

Harvest Preschool



Fall Preschool 2008-2009 Parent Handbook

STATEMENT OF PURPOSE & PHILOSOPHY

Harvest Preschool's philosophy is that Jesus' love is best taught by modeling a loving attitude and action. We will provide loving and quality care for children in a safe, clean, and appropriate facility. We design an atmosphere of stimulating activities and new learning experiences. Children are not pressured but are given new and challenging experiences to work through at their own pace. Our entire staff love young children and are here to participate in their growth and development. We consider it a privilege to be a part of the child's early learning years.

It is the purpose of Harvest Preschool to assist the parents in the social, physical, mental, emotional and spiritual development of their children. It is our belief that a Christian environment enhances this developmental process.

Believing that all children are special in God's eye, with individual personalities, our goal is to help each child obtain his/her full potential. We believe in love, laughter, and learning at Harvest Preschool by nurturing self-confidence through creative activities and exploration of the world around us. We believe this is accomplished by offering exciting challenges for the children, with the least amount of pressure.

It is our prayer that we are effective in supporting our parents with the administration of this outreach ministry and that we will be a service to our community.

TEACHINGS OF OUR PROGRAM

At Harvest Preschool we seek to establish a caring, nurturing environment based on Christian theology and a sound educational philosophy. Our children participate in prayer time, learning of Bible verses and weekly chapel at the appropriate age, as well as many other stimulating and engaging activities, including arts and crafts, reading time, center time play and outdoor recreation. We also celebrate Christian Holidays such as Thanksgiving, Christmas and Easter.

CURRICULUM

A balanced curriculum of work and play, quiet time and active times, group and individual experiences is planned with the various age abilities of the children in mind. Children are encouraged to try new experiences and perfect developing skills.

BIBLE STORIES

All classes will be presented with a bible story weekly and/or daily. Older classes will have weekly and monthly memory verses to memorize. We plan to implement school wide Bible verse memorization, to encourage children and parents alike to memorize scripture. This will be coming soon, look for more information.

CHAPEL

For the three and four year olds there will be a short worship time once weekly led by the church's Sr. Pastor. This will include a bible story, bible verses, prayer and music. Chapel time will be scheduled once a week and we will notify parents of the schedule. Parents are encouraged to attend chapel time with their children. We don't like to interrupt chapel time so please make every effort to be a school on time or plan to wait in the classroom if arriving after chapel time has begun.

EQUIPMENT/SUPPLIES

Harvest Preschool will furnish all toys and playthings needed. Only at the teacher's request or on special events days may toys be brought from home. The Supply Fee paid at the beginning of the school year helps us to buy necessary supplies throughout the year, however, from time to time, parents may be called upon to help with special supply needs. Teachers may ask for special items to be collected during the year and brought to school, i.e., paper towel rolls, baby food jars, etc. for special crafts.

Parents will be responsible for the Snack Basket. Please keep in mind age-appropriateness when preparing or purchasing snacks. We will notify you with a memo in the snack basket of any known allergies that your child's classmates may have. We will serve water with snack. This is a healthier alternative to sugary juices and other drinks as well as easy to clean up when spills occur.

Each parent is also asked to bring a package of unscented baby wipes to use for quick clean up when it is their snack basket turn. This will help the preschool teachers by not having to use your wipes and possibly leaving you without any after preschool. Please make sure to buy **UNSCENTED** wipes.

DAILY SCHEDULE

School term calendar and holiday schedules will be furnished on a yearly basis and are subject to change.

School hours are 8:45 a.m. until 12:15 p.m. each day. This is when learning and activity programs will be taking place. Please make every effort to have your child to school on time as teachers plan their day's activities for the 3 ½ hour day. We will offer a flexible drop off and pick up schedule. Children may arrive as early as 8:15 and be picked up no later than 12:45. Children picked up after the 12:45 cut-off will be assessed a \$5.00 late fee. An additional \$5.00 will be charged every five minutes thereafter. We offer this pickup and drop off time as a courtesy at no extra charge, therefore the late fee policy **WILL BE STRICTLY ENFORCED**.

HOLIDAYS

Our holidays follow closely those of the Auburn and/or Opelika City School System. In case of extreme weather conditions, Harvest Preschool will close immediately. If the city schools close due to inclement weather, make plans to pick up your child as soon as such announcements have been made.

NOTE: Should there be a funeral service held at the church, school will be automatically canceled and you will be notified by your child's teacher.

OPERATING SCHEDULE

Following is a schedule of the holidays and day the preschool will not be in session. These dates are tentative and are subject to change.

Labor Day

Veteran's Day, if on a school day

Fall Break

Thanksgiving Holidays

Christmas Holidays (generally three weeks from mid-Dec. to 1st week of Jan)

Martin Luther King, Jr. Day

President's Day

Spring Break Week

Teacher Work Day (April)

BIRTHDAY PARTIES AND OTHER SPECIAL DAYS

Please feel free to provide refreshments on your child's birthday. Please make arrangements in advance with the teacher. We would prefer that children not receive gifts while at preschool. If you would like to send home invitations to school for birthday parties held outside school hours, please include all children in the class.

There will be parties and special events throughout the school year for various holidays. For some of these parties, there will be a sign up sheet for party items provided by your teacher.

Other special days are listed on your calendar of events or by newsletters that will be sent home monthly.

WHAT TO BRING

Please make sure that your child wears comfortable play clothes and shoes. Tennis shoes or other soft-soled shoes are necessary for the child's safety in physical movement both indoors and out. Where age-appropriate, children will go outside as weather permits. Please dress them accordingly, and send jackets as weather gets cooler. Please label all coats, diaper bags or backpacks, etc.

Please send a change of clothes in your child's bag including underwear, training pants or pull-ups and socks, in case of accidents. Please change your child's clothes as the weather dictates. Place all articles of extra clothing in a plastic bag to be kept in the child's bag at all times.

ALL children will need to bring a bag or backpack daily. Art work, messages and personal items will be placed in the bag. Please make every effort to check your child's bag each day as there may be important memos or items needing your attention.

Please pack in your child's bag the following items as they pertain to your child's age:

- Disposable diapers and wipes
- Sippy cup, if needed, clearly labeled with child's name. Two year old class will begin "Big Kid" cup training in January.
- If your child is being potty-trained, you must supply pull-up training pants and extra clothing for accidents.
- Please pack extra clothing

TRANSPORTATION/CAR LINE/PICKING UP AND DROPPING OFF YOUR CHILD

Harvest Preschool cannot be responsible for providing transportation to and from school for children.

All children are encouraged to participate in the drop-off and pick up line this year. The director or an aide will unlock the door at 8:15 a.m. to begin receiving children for the day. No one will be allowed to park in the drive up lane.

PARENT VISITS/CONFERENCES

Parents are encouraged to visit the preschool any time they can. If you would like to observe the classroom, please let the Director know. We encourage our parents to be active participants in their child's classroom. Teachers will communicate information to parents about their child's progress and if any special attention is needed in any area. The teacher and/or director may even request a conference with the parent, if needed.

LUNCH BUNCH

Lunch Bunch is an after-preschool program where children sign up in advance to stay until 2 p.m. and are served lunch and play in the classroom or the common area. The cost of Lunch Bunch is \$8.00 per child and covers the cost of the lunch and workers.

DISCIPLINE

We believe that giving verbal praise and positive reinforcement encourages acceptable behavior.

A child who demonstrates unacceptable behavior may be removed from the group for a brief period. This “time out” allows a child to develop self-control. This parent will be notified and expected to help correct unacceptable behavior.

- ◆ Discipline and guidance shall be consistent, shall be based on an understanding of the child’s needs and development, and shall promote self-discipline and acceptable behavior.
- ◆ There shall be no cruel, harsh or unusual punishment
- ◆ No child of any age will be shaken, hit or spanked by our employees.
- ◆ Brief, supervised separation from the group may be used if necessary, (i.e., “time-out”).
- ◆ Children shall not be humiliated, or subjected to abusive language. Punishment not shall be associated with food, naps or toilet training.
- ◆ Children should have a good behavior recognized and encouraged.
- ◆ Children should be given clear directions and provided guidance on the child’s level of understanding.
- ◆ Children should be redirected by stating alternatives when their behavior is unacceptable.
- ◆ Children should be helped to understand why their conduct is unacceptable and what is acceptable in a given matter.

Harvest Preschool reserves the right to drop any child from enrollment upon written notice to the parent if the teacher and director determine that the program is not meeting the needs of the child or if the child’s presence creates a disturbance to learning or poses a threat to the welfare of others.

HEALTH AND MEDICAL INFORMATION

SICK CHILDREN ARE TO BE KEPT HOME! Children are not to come to school with the following symptoms: (Must be symptom free for 24 hours)

- ◆ Fever of 100° or more
- ◆ Vomiting or Diarrhea
- ◆ Runny Nose (other than clear)
- ◆ Severe Cough or Wheezing
- ◆ Pink Eye
- ◆ Sore Throat
- ◆ Any known contagious childhood disease (ringworm, chicken pox, etc.)

If your child arrives sick, you will be contacted immediately to come and pick them up from school.

A child with a possible contagious disease will be isolated from his/her classmates. If a child is sent home and confirmed to have such disease, the Director should be alerted so that parents can be notified of the symptoms to look for in their child(ren).

Medicine will not be administered by any teacher. Exceptions will be made in the case of allergic reactions to bug bites, food, etc. Any medication needed will be kept in the Director's office labeled with the child's name in case of such an emergency.

In case of accident or injury:

- ◆ The Director, teacher or other staff member will administer first aid and, if appropriate, contact the parents.
- ◆ An accident report will be sent home with the child for all injuries requiring first aid. If the parents cannot be reached, the Director or Teacher will follow the emergency procedures outlined in the Emergency Medical Release Form.

PERSONNEL

It is our policy that each class has a Lead Teacher with an assistant or have access to an assistant that will rotate within age level classes. Our class ratio will increase with the age of the child, with our Infants class having the lowest number of children, while our Four Year Olds have the most children.

Additional staff includes:

- Substitute teachers
- Director

Following is a staffing list for our classes:

BABIES:

One class, 1 Teacher

ONE YEAR OLDS:

One class, 1 Teacher, 1 shared assistant

TWO YEAR OLDS:

Two classes, 2 Teachers, 1 assistant, if necessary

THREE YEAR OLDS:

One class, 1 Teacher, 1 assistant

FOUR YEAR OLDS:

One class, 2 Teachers

ENROLLMENT

Early Registration for Fall Preschool will begin in January for the fall school term. Currently enrolled students will have first opportunity to register for the fall term. We will open up to new students beginning in February. Registration will be closed when all classes are full. We will maintain a waiting list for filling vacancies as they occur. Children will be assigned to appropriate classes according to their age as of September 1st of the current school year. Exceptions will be made at the Director's discretion.

In order to be registered the following must be submitted:

- ◆ Completed registration form
- ◆ Registration Fee--This fee is not refundable and is not applicable to the first month's tuition or any month thereafter.
- ◆ Blue Immunization Form

APPLICATION AND REGISTRATION FEES

Our classes will be filled during the designated registration period on a first come, first serve basis. You must pay the application fee when returning the completed preschool application to be considered for enrollment. Then the Registration fee must be paid in March to hold your space for the upcoming Fall Preschool Year. Fees are subject to change at any time and you will be notified of any increase.

A \$25.00 application fee shall apply per child and registration fees are \$75.00 per child, for returning families and \$100.00, per child for new families. Parents referring families who enroll shall receive a \$25 credit on their next month's tuition. Application and Registration fees are **NON-REFUNDABLE**.

TUITION

Harvest Preschool uses all tuition and fees are used to provide the best teachers, equipment and supplies possible. All months, regardless of holidays, will have the same monthly tuition rate. Tuition is based on a nine-month school year and may be paid in monthly, quarterly and annual installments. Tuition not paid by the 10th of the month will be subject to a late fee to be determined. Refunds or credits will not be made for absences of any kind, including holidays, sickness, vacations or inclement weather. We do not offer make-up days for absences, holidays, funeral or inclement weather closings. Lunch Bunch money is non-refundable and non-transferable if you are unable to attend after signing up as we use the money to order food in advance.

Checks should be made payable to: Harvest Preschool. Checks may be mailed to the church office or placed in a designated tuition payment box. Tuition may also be paid by debit or credit card in the Preschool office. Tuition fees are subject to change at any time with 14 day notice to the parents.

OTHER FEES

Each child is required to pay a \$75.00 supply fee in August before Open House. This is to help cover the cost of arts and crafts supplies, curriculum, special events, new toys and furniture replacement as needed.

NEWSLETTERS & MEMOS

Harvest Preschool will publish a newsletter monthly and will send home various memos and reminders throughout the year. These will contain important dates and times and upcoming events, so please make every effort to read them. Your child's teacher will also send home daily or weekly reports detailing on activities and themes in their classrooms. We would encourage you to read over this information and reinforce at home what your child has learned at preschool.

SCHOOL PICTURES

School pictures will be taken in the early fall and once again in early spring. A professional photographer will be at the preschool to make the pictures. There will be an opportunity to chose from several different package options. The preschool will benefit from your purchase and each child will receive a free gift, regardless of whether or not you choose to purchase photographs.

Questions, comments or concerns may be directed to and are welcomed by:

Emmy Sorrells
Director of Harvest Preschool
2520 Society Hill Road
Opelika, Alabama 36804
334.745.2247 Ext 22

emmy@cothnow.com

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At home:  
2265 Riverwood Drive  
Auburn, Alabama 36830  
334.821.3435  
334.444.8093 (cell)

[the\\_sorrells@charter.net](mailto:the_sorrells@charter.net)

### **HARVEST PRESCHOOL STAFF**

Amy Huey, Infants & Toddlers  
April Cooper, Ones  
Alicia McAnally, Ones  
Sarah Hedstrom, Twos  
Ashley Coleman, Twos  
Alesha Edwards, Threes

## PARENT AGREEMENT

I have had the opportunity to read and discuss the contents of the Harvest Preschool Parent Handbook with the Preschool Director and I fully understand the policies and guidelines.

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Child(rens) Name (Print)

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Parents Name (Print)

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Signature

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Date