

Heart Cry Preschool's Information and Policy Handbook:

Welcome to Heart Cry Preschool! Our program's objective is to create a Jesus centered environment where children feel safe and loved. Our program includes activities that are specifically designed to increase a child's language development, gross and fine motor skills, imaginative play, and creativity. We accomplish this through stories, dramatic play, art, music, and motor activities. Our curriculum promotes the overall growth of the child, spiritually, mentally, socially, physically, and emotionally.

What to Bring:

In order to register your child, we require completed paperwork, first month's tuition and registration fee, as well as a copy of your child's birth certificate and most current shot records. Please have this completed a week prior to their start date. To unroll your child, you must fill out a form on site and stop monthly payments. Please be advised there will be no refund for your tuition.

Supplies: (Please label all items)

Full and Half Day Students

- Backpack (large enough to hold a folder)
- Water Bottle
- Change of clothes (place in a labeled Ziplock bag)

Full Day Students

- Lunchbox (NO FOOD WILL BE HEATED)
- Small blanket and travel sized pillow
- Afternoon snack (please pack separate from lunch in an outside zipper pocket if possible)

Attendance :

Consistent attendance is required. If your child is sick or unable to attend, please message your teacher through Classroom Dojo or call the church office. Heart Cry Preschool is NOT prorated for absences.

Illness:

Children who are ill are not to be brought to class. We define illness as:

- Persistent cough
- Green or yellow mucus
- Lice or communicable diseases or rashes
- Diarrhea, vomiting or fever within the previous 24-hour period

If your child becomes ill while in class, the child's parent or guardian will be called immediately and expected to pick them up.

Medication:

We will not administer any medication. If your child requires medication everyday, we ask you come in at the appropriate time and give your child their medication.

Food:

We ask that you please serve him/her breakfast before arriving. HCP will provide a morning snack. We will send out a monthly snack schedule and it is your responsibility to pack an alternative snack if your child(ren) do not like the snack provided. We ask that you provide your child with a lunch. We cannot heat, microwave, or refrigerate food for children. Please be sure

that the food provided for your child(ren) does not require any teacher preparation. Also, please ensure that your child(ren) can eat independently and within their abilities for the food that they will be eating. Avoid foods that may be choking hazards. Parents need to have any foods that could be a choking hazard pre-cut before leaving it for the child. Here is a link to the American Academy of Pediatrics guidelines on choking prevention:

<http://www.healthychildren.org/English/health-issues/injuries-emergencies/Pages/Choking-Prevention.aspx>

It is the parents' responsibility to notify us of any food allergy a child may have.

Security:

HCP desires to maintain the most secure and safe environment possible for your child. We have two security guards on campus at all times, and the door to the building remains locked (with the exception of pick-up and drop-off times). Immediate access is always made available by pushing the ring button.

In addition, we ask:

- You or a designated representative check in before dropping off your child along with the exact time. This will aid in our attendance tracking.
- If another person will be picking up your child, please let us know in advance and provide us with their contact information on the alternate pick-up form. We will then ask for their driver's license upon pick up. Your child will not be released to anyone who is not on the alternate pick-up form, and who cannot prove their identity with a valid driver's license. Any updates or changes must be made in writing. For emergencies, please consider adding friends to the form, as well as family members.

Payment:

Tuition in full is due on the first of the month. We require all families to use the automatic payment system (FACTS) as found on our website. Newsletters and other updates will also be sent out via email or on our Class Dojo app the first week of the month. If you have any questions or concerns, please email shea@heartcrychurch.com or call Heart Cry Church at 480-646-8515.

Hours:

We provide both full day and half day Preschool. Our half day runs from 8:15am-11:15am and our full day runs 8:15am-2:45pm. Our doors to the building open at 8:05am and classroom doors open at 8:15am. In addition, we respectfully ask that you wait outside the door for pick-up and drop-off. It is an important church policy and minimizes safety and security risks (i.e. escapee children, fingers inadvertently shut in doors, etc.), when we are able to control entry and exit with our doors. Our teachers are more than happy to assist in any and all transition issues that your child might be experiencing. There is late fee of \$1 per minute for any child not picked up by 11:20am or 2:50pm.

Biting and Other Forms of Aggression:

Biting and significant acts of aggression are challenging seasons in both the lives of preschoolers and their parents. In the event that your child's biting (or other significant form of aggression) becomes frequent, we ask that you step in for a short time to monitor and assist as well. After three documented incidents, you will be required to "shadow" your child for three consecutive sessions, in order to help curb the behavior. After three sessions, we will evaluate the progress of your child's behavior. In the event that the behavior continues after three sessions of parental assistance, you may be asked to take a three-week break from the

program. Our goal is to partner with you in order to help your child be successful in the classroom environment. Thank you for partnering with us as we work together this year. We look forward to having your child in our program!

Bathroom Policy

All students must be 3 years old by the start of school and be fully potty trained and able to care for their toileting needs (pulling pants and underwear up and down, wiping, and getting on and off the potty). We understand occasional accidents do occur; however, if 3 accidents occur within a 3-month period we may need to reevaluate to see if the child is ready for preschool. If your child has a bowel movement in their underwear and unable to clean themselves up, you will be called to come and assist your child as we are not licensed for this.

Director:

Tiffany Grimm

tiffany@heartcrychurch.com

Administrator:

Shea Hastie

shea@heartcrychurch.com

Church Phone: 480-646-8515

Address:

9339 W. Hunt HWY

Queen Creek, AZ 85142