

# **Heritage Preschool and Kindergarten**

## **Over 20 years of providing quality education!**

*“Children are a heritage of the Lord, and the fruit of the womb is His reward.”*

### **Vision Statement**

Our Vision for Heritage Preschool and Kindergarten is to provide a safe and positive learning environment which meets the needs of the children physically, mentally, spiritually, emotionally, and socially. Our goal is to train and equip these young people to be children of influence in their homes, schools, and community.

### **Mission Statement**

- To expose the children to a well-rounded curriculum and prepare them for their ongoing success in school.
- To teach proper social skills and values to children, which will allow them to influence their community by their positive examples of high self-esteem.

### **Philosophy**

Using the Bible as a standard of evaluation, the school's function in the church is to help develop positive attitudes toward God, themselves, and others by focusing on character growth and development. The school will also provide for the development and refinement of motor skills and will prepare the child to function confidently in his/her future school environment. We will be using modern creative teaching methods of early childhood education wherever they are consistent with scripture and are developmentally appropriate.

### **Foundational Information**

Heritage Preschool and Kindergarten began in the fall of 1998. In 1999, we expanded our ministry to include Kindergarten. We have seen tremendous growth and are expecting mighty things. We know both you and your child will be happy with the curriculum we have prepared. God has appointed workers with His heart towards the children and this ministry. We are always open to your input and suggestions. We believe that Christian preschool is part of the church and is uniquely able to integrate academic topics with Biblical truths. We emphasize the truths that are common to many different denominations. We want to help you and your child build a relationship with God and not restrict them with “religious” practices.

## **Registration**

Your child must reach the age of 3, 4, or 5, (depending upon the class chosen), by August 31<sup>st</sup>. We may opt to enroll your child on a trial basis to ascertain whether he or she is developmentally ready to begin the class chosen. If we feel your child would benefit by waiting another year, your money may be refunded. We will also inform you if we feel your child should be advanced a class to best suit his/her developmental needs.

### **Registration Fee**

**\$125.00 ( Non-refundable, due at the time of registration)**

The registration fee is used for curriculum supplies needed throughout the year, special activities, end of the year t-shirts, projects, and field trips.

### **Book Fees ( Non- refundable, due at the time of registration)**

#### **4's Class: \$100**

Children enrolled in all 4's classes will purchase some of the K4 Abeka Curriculum. Materials not used during the school year will be sent home.

#### **K4 Class: \$125**

Children enrolled in all K4 classes will purchase a complete book set from Abeka Book Curriculum. Materials not used during the school year will be sent home.

#### **Kindergarten Class: \$175**

Children enrolled in all Kindergarten classes will purchase a complete book set from Abeka Book Curriculum. Materials not used during the school year will be sent home.

A student will not be allowed to register until the following criteria has been met:

- Registration Fee paid in full
- Book Fee paid in full
- Registration Packet filled out in its entirety
- Updated and signed copy of your child's Immunization Record
- Parent Agreement signed

## **Explanation of Classes:**

**3-year-old class:** Best suited for children who are 3 years old and are potty trained. This class is held Monday through Friday. The class begins at 9:00 a.m. and ends at 11:30 a.m. Students can attend 2 to 5 days per week depending on available space.

**4-year-old class:** Best suited for children who may have just turned 4 or have not had any type of preschool experience. This class is held Monday through Friday. The class begins at 9:00 a.m. and ends at 12:00 noon. Students can attend 2 to 5 days per week depending on available space.

**K4 class:** Best suited for children who are 4 years old and are most likely going to Kindergarten the following year. This class is held Monday through Friday. The class begins at 8:45 a.m. and ends at 11:45 a.m. Students can attend 3 to 5 days per week depending on available space.

**Kindergarten class:** Best suited for students who have reached the age of 5 by August 31<sup>st</sup>. This class is held Monday through Friday. The class begins at 8:45 a.m. and ends at 12:00 noon. Students are required to attend Monday through Friday. The year is broken into four quarters, with grades and attendance being reported each quarter for school records.

**\*\*Each child will be assessed during a meet and greet time prior to the school year starting. Your child's teacher will assist in placing your child in the class that will best suit their needs.**

## **Tuition**

This year classes begin on Wednesday, September 1<sup>st</sup> for Kindergarten, and Tuesday, September 7<sup>th</sup> for Preschool. Classes will end on Wednesday, June 8th.

\*The per-year cost considers the days we have off for Christmas, Spring Break, holidays, and potential closures for church functions.

Payment is expected by the 1<sup>st</sup> of each month. A late fee of \$20 will be added on the 15<sup>th</sup> day of the month unless other arrangements are made with our bookkeeper. Your child will not be allowed to participate in class after the 25<sup>th</sup> with a delinquent account unless suitable payment arrangements can be reached. **A \$35 NSF fee will be charged for any form of payment returned for insufficient funds.**

We have an automatic bank withdrawal option available. You may choose to have your tuition automatically deducted each month. If you are interested in this option, please speak with the Director to receive an enrollment form.

- An extra 5% payment discount will be taken if the entire school year is paid in advance. If for any reason you choose to withdraw your child before the end of the year, a refund will be given based upon the discounted rate paid and the normal rate that should have been charged. A \$10.00 per month tuition discount will be given for each additional sibling.

## **Tuition Fees**

Your first payment will be due September 1<sup>st</sup>, and the final payment will be due May 1st.

**Any student with an overdue account may not participate in graduation exercises.**

Attending 2 days per week		
3-year-old	4-year-old	K4
\$155.00 per month	\$170.00 per month	\$180.00 per month
\$1395.00 per year	\$1530.00 per year	\$1620.00 per year

Attending 3 days per week		
3-year-old	4-year-old	K4
\$180.00 per month	\$185.00 per month	\$200.00 per month
\$1620.00 per year	\$1665.00 per year	\$1800.00 per year

Attending 4 days per week		
3-year-old	4-year-old	K4
\$205.00 per month	\$215.00 per month	\$230.00 per month
\$1845.00 per year	\$1935.00 per year	\$2070.00 per year

Attending 5 days per week			
3-year-old	4-year-old	K4	Kindergarten
\$230.00.00 per month	\$250.00 per month	\$260.00 per month	\$285.00 per month
\$2070.00 per year	\$2250.00 per year	\$2340.00 per year	\$2565.00 per year

## **Schedule of Classes**

**We offer morning classes only.**

**3-year-olds** meet from 9:00 a.m. until 11:30 a.m.

**4-year-olds** meet from 9:00 a.m. until noon.

**K4 classes** meet from 8:45 a.m. until 11:45 a.m.

**Kindergarten** meets from 8:45 am until noon.

## **School Delays and Closures**

If Kennewick schools are on a two-hour delay due to weather, we will have a “Late Start” time for classes. All classes will operate from 10:30 – 12:30. If Kennewick schools announce a three-hour delay or closure, we will be closed. School updates will be posted on the school Class Dojo page. There is no refund given due to circumstances beyond our control.

## **Parent Involvement**

Our school is a nonprofit but self-supporting organization. Parent involvement is strongly encouraged. **Any family member or person who desires to volunteer in the classrooms must have a background check on file with the school prior to volunteering.** Parent participation is key to establishing unity and a team spirit between home and school. The goals of the program are to:

- Expose parents to the school environment so they can know best how to pray for specific needs, how to offer suggestions to the school about their child’s preferences and learning style, and to learn how to support their child’s development during these formative years.
- Maximize parent/teacher relationships.
- The Word of God tells us that parents are to be the primary educators of their children.

Parents who participate are sending a clear message that school is important. While in the classroom, it will be necessary for you to make other arrangements for siblings. It can be very distracting to have younger siblings in the classroom. This should be a special time for you and your child.

## **Late Arrival and Late Pickup**

As stated in our Heritage Parent Agreement, please be sure that your child arrives promptly so that disruptions are kept to a minimum and a routine schedule can be established. Children cannot arrive more than 10 minutes before class is scheduled to begin and must be picked up no later than 10 minutes after class has ended. We realize that every so often situation may arise which may cause you to be late. We have extended a 10-minute grace period prior to class and after class to help alleviate these situations. **After the 3<sup>rd</sup> occurrence of a late pickup, you will be charged a \$25.00 late pickup fee.** Our teachers use the time before and after class to complete cleaning and planning activities. Be sure to contact your child’s teacher if you are running late.

## **Snacks**

**Parents are required to provide snack and water two times per month for their child's class. The teacher will inform you of the number of students in each classroom, and if there are any food allergies to be made aware of.**

Snacks will be served to your child daily. To keep expenses down, a snack rotation list will be created. Snacks must be store bought and in their unopened original packaging. Please limit the number of sugary snacks and drinks. Water is the preferred drink option. Cupcakes, cookies, and other sweet treats may be brought for special occasions, such as birthdays and class celebrations, however, they should not be brought as a regular snack option.

We do our best to accommodate food allergies in the classroom. Please discuss any allergies with your child's teacher. It is best if you have a spare snack available in the classroom in case a student provides a snack that may contain an allergy ingredient for your child. Your child's safety is our top priority.

## **Curriculum**

Heritage Preschool and Kindergarten is a Bible-centered, phonics-based program designed to reinforce the values found in God's Word. We are using the Abeka Book Curriculum as a guideline, to be sure all learning goals are met. It sets a very high standard for education as well as for the children themselves. There will be homework beginning in K4 classes, but never more than reasonable expectations. We use an incentive system, which encourages the children to complete required assignments. We incorporate the best of several different curriculums as well as utilizing the creative gifts placed within our teachers. Children learn in many ways and we do not want even one child to be unsuccessful. Each child is recognized as a unique gift from God. Teachers will monitor your child's progress and meet with you any time there are concerns.

## **Teacher Qualifications**

*"But the goal of our instruction is love from a pure heart, a good conscience, and a sincere faith."*

*1 Timothy 1:5*

**Teachers at Heritage Preschool and Kindergarten:**

- Believe they are called by God to teach children
- Are growing Christians
- Have experience working in a classroom setting
- Utilize teacher training as opportunities arise
- Are accountable to Sozo Church's standard of excellence
- Have a background check completed
- Are thoroughly screened with emphasis on character and integrity

Teachers and staff recognize that it was love that won them over to Jesus and they seek to share His love with their students. They are convinced that God wants them teaching in a Christian school.

## **Goals**

Class sizes are one adult per eight to ten children (depending upon the age group). Opportunities to learn and grow in smaller group sizes allow a greater amount of interaction between teachers and students. Children deserve more individualized attention than many other facilities provide.

Our educational goals for the year are as follows:

- To help children grow spiritually through the introduction of basic Bible concepts and the development of loving Christian relationships.
- To provide opportunities to express individuality and explore God-given talents through dramatic play, art, and music.
- To develop large motor skills using guided play, games, and group activities.
- To encourage the development of fine motor skills through interaction with clay, blocks, puzzles, pegs, scissors, and painting.
- To introduce basic concepts of numbers, letters, shapes, problem solving, cognitive skills, sequencing, patterning, and colors.
- To enhance self-expression and communication skills through involvement in language development activities, drama, and puppet play.

## **Non-Discrimination Statement**

Heritage Preschool and Kindergarten has a racially non-discrimination policy. We admit children of any race, color, national and ethnic origin, and religious affiliation. They are granted all the rights and privileges, to programs and activities generally accorded to or made available to students at this school. The school does not discriminate based on color, race, national or ethnic origin or religious affiliation in administration of its educational or admissions policies. Our children are as diverse as the community. We value this diversity and strive to learn all we can from each other. We will learn about various ethnic holidays throughout the year.

## **Child Protection Services**

Heritage Preschool and Kindergarten staff are required by law to report suspected incidents of abuse and neglect (RCW 26.44.030). In doing so, they have civil immunity under the law for good-faith reporting. Failure to do so can result in a gross misdemeanor charge.

## **Policies**

### **Ways you can support our staff:**

**1. Send your child to school healthy.**

- **Immunizations:** All children must have a record of current immunization upon entry to the program. This is in accordance with the Washington State guidelines for children in a childcare setting.
- **Mediations:** If your child needs medication administered while in our care, a form must be filled out and signed by you. Please be sure that all medication (whether it is over the counter or prescription) is in the original container, including the pharmacy label if it is a doctor's prescription. We can only administer medication to the person whose name is on the container. The recommended dosage cannot be exceeded unless accompanied by a doctor's written consent.
- **Illness:** Please do not send your child to school with any of the following symptoms:
  - Fever
  - Vomiting
  - Loose bowels
  - Any contagious disease
  - Colored discharge from their nose
  - Heavy or frequent coughing
  - Red eyes with discharge
  - Head lice: head lice can be found in the cleanest of homes. We will be conducting periodic checks for lice. This is a standard procedure for childcare settings. If either eggs or live bugs are found, your child will be sent home. Your child will not be able to return to school until they are completely gone.

If you are in doubt whether to send your child to school or not, please contact us and we will make the decision together. Please remember this policy is in place for all children in our care.

- 2. Please be sure that your child has been fed breakfast and is dressed appropriately for the weather so he/she can be comfortable in whichever activities they may be participating in throughout the day. Our activities are geared toward the interest of children, which often involves getting messy.**
- 3. Communicate with staff about events at home which could influence your child's behavior in the classroom (such as an impending move, separation, divorce, or any change in routine). We are always willing to provide support and pray with you over your circumstances. Remember we are involved with your family as well as your child.**
- 4. Notify the Director if there is concern about your child or the program.**

## **Policies (continued)**

5. Notify the teacher by phone or in writing of any changes in who will pickup your child at the end of the day. Be sure to update the authorization pickup form if you are adding or removing persons from the list.

Washington law requires a signature of the parent, guardian, or a person authorized by the parent each time the child enters the facility. Picture identification for verification is required of anyone other than a parent or guardian in addition to their signature prior to the release of your child from class. The proper procedure for authorizing someone to pickup your child from school is as follows:

- Person's name, relationship and phone number must be on your Emergency Information Form.
  - If you have an emergency and someone on your list is unavailable to pickup your child, please notify the school as soon as possible, either by contacting the teacher directly by phone or calling the Heritage phone line at (509) 582-5608 ext. #2 as early as possible.
  - Please be sure to keep this form updated as changes are made.
6. Drop your child off in person and sign in and out each day. Do not leave your child unattended at any time in the building, parking lot or vehicle.
  7. Only the doors on the playground side of the building will be open before 9am. The front doors of the building will remain locked any time the main church office is not open. This is for the security of the children. Do not assist anyone trying to enter the building using these doors. This includes propping the door open.
  8. Notify the school when your child will be absent. This may be done by contacting your child's teacher directly. You may also call the Heritage phone at (509) 82-5608 ext. 2.

## **Discipline Strategies**

**Discipline:** A joint effort between home and school.

The ideal way to help a child receive the best possible education is to develop a partnership between parents and teachers. A true partnership implies agreement concerning disciplinary procedures. The goal of Heritage Preschool and Kindergarten staff is to discipline in love and fairness, with the support of parents, and in accordance with the following principles:

1. The responsibility and authority to discipline comes from God. (Ephesians 6:1-4)
2. Because of His love in us, we are able to love His children. (1 John 4:16)
3. Parents are ultimately responsible for seeing that their children are properly trained and educated. Christian parents delegate some of this responsibility to their child's teachers who have similar Christian world and life view. (Proverbs 3:11-12; 22:6; 23:13-14; and 29:15)
4. Positive discipline is designed to reward a child for doing what is right. We strive to acquaint him/her with what is right according to a Christian world and life view and to encourage him/her to be a God-pleaser. (Galatians 3:19-24)

Very simply stated, the teacher:

- Expresses his/her responsibility to establish a classroom environment that optimizes learning.
- Determines appropriate behavior of students.
- Informs the students of positive consequences for appropriate behavior and negative consequences for inappropriate behavior.
- Requests administrator assistance only as a last resort.

Training involves discipline as well as instruction. Children need to learn to make right choices. The child may be firmly told why the behavior is not acceptable, suggesting an alternative behavior. Only when potential danger to the child or another child is likely, the child may be physically restrained until control is regained. Time out and restriction of activities may be necessary for misbehavior. Measures that unduly frighten or demean a child and corporal punishment are not allowed. Teacher/child and parent/teacher conferences may be requested if necessary.

**Corporal correction:** Staff members and volunteers will not administer corporal correction even at the request of the parent.

**Normal daily discipline progression:**

- The rule is restated to the child. Cooperation and obedience are requested.
- The child is redirected to an alternate, acceptable activity or behavior.
- The child conferences with the school director.
- The parent is notified by phone or written note that parental assistance is necessary.
- The parent is contacted to pickup the child from school.

Every effort will be made, using sound educational practices, to incorporate each child into the classroom with regards to meeting both the individual and group needs. After a reasonable get-acquainted period (or any time during the school year), if a child's behavior disrupts the class to the point that learning activities are consistently interrupted or stopped, or if that child endangers the safety of himself/herself or other class members, we reserve the right to remove your child from our program. These problems may be due to maturity or developmental differences. In this case, the child may reapply for enrollment later.

### **Bringing Toys from Home**

Please inform your child that toys and non-school supply items are not allowed at school. The staff realize that all children become attached to certain favorite toys. We strongly discourage students bringing items from home to save heartbreak over broken or lost toys and items. As an alternative, we will have a sharing time each day. Your child will have his/her turn on the same day that they bring snack. This will help all of us keep track of whose turn it is and to setup a routine for your child.

Toys that will not be allowed:

- Toy weapons such as guns, swords, knives etc.
- Toys that may instigate aggressive play with others such as battle action figures or the above stated weapons.

### **Gum and Candy**

We take special care to provide nutritious snacks for your child. We have made it a policy to prohibit gum and candy in the classrooms. They provide a safety risk to your child. There will be special occasions where treats will be allowed. We will notify you of such times.

### **Birthdays and Celebrations**

Birthdays are a very special time for all of us. If you and your child would like to include the children in the classroom, we support your decision. Here are some guidelines to keep in mind as you prepare:

- Please notify the teacher of the special occasion. We will try to schedule your child's snack day as close as possible to his/her birthday.
- Ask the teacher for the total number of students in your child's class.
- Please be sure to provide the same snack for each child (i.e., all vanilla cupcakes, all chocolate cupcakes, not a mix of both). This will eliminate hurt feelings.
- You are welcome and encouraged to participate in this event. Be sure to have a completed background check on file prior to the date, allowing enough time for it to be processed. Contact your child's teacher for more information and to receive a background check form.
- We will not be exchanging gifts between children for any child's birthday.
- Birthday party invitations will not be handed out during class. This is to avoid any person feeling left out or hurt feelings.

## **Holidays**

**Fall Harvest:** A brief discussion on what the season represents, and a field trip to the Pumpkin Patch. No Halloween symbols will be used in the classroom including snack items.

**Thanksgiving:** The Pilgrim's belief in God and their struggle for freedom will be our focus and how they cooperated with each other to survive.

**Christmas:** We will focus on the birth of Jesus. Santa Claus will not be taught or criticized out of respect for family choices. The spirit of Christmas and its joy will be emphasized.

**Valentine's Day:** How the real person St. Valentine wrote letters of support to others while he himself was in a jail cell. We will have a party day and exchange cards with each other.

**Easter:** The death and resurrection of Jesus will be the focus. During this time, we will also be studying the rebirth of Spring. With that theme will come baby animals, eggs, flowers, and the weather. We will not present the Easter Bunny in class teaching.

We are sensitive to the fact that many families have their own family traditions during these holidays. At no time are we intending any disrespect of any of them. We are merely providing Christian meanings and alternatives to the world's point of view. Our intent is to expose your child to the character traits that are a part of each celebration. This will build the strong foundation your child will need as he/she grows and progresses in their education. We want each child to be prepared to take a stand for godly moral values and become mighty influences on those around them.

## **Field Trips**

Field trips may be planned to enrich the program and to increase the child's interest in different subject matters. Due to Washington State seat belt safety laws, parents will be responsible for their child's transportation to and from each field trip. Most of our field trips are very family friendly and are usually open to siblings as well. Your child's teacher will be sure to inform you of any field trip details as they arise.

## **What You Can Expect from Us**

We value the time that your child is in our care. Your child is a gift from God and will be treated as such. Our Staff will:

1. Maintain the health, safety, and well-being of the children. We place safety as a top priority in our school.
  - a. Children are never left without direct adult supervision.
  - b. The children are always in view. Should you choose to observe them from the windows in the hallway, please be discreet. When the children see their parents, they naturally become excited and are ready to leave for home.
  - c. There will be times when children may need assistance in the restroom. The door will be left slightly ajar to rule out any accusations of misconduct. Please be assured that all staff members have had a thorough background check and have hearts for the children. Some of the rules are created not only for the protection of the students but for the teachers as well.
2. Release the children only to authorized persons.
3. Keep information shared by the families confidential.
4. Not discuss the child's situation in front of him/her. We respect their rights to be treated with respect.
5. Treat children equally and fairly, regardless of sex or ethnic background.
6. Provide a well-balanced, age-appropriate curriculum.
7. Strive to provide a solid Christian foundation for all the children in our care.

On behalf of the entire Heritage Staff, thank you for choosing Heritage Preschool and Kindergarten. We welcome you and your family as you cross this new threshold in your child's development. Please be sure to save our contact information listed below for any future references.

Sincerely,

Jesse Curtis

Heritage Preschool and Kindergarten Director

[heritage@sozochurch.com](mailto:heritage@sozochurch.com)

(509) 582-5608 ext. 2



