

## **Our Approach to Learning**

Heritage Preschool is an early childhood program that is a ministry of Heritage Church. We believe every child is a child of God and a unique individual. The purpose of the Heritage Preschool is to provide a Christian environment with a variety of developmentally appropriate opportunities for children to grow physically, intellectually, emotionally, socially and spiritually. Our goal is that each child develop a strong sense of self and their place in God's world.



# Handbook

## 2021-2022

### **Children's Minister**

Madison Simmons  
(msimmons@heritage.church)

### **Preschool Coordinator**

Shawna Seewald  
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## **Heritage United Methodist Church**

1604 Pointer Trail  
Van Buren, AR

479-474-6424

### **Staff**

Heritage Preschool staff will be easily identified by their Heritage Preschool shirts!

“The Kingdom of God is like a mustard seed, which is the smallest seed... yet when planted, it grows and becomes the largest of all garden plants.”  
*Mark 4:30-32*

## **Enrollment**

We accept children 12 months (by Aug. 1st) through Pre-K.. Enrollment is limited to ensure small teacher/child ratio. A parent must complete a registration form accompanied by a non refundable \$75 **registration fee** to place a child on a class list. When a class is full, a waiting list will be started on a first come basis. Classes begin in September and end in May.

## **Tuition**

\$165.00 per month. Payments are due on the 1st of each month. Tuition is due regardless of holidays, vacations and/or illnesses. Payments can be turned in to the preschool office, or paid online at [www.heritage.church](http://www.heritage.church).

## **Supply Fee**

A \$35.00 supply fee is due with tuition payments in September and in January. These fees support costs for snacks, supplies, and special activities in the classrooms.

## **Late Fees**

**A \$15.00 fee will be added to tuition costs for payments received after the 15th of each month. \$10.00 fee will be applied to your account for children picked up after 2:10 p.m.**  
**A \$25.00 fee will be charged for returned checks.**

## **Hours of Operation**

Tuesdays and Thursdays 9:00 to 2:00  
Drop off will begin at 8:55.  
Pick up will end at 2:10.

## **Drop Off and Pick Up**

Follow the posted signs.

**Arrival Procedure:** please enter through the east entrance (furthest from the building) and exit through the west entrance (closest to the building) Have your child's name card posted in your window. Please keep your children in your car until a staff member comes to welcome them. Please do not leave your car parked in the line. The purpose of this system is to keep the child's safety first and keep the traffic flowing smoothly.

**Departure Procedure:** follow the same system except a staff member will bring your child to the car. Please pull through the drive as soon as your child is safely boarded and buckled in. Departure is not a good time to visit with the teachers. Please use the communication folder to let your child's teacher know that you need to speak with them so they can call you.

If someone other than you is to pick up your child, please notify the school by phone and leave a number where we can reach you if necessary. Make sure this person has your child's "car sign". If this procedure has not been followed, the staff will not release your child to anyone other than the parents or the names on the list you turn into us.

Two "car signs" will be given out at open house for drivers that will be picking up the student. Place these on your dash board when entering the parking lot. This speeds up the process and is just another safety precaution for our children. If you need more "car signs" please notify your child's teacher.

**Never leave your child unless he or she is with a staff member.** It is very important that children arrive and be picked up on time. If an unavoidable delay should occur please notify the office immediately so that your child can be reassured. Children left after 2:10 will be in the office. We are not open on days that the Van Buren School District is closed.

We encourage you to use the drop off/pick up system. This system helps with separation anxiety. If your child experiences separation anxiety we ask that you let the staff member take your child. If they do not calm down we will call you to work something out. If you feel that you need to walk your child into the building, please park your car in the center section of the parking lot so you do not interrupt the traffic flow.

## **Discipline**

We believe that discipline is consistent and based on the individual needs and development of each child. Discipline is not a form of punishing a child but a means to teach them self-control and socially acceptable behavior. We give children the opportunity to develop skills of cooperation and negotiation to solve problems with others. Heritage Preschool believes in setting clear limits, and redirecting children to an acceptable behavior. When dangerous or disruptive behavior persists a brief separation time may be used. If the teacher's efforts to redirect behavior are unsuccessful, a conference with the parents may be requested. She may also seek the help of the Director of Preschool.

## **Clothing**

Please label all items that you send with your child such as jackets, sweaters, blankets, cups and bottles with the child's name. Your child needs to be dressed in comfortable, washable (we often get messy at school) clothing. Please keep a complete change of clothing in his/her bag. Tennis shoes work best because we will be doing lots of climbing and running on the playground. Please send labeled disposable diapers for your child each day. We will ask you to replace any diapers we furnish.

## **Lunch and Snack**

Children bring their own lunches and drink. We ask that you bring a lunch that requires no refrigeration or heating. We will provide a morning snack and drink each day.

## **Rest Time**

1 year olds - 3 year olds will have a rest time. We allow your child to bring a favorite blanket, pillow or stuffed toy to make nap time more comfortable. Heritage provides a nap mat for each child.

## **Toys**

We provide age-appropriate toys for the children. Therefore, all personal toys should be left at home.

## **Biting**

Biting is a phase that many children go through and out-grow. In a class setting we are concerned with all the children's safety and biting is unacceptable. If your child bites, we will work with you to develop a plan to correct that behavior. After the third documented incident of biting your child will be dismissed from the program. Aggressive biting can be harmful and disruptive in a class setting, and it takes an inordinate amount of staff time away from other children.

## **Potty Training**

We will do our best to continue your efforts with your child on potty training. Notify us when you begin potty training so we can help you.

## **Illness**

The child must be free of fever, vomiting or diarrhea for 24 hours before returning to school. If your child becomes ill at school, the parents will be called & asked to pick the child up. Please report to the school any contagious diseases such as chicken pox. We will not dispense medication to your child. (emergency allergic reactions are the exception) In case of a medical emergency 911 will be called.

## **Inclement Weather Policy**

If the Van Buren School District closes during the school year due to bad weather, Heritage Preschool will also close.