



HANFORD
CHRISTIAN SCHOOL

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: Educate, equip, and inspire every student for Christian service in God's world.

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 to their ability. As a team, we work together in supporting your students' unique development allowing each student the time needed to grow.

Age and Eligibility Requirement

- All children must be toilet trained.
- The Preschool program is an age appropriate, structured; learn through play program designed for students who are at least 3 years old as of September 1.
- The Pre-Kindergarten program is an age appropriate, structured; building academic skills program designed for students who must be 4 years by September 1.
- The Transitional Kindergarten program is designed to support students with an age appropriate, integrative academic program. This program is design to support students who are 4 to 6 years old. However, students who need a full-time Preschool or Pre-K may enroll with the understanding that they will be given age appropriate curriculum and may or may not need to repeat Transitional Kindergarten to attend HCS Kindergarten class.

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 complete 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.

Hours and daily sign in/out

Hours of Operation:

Preschool: Tuesday and Thursday 8:00 am-11:00 am

Pre-Kindergarten: Monday, Wednesday, and Friday

- **First session:** 8:00 am-11:00 am **Full Day:** 8:00am-2:30pm

Transitional Kindergarten: Monday-Friday 8:00-2:30

The classrooms will open 5 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.

Late Pick Ups

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

- Student will be enrolled into Extended Care if available.
- Student's emergency card will be used: Calls will be made to individuals on the list.

Sign In/Out

California State 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.

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 it may change throughout the school year. A parent may add additional sessions for their child by contacting the Director. However, when subtracting a session the parent will need to fill out a change of session form with a written notice. Changes will only be reflected on families billing when Parent has met with Director and Director has signed off on the change. If you would like to drop from the program, please issue a seven day notice in writing to the Director.

Student Health and Welfare

The State requires that all students have a physical examination and appropriate immunizations before enrollment. A student may not be admitted who has not been immunized against diphtheria, whooping cough, poliomyelitis, tetanus, measles, homophiles influenza, hepatitis. (Or at least has begun the series)

Your Student's Health

Hanford Christian Preschool Staff reserves the right to judge the wellness of our students to insure the safety of all students.

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.

Severe cough or congestion	Vomiting or diarrhea	Fever over 100 F
Lice or nits	Draining ears	Pink eye
Chicken pox	Impetigo	Ringworm

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 not administer any medications. 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 Day children will have a rest period after lunch daily. 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 fitted crib sheet, small blanket and a cuddle buddy (stuffed animal). Fridays you will be responsible for taking these items home to wash and returning them to school on Monday.

Pick-up/Drop Off

There will be parking available for preschool student drop off. Please use the designated parking area and escort your child by hand to their classroom. You may not leave other children unattended in the vehicle for this process. You are welcome to bring other children along as you sign in/out your child. Please do not park in the drop off and pick up lane.

Absences from School

We care about your child and family. Please notify us if your child will be absent from school. You may notify the teachers in person, email or call at any time.

Dress Code

Everyone is expected to dress in Christian modesty.

- Shirts or Tops; must have a sleeve covering shoulders. 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.

The school reserves the right to judge the appropriateness of any child's grooming or any clothing that a child is wearing to school. 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

Full time children will have lunch in their classroom daily. Hot lunch with milk is provided for \$2.50 per child. The fee will be added to your monthly statement. You may purchase school hot lunch or send a sack lunch with your child. Sack lunch restrictions are as followed:

- No Sodas or sugary drinks.
- No candy
- Nothing that needs to be reheated/prepared in the classroom

Discipline

Hanford Christian Preschool discipline philosophy promotes an attitude displaying a safe, respectful, cooperative, and courteous environment. If adhering to this philosophy becomes a continual problem, parents will be notified. The Preschool staff will promote healthy problem solving skills in students daily. It is our goal to create an environment that is safe and fun with clear expectations for positive behavior.

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 supports, 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 see and fill out HCS Preschool Volunteer form.**

Parents are welcome to join "Parents' Club meeting and activities," meeting times will be announced throughout the year.

Severe Weather Conditions

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

Fog

Fog delays will be posted by 7 a.m. on the HCS website, Channel 26, Channel 30 and KMJ 580 (AM) radio. **Before School Care, Preschool, Pre-K AM Class, and Hot Lunch will be cancelled. Transitional Kindergarten, Pre-K, and Preschool classes will start at 11:30.**

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 Pre-K and TK class will be out at 2:00 due to HCS early out. If there are any changes to the schedule, you will be notified in writing.

Foggy days: there is no a.m. session. Pre-K p.m. session and Transitional Kindergarten session will start at 11:30 a.m.

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.

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.

Since 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, and 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: _____

