

HERITAGE SCHOOL

2602 Neely
Midland, Texas 79705
432-683-7343

A Guide for Parents

2012-2013



WELCOME !!!

Welcome to Heritage School. We are grateful that God has brought us together. The daily care and teaching of your child is very important to us.

An emphasis is placed on a strong home-school relationship. This helps to insure a happy experience for your child. If you have any questions or problems, please contact us immediately.

May the Lord richly bless us as we work together to train your child in the way he should go.

HAVE A GREAT YEAR!!!

PURPOSE

The program of Heritage School was established with three main goals in mind:

1. To provide an education experience in a warm and friendly atmosphere for children 3 to 5 years of age
2. For the children to be kindergarten-ready when they graduate from Heritage.
3. As a service to the families and children of the community.

This service has grown from a sincere desire to help in the proper development and adjustment in our modern world. Recognizing the importance of balanced growth, our staff will provide for the social, mental, physical and spiritual development of the child.

Heritage School is part of the corporate structure of the Christian Church of Midland. The school is in compliance with the regulations of the Texas State Department of Human Resources and the Department of Health and is licensed under their authority.

AIMS AND OBJECTIVES OF HERITAGE SCHOOL

SOCIALLY

- To give your child understanding and guidance during the period of adjustment from home to school.
- To help him find a secure place in his group and to get along with others.
- To help him to be self-reliant and to accept responsibility.

PHYSICALLY

- To develop interest and skill in the use of equipment and materials that are suitable for and satisfying to your child.
- To help him acquire a perception of his body and his ability to move in space.

TALLY

- To provide for him abundant opportunities for creative self-expression.
- To help him acquire the ability to plan and carry out individual and group activities.
- To gain the skills in language arts and math that will be needed as he continues his education.

SPIRITUALLY

- To give the child an awareness of creation and our Creator.
- To give him spiritual guidance in learning about God's love.

PARENT INVOLVEMENT

We welcome parent participation in your child's school time. You are always welcome, wanted, and needed for class parties and for various school projects.

Because these are your children, your classroom visits are always welcome. An appointment is never necessary.

DAYS OF ATTENDANCE

Heritage School will be open from Sept. - May, Monday - Friday, from 7:30 a.m. (with early drop-off) until 3:00 p.m. (with extended stay). Holidays are generally the same as Midland Independent School District (MISD), however, you will be notified of any differences. Heritage will usually begin after MISD in the fall and conclude prior to MISD at the end of the school year. During inclement weather, listen to your local radio or T.V. station for cancellation of Midland Public Schools. If MISD is cancelled due to bad weather, Heritage will also be closed. In addition, Heritage School will start late on MISD late-start days.

If your child will be absent from school, please notify us. We are concerned about your child's well-being.

ARRIVAL AND PICK-UP

ARRIVAL

Parents may use the circle drive to drop off children for class. If you need to come in the building, please park your car in the parking lot. Please do not leave your car parked on the circle drive.

PICK-UP

If you need to consult with the staff, please park in the parking lot and come inside. No child will be permitted to leave with an unauthorized person. Those people unfamiliar to Heritage staff will be asked for identification and/or asked to give the security code for the child. If your child is going home with a friend after school, please be sure the staff is informed by a parent.

Please note: Please form a single-file line, in the direction of the arrows on the circle drive, both at arrival and pick-up time.

Parents are urged to be prompt at arrival and pickup times. Prior to the beginning of class, teachers are involved in preparation and are unable to be attentive to children if they are brought too early. The suggested arrival time is 10 minutes prior to the beginning of class. If a parent or guardian is 10 minutes or more late picking up their child, a late pick-up fee may be charged. Please check with your child's teacher or the director for the arrival and pick-up times for your child's class.

CLOTHING

Children should be dressed in washable play clothes since they will regularly be involved with messy art materials and other messy activities. Please send a complete change of clothes in your child's backpack in case of accidents. Please send a jacket on cooler days as children will be playing outdoors.

SUPPLIES

Please provide a backpack or tote for your child's papers and personal belongings which is at least 9" x 12" in size. Occasionally, the children will have special projects which they will make (i.e. Christmas, Valentine's Day, Mother's Day, etc.). You may be asked to send a small amount of money to help cover the cost of these.

ENROLLMENT PROCEDURES

- Parents need to fill out a set of enrollment forms for their child and pay the \$45.00 registration fee to secure a spot for their child. The registration fee is non-refundable.
- A one-time materials fee (½ month tuition) is also due at the time of registration. Materials fees will be refunded only if a student cancels enrollment at least 2 weeks prior to the start of school and the spot is filled with another student.
- Pre-registration is begun in February for the following fall.
- Classes are filled on a first come- first serve basis.
- Parents will be notified in writing of any policy changes at least 30 days prior to the change taking place

IMMUNIZATION REQUIREMENTS

Heritage Preschool follows the state guidelines for immunizations and requires a copy of immunization records for our student's file. Please check with your pediatrician for the most current schedule or <http://www.dshs.state.tx.us/immunize/> for the current information.

VISION & HEARING REQUIREMENTS

Your child is required to have vision and hearing screening once they are 4 years of age. We will either provide this screening at the school or ask that you have it done. You will be contacted when the screening is needed.

ILLNESS & MEDICATIONS

Ill children need to stay at home to prevent exposure to other children and adults at the Preschool. Heritage Preschool's illness policy is based on the Model Health Care Policies developed by the American Academy of Pediatrics. Please see our illness policies for a complete guideline.

No child will be accepted who has a fever or appears to be ill. Any child who has been ill must have been without fever for 24 hours without the assistance of symptom reducing medications (i.e., Tylenol, Motrin, cough or cold medicine) before returning to school. If your child is on any medication, please send it to school in the original container with specific instructions on how it is to be given. A release form will need to be signed for medication to be administered.

In case of a medical emergency, the parent or guardian will be contacted. If they cannot be reached, the child's physician will be contacted. If necessary, the child will be taken to the emergency room.

Parents will be notified of communicable diseases.

TO OUR PARENTS

Parents will be notified of school happenings and information through monthly calendars, newsletters, emails and additional notes sent home in the child's backpack. In certain situations, a phone call may be made to the parent.

- We do not provide transportation.
- We do not have field trips.
- We have one water activity at the end-of-school - Splash Day. Children will be allowed to play in the sprinkler and a shallow wading pool. This activity will be closely supervised by the staff.
- We do not have animals on the premises.
- If you wish to discuss any policies or procedures of Heritage, please contact Janet Taylor.
- You are welcome to visit Heritage at anytime during our hours of operation to observe your child, our program of activities, etc.
- If you would like to participate in class parties, special activities, etc., please visit with your child's teacher or Ms. Janet.

DISCIPLINE POLICY

Our policy is in accordance with the guidelines set forth in the Minimum Standards for licensed Child-Care Centers. If you wish to review a copy of the Minimum Standards and our most recent Licensing Inspection, please contact Janet Taylor or both may be accessed at the Department of Families and Protective Services website at:

www.txchildcaresearch.org. If you wish to contact the local Licensing office, call 432-686-0666 or 432-368-2693. If you wish to contact the FPS child abuse hotline, call 800-252-5400. If you wish to view the FPS website, go to: www.txchildcaresearch.org.

Discipline & Guidance Policy of Heritage Preschool

The discipline and guidance policy of Heritage Preschool is in accordance with the guidelines set forth in the Minimum Standards for licensed Child-Care Centers.

- 1) Discipline must be:
- 2) Individualized & consistent for each child.
- 3) Appropriate to the child's level of understanding; and
- 4) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporate punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child
- 4) Hitting a child with a hand or instrument;
- 5) Humiliating, ridiculing, rejecting or yelling at a child;
- 6) Putting anything in or on a child's mouth;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom or closet with the door closed;
- 9) Requiring a child to main silent or inactive for inappropriately long periods of time for the child's age.

REGISTRATION

Preregistration begins in February. A registration fee is due at the time the child is registered. Registration fees are non-refundable. Registration Fee: \$45.00

MATERIALS FEES

A one-time materials fee (1/2 month tuition) is also due at the time of registration. Materials fees will be refunded only if a student cancels enrollment at least 2 weeks prior to the start of school and the spot is filled with another student.

<u>3 & 4 year old class</u>		<u>4 & 5 year old class</u>	
T-T	\$48.00	T-T	\$52.00
M-W-F	\$66.00	M-W-F	\$71.50
M - F	\$114.00	M-F	\$123.50

2012-2013 MONTHLY TUITION

PRESCHOOL 8:45 a.m. - 11:30 a.m.

<u>3's & 4's (\$12.00/day)</u>		<u>4's & 5's (\$13.00/day)</u>	
T-T	= \$96.00	T-T	= \$104.00
M-W-F	= \$132.00	M-W-F	= \$143.00
M-F	= \$228.00	M-F	= \$247.00

Additional Monthly Fees:

EARLY DROP-OFF @ 7:30 a.m. (\$3.00/day) EXTENDED CARE UNTIL 3:00 p.m. (\$8.00/day)

T-T	= \$24.00	(Includes Breakfast if	T - T	= \$64.00
M-W-F	= \$33.00	arrival before 8:00)	M-W-F	= \$88.00
M-F	= \$57.00		M - F	= \$152.00

OCCASIONAL EXTENDED CARE OR EARLY DROP-OFF

\$5.00 per day for early drop-off, as needed.

\$12.00 per day for extended care until 3:00 p.m., as needed.

- Please have your tuition paid by the 15th of each month. Late fees are: 1-6 days late -\$10.00; 7-13 days late - \$20.00; 14-19 days late - \$30.00; 20+ days late - \$40.00
- If your child's tuition becomes more than one month overdue, your child will not be allowed to return to school until the tuition has been paid in full.
- A Return Check Fee of \$15.00 will be added to any returned checks—in addition to any bank charges.
- Occasional Extended care should be paid on the day of the care.
- There will only be ½ the regular tuition charged for December and May. Tuitions are due together in December.
- Families having 2 or more children enrolled in the program will receive a 20% tuition discount on the additional children.
- We serve breakfast (with early drop-off) and a morning snack. Parents are asked to help provide the snacks for their child's class following state nutritional guidelines. Children who stay for extended care bring their lunch, afternoon snack and a rest mat to school.
- Receive a ½ month tuition credit in December or April by referring a new student to Heritage. The referred student must be currently enrolled and have attended Heritage for more than 2 months.