachers do make requests of the children at various times of the day, for example; before or after meals, before going out to the playground, and before nap. etc.)**

**Will not be in diapers or pull-ups at all. He/she must be in regular underwear.**

**Our school does not have the staffing to potty-train our students. If a teacher is spending their time with potty-training, then they are not able to work with your child and other children in our daily routine. This is neither fair to your child or the other children.**

**Our staff is aware that accidents happen. That is why we ask that you keep a change of clothing at school. However, if your child has accidents frequently (every week), we do not consider your child to be potty-trained.**

**If your child is ill and has diarrhea, they should be kept at home until they are episode-free for 24 hours.**

**I have read and understand the policy of Heritage Christian Academy Preschool on potty-training and will comply with those requirements.**

\_\_\_\_\_  
**Guardian/Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student's Name**