



Hanford Christian Preschool Handbook

“ And the child grew and became strong; He was filled with wisdom and the grace of God was on him.”

Luke 2:40

Director's Message

Welcome to Hanford Christian Preschool. We are very excited to have the opportunity to serve your student and family. It is our goal to create an environment of merriment where children develop confidence and self-pride, conquering new challenges socially, emotionally, and academically every day. We hope to maximize teachable moments through everyday interactions with intention and purpose. We strive to encourage community through open respectful communication between staff, families and children daily.

Please take a moment to familiarize yourself with our procedures and practices included in this handbook.

Hanford Christian School

The “**Hanford Christian School Society**” owns and operates Hanford Christian Preschool. If you have any questions or concerns involving the Preschool program, please bring them to the Director's attention so that your concerns can be addressed promptly.

Mission Statement: To educate, equip and inspire every student to serve the world for Christ.

Our Purpose

Our staff at Hanford Christian Preschool is dedicated to designing an environment that will enhance your student's development, which includes spiritual, physical, cognitive and fine arts. We believe that each student is a covenant child that is uniquely made in God's image. As individuals, we recognize and support the needs of each student to grow in God's love. As a team, we work together to support your students' unique development by fostering individual growth.

Age and Eligibility Requirement

- All children must be toilet trained.
- Children must be at least 3 years old as of September 1st, 2020.
- Parents must provide the following documents:
 - Birth Certificate
 - Up to Date Immunization Record
 - Current Physical (to be completed on Lic 701)

Admission Packet

Prior to enrollment, you will be given an admission packet. This packet will include a list of all of the documents you will need to complete your child's enrollment. All documents listed must be completed prior to your child's first day of school. Your child may not start school until the documents have been reviewed for completion by the Director.

Non-Refundable Registration Fee

Return Enrollment

Enrollment for returning families at Hanford Christian will begin February 1st, 2020 for the upcoming school year. Families who wish to reserve their spot for the upcoming year need to submit a Registration Contract designating which classroom schedule they prefer with the non-refundable registration fee. The family will be contacted to update any necessary documents in the child's file following their registration.

Waitlist Enrollment

Waitlist enrollment is March 1st, 2020. Children currently on the Waitlist will be contacted to begin their Enrollment. Once the registration fee is collected, an enrollment packet will be issued.

Open Enrollment

The second week in March we will begin Open Enrollment for the community. All community members are welcome to enroll.

Midyear Enrollment

Midyear enrollment is based on availability in each classroom. Midyear enrollees will be issued an enrollment packet once the registration fee has been collected. The non-refundable registration fee will reserve your child's spot for no more than two weeks while you complete your child's enrollment packet.

Hours and Daily Sign In/Out

Hours of Operation:

3-Year-Old

Days	Time
Tuesday and Thursday	Part-Time 8-11 am
	Full-Time 8 am-2:30 pm
5 Days a Week	Part time 8-11 am
	Full time 8 am-2:30 pm

4-Year-Old

Days	Time
MWF	Part time 8-11 am
	Full time 8 am-2:30 pm
Monday - Friday	Part time 8-11 am
	Full time 8 am-2:30 pm

Transitional Kindergarten

Days	Time
Monday - Friday	Full time 8 am-2:30 pm

Extended Care 3yr-TK

AM	Time
7 am-8 am	2:30 pm-6 pm

The classrooms will open five minutes before the start and end of each session to allow you to sign your child in/out. Before and after school programs are available if you need additional care. If you sign in to the classroom earlier than 7:55 am, you will be billed for the morning session of Extended Care.

Late Pick Ups

The following are procedures that will be initiated when a student has not been picked up within the appropriate time:

- Full-Time Students will be sent to Extended Care and will be billed accordingly.
- Student's emergency card will be used: Calls will be made to individuals on the list.

Pick Up/Drop Off

Parking is available for Preschool student drop off utilizing the Flint Avenue parking lot. Please use the designated parking area and escort your child by the hand to their classroom. Please do not park in the drop off and pick-up lane.

Preschool classes begin at 8:00 a.m. As late arrivals are disruptive to teachers and students, please make every effort to have your child on campus before 8:00 a.m.

If you arrive on campus after 8:00 a.m., please note that the gate to the parking area is locked at 8:15 a.m. For all arrivals after 8:00 a.m., parents are required to utilize the 12th Avenue Parking lot for drop off.

You may not leave children unattended in your vehicle for this process. You are welcome to bring other children along as you sign in/out your child.

For Extended Care pick up after 3:30 p.m., please use the keypad entrance from the 12th Avenue parking lot.

Sign In/Out

The State of California requires that each student must be signed in and out each day with a full signature by an adult with the exact times of arrival and departure. Each adult must be listed prior to pick up/drop off in the child's emergency pick up list and provide photo I.D. at the time of pick up. If you would like to add a new person to the list, please request to do so in person. No changes will be accepted by phone. Please remember we cannot release your child to anyone without your written permission. If your child is dropped off without a signature, you will be contacted to return to class and sign in.

You will need to indicate the following:

- Time of Arrival
- First and Last Name
- Does your child require extended care?
- Does your Child require a hot lunch?

Change of Address/Phone Number/Email

Parents please fill out a change of Address/Phone/Email form as soon as possible to ensure that you will receive all needed information concerning your student.

Requesting Changes to Program

Hanford Christian Preschool is here to serve our family's needs and we understand that needs may change throughout the school year. If you would like to make a change in schedule for your child, you may put in a request. Classroom availability is limited, your child will be added to the top of the waitlist for the class schedule you have requested. We do not have drop-in day to day care available. If you would like to withdraw from the program, please complete a Withdrawal from Program form and return to the Director seven days prior to your child's last day at school.

Student Health and Welfare

The State requires that all students have a physical examination and appropriate immunizations before enrollment. A current physical (no later than a year prior to the date of enrollment) is required to be completed on Lic Form 701 and signed by the physician. A TB test will be required if the doctor does not indicate that there are no risk factors present on the Lic 701 document. A student may not be admitted who has not been immunized against diphtheria, whooping cough, poliomyelitis, tetanus, measles, homophiles influenza, and hepatitis.

Your Student's Health

Hanford Christian Preschool Staff reserves the right to judge the wellness of our students to ensure the safety of all students. Students benefit from school when they are healthy and ready to learn. You will need to have a designated plan of action for days in which your child is not well enough to come to school or is sent home sick from school.

A child is not allowed at preschool if they show any signs of illness. You will need to obtain a note from the doctor in order to return to school after three consecutive days of illness.

No school if there are signs of:

Severe cough or congestion	Vomiting or diarrhea	Fever over 100 F
Lice or nits	Draining ears	Pink eye
Chicken pox	Impetigo	Ringworm
Unexplained rash	Hand Foot Mouth Disease	Lethargy

Students with the following symptoms will not be accepted until cleared by doctor's note:

Scabies	Rubella	Mumps
Parasites	Hepatitis A	Measles
Whooping Cough		

Please keep your student home if your child is experiencing vomiting/diarrhea or you have administered medication for a fever within the past 24 hours. If your child is sent home from school for illness due to fever, vomiting, or diarrhea he/she may not return to school for 24 hours. (Your child must be free of fever, vomiting and/or diarrhea for 24 hours before returning to school.)

Medication Policy/ Emergencies

The school will only administer emergency medicines with an incidental medical services plan. With proper documentation your child may keep an epipen or inhaler at school. If you require this service, you will need to meet with the preschool director in person to create an incidental medical service plan. If a student has a medical or dental emergency, a staff member will call the parent(s) and the parent must pick up the child from school to handle the emergency. In the event the parent/guardian cannot be reached, the school will call the person that is listed on the students' emergency form. If medical treatment is urgent, 911 will be called and any medical charges will be the direct responsibility of the parent.

Naptime Schedule

All full-time children will have a rest period daily after lunch. This is a state licensing requirement. We understand that not all children will sleep during this time; however, we will have a quiet time on cots. Each full-time child will need a small blanket and a cuddle buddy (stuffed animal). Each Friday you will be responsible for taking these items home to wash and return to school on Monday.

Absences from School

Attendance at school is encouraged. Please notify us if your child will be absent from school. You may contact the teachers in person, by email or phone. Please note that your child's tuition reserves their spot in their classroom. Absences from school do not reduce tuition.

Dress Code

Everyone is expected to dress in Christian modesty.

- Shirts or tops: Tank tops are not allowed. Shirts/tops must have a cap sleeve. Lettering on shirts should be consistent with our school philosophy. Shirts should cover the midriff, even when arms are raised over the head.
- Dresses and skirts, with hemlines to students' knees, may be worn with shorts underneath.
- Pants may be worn if they are neat, not tattered, or excessively worn. Pants must cover your child's bottom when sitting on carpet.
- Shorts must have a minimum inseam of six inches.
- Shoes: best shoes to wear are tennis shoes. Only closed toed shoes are permitted.
- Children must be dressed appropriately for outside play conditions. Children who are not dressed appropriately for the weather will remain inside for recess.

The school reserves the right to judge the appropriateness of any child's grooming and/or clothing. If the child is wearing inappropriate clothing, they will be asked to change into their extra set of clothes, located in the classroom. If there is not an extra change of clothes, a parent will be called to bring in a change of clothing that is within our dress code guidelines.

Meals

We provide a mid-morning snack everyday. Full time children will have lunch in their classroom daily. Hot lunch with milk is provided for \$3.00 per child. Chocolate milk will be available for an additional fee. The fee will be added to your monthly statement. Fees are subject to change. You may purchase a school hot lunch or send a sack lunch with your child. If your child arrives at school without lunch, a hot lunch will be ordered. **Hot lunch is not available on foggy day schedules or days that the District Kitchen is closed.** Please be prepared to provide a cold lunch in these instances. If your child has a food allergy, we require a note from the doctor. Food allergies will be posted in all food service areas on campus. Hot lunches are only available to order until 8:30 a.m. daily. Please designate at the time of sign in if your child will be enjoying a cold lunch or a hot lunch for the day.

Sack lunch restrictions are:

- No Sodas or sugary drinks
- No candy
- **No foods that need to be reheated/prepared in the classroom**

Guidelines Used for Discipline

Discipline:

The Preschool's discipline philosophy promotes a safe, respectful, cooperative, and courteous environment. If adhering to this philosophy becomes a continual problem, parents will be notified.

Positive Discipline:

Preschool teachers and staff practice positive discipline and no form of corporal punishment will ever be used. Discipline is a form of teaching that promotes positive behavior; punishment is a penalty given in reaction to unacceptable behavior. Discipline rather than punishment will be used at preschool. Part of positive discipline is the implementation of logical consequences as necessary and appropriate, as a teaching tool to promote appropriate and desired behaviors.

Consequences:

The consequences used will be as follows:

- Redirection
- One-on-one encouragement from staff
- Self-regulation period (i.e., calm down time, reflection time, private space)
- Notification of parents

If parent involvement does not help and major discipline issues arise, such as serious injury to another individual or self, the student may be removed from the program.

Physically Aggressive Behavior Policy:

Children act out for many reasons and careful observation is necessary to guide our effective and appropriate intervention. In the event of physically aggressive behavior, staff will take time to comprehensively evaluate the cause of the behavior prior to implementing consequences. We will reinforce all positive behavior from the child and provide positive guidance.

However, if the physically aggressive behavior (biting, hitting, kicking, throwing toys, etc.) continues, the following steps will be taken:

1. Teacher and parent will meet regarding the incident.
2. Conference will be held with the parent, teacher and the director.
3. Child will be referred to outside agencies for support.

If physically aggressive behavior is so severe and/or continues despite interventions and support, children may be required to have a parent/guardian attend class with them and/or be terminated from the preschool program.

Parent Involvement

Parent involvement is encouraged and welcomed. Please let us know how you would like to be involved in your student's program or classroom. All parents are encouraged to support your students with their homework, attend field trips and school activities.

Please review and complete the HCS Preschool Volunteer form.

Parents who wish to volunteer in the classroom must meet the following requirements: Complete a Parent Orientation class, provide proper immunization paperwork and a statement of basic health.

Parents are welcome to join the HCS Parents' Club. Meetings and activities will be announced throughout the year.

How to Stay Informed

Each classroom has a Parent Board with important documents posted for your review. There are often forms and sign-up sheets for upcoming events near the sign-in area. A teacher will be available to greet you upon entry and exit from the classroom. Classroom newsletters are updated regularly at www.hanfordchristian.org. Please visit the preschool page to stay up to speed on the memory verses, letters, and other special focus concepts.

On campus we utilize the Remind App. Remind allows Hanford Christian to send out reminders, notifications and updates throughout the year. It also gives you quick access to ask questions. Please provide the school with an accurate cell phone number for the Remind application. You will receive an invite to the App, please accept the invitation link when it is sent to you.

Severe Weather Conditions

In case of an official disaster warning (Civil Defense), the students will be sent home as soon as possible.

Fog

Fog delay notice will be sent out Via **Remind** no later than 7 a.m.

In the case of a fog delay, part-time classes will be cancelled in the morning and full-day classes will resume at 10 a.m. **Hot Lunches will Not be Available.** Extended care will be available at 9 a.m.

Please make sure that you have a back up plan for care in the case of a foggy day schedule.

School Year Calendar

At the time of enrollment, you will be given a preschool calendar. The calendar lists all scheduled holidays, half days and teacher inservice days. Please refer to the calendar for half days and no school days. On the first Wednesday of each month, all classes will be out at 1:30 p.m. due to HCS early out. If there are any changes to the schedule, you will be notified in writing.

Emergencies

Emergency drills are scheduled during the school year. All students will practice emergency procedures in a calm, organized manner. The exercises will be developmentally appropriate instruction that encourages safe practices during an emergency. In the case of an actual emergency, the staff will make every effort to ensure the safety of the children. Parents will be notified as soon as possible. All preschool staff are certified in CPR, First Aid and other emergency procedures to ensure the safety of your child.

Parent Conferences

Parent conferences will be conducted twice a year. The teachers will assess all areas of the child's academic and social development in the classroom.

School Communication

We encourage communication between home and school for the benefit of the children in our care. Parents will be signed up for a Remind, a free service that provides parents with instant notifications and allows for communication with the school via text message. In addition, teachers' emails are available in the staff directory at www.hanfordchristianschool.org

Kindergarten Enrollment Process

Families interested in enrolling in Hanford Christian School's Kindergarten Program would need to request an application packet from the HCS Office and then follow steps listed below:

1. Complete the K-8th Grade Application and submit to the HCS Office.
2. Ask your pastor to complete and return the Pastor's Recommendation Letter to the HCS Office.
3. Once the application and pastor's letter have been received, a new family interview will be scheduled.
4. Readiness testing may be required.
5. Payment of the Registration Fee is the final step in the enrollment process.

Please contact the office at (559) 594-9207 with any questions.

Parents' Acknowledgement Form

The Hanford Christian Preschool Handbook describes important information about our Program. I understand that I should consult with the director regarding any questions not answered in the Preschool Handbook.

The information and policies described here are subject to change. I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies. Only our Director or School Board has the ability to adopt any revisions to the policies in this Handbook.

I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

NAME OF STUDENT (printed):

NAME OF PARENT (printed):

SIGNATURE OF PARENT:

DATE: _____