

**Heritage Preschool and Kindergarten
2020- 2021 School Year
Over 20 years of providing quality education!**

**“Children are a heritage of the Lord, and the fruit of the womb is His reward.”
Psalms 127:3**

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

Our mission is:

- 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 and 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 towards God, themselves, and others, by stressing character growth and development. The school will also provide for the development and refinement of motor skills and will strive to 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 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 believe both you and your child will be happy with the curriculum we have prepared. God has appointed workers with His heart toward 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 31st. 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 will be refunded. We will also inform you if we feel your child should be advanced a class to best suit his/her developmental needs.

The registration fee is due by August 1st. If you enroll your child after August 1st, the registration fee will be due upon enrollment. This fee is used for curriculum supplies needed throughout the year, special activities, and field trips. Enrollment is accepted throughout the school year. For children enrolled after January 1st, the fee will be prorated. The registration fees are as follows:

Attending: 2-3 days per week - \$100.00 4-5 days per week -\$125. 00

A non-refundable portion of your registration fee, in the amount of \$25.00, is due when your enrollment packet is submitted. This will reserve your child's place until August 1st when the remaining balance of the registration fee is due.

Book Fee 4-year-old class: \$75 (Non-Refundable)

Your child will receive 3 books from Abeka Book Curriculum and several teacher generated booklets.

Book Fee K4: \$100 (Non-Refundable)

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.

Book Fee for Kindergarten: \$175 (Non-Refundable)

Children enrolled in all K5 classes will purchase a complete book set from Abeka Book Curriculum. Materials not used during the school year will be sent home.

Tuition

This year, classes will begin on Wednesday, September 2nd, for Kindergarten, and Tuesday, September 8th, for Preschool. Classes will end on June 8th.

*The per-year cost takes into account the days we have off for Christmas, Spring Break, holidays, and closures for church functions.

Payment is expected by the 1st of each month. A late fee of \$20 will be added on the 15th day of the month, unless other arrangements are made with our bookkeeper. Your child will not be allowed to participate in class after the 25th with a delinquent account unless suitable payment arrangements can be reached.

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.

Tuition Fees

Your first payment will be due September 1st 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 olds	4 year olds	K4
\$150.00 per month	\$165.00 per month	\$175.00 per month
\$1350.00 per year	\$1485.00 per year	\$1575.00 per year

Attending 3 days per week		
3 year olds	4 year olds	K4
\$175.00 per month	\$180.00 per month	\$195.00 per month
\$1575.00 per year	\$1620.00 per year	\$1755.00 per year

Attending 4 days per week		
3 year olds	4 year olds	K4
\$200.00 per month	\$210.00 per month	\$225.00 per month
\$1800.00 per year	\$1890.00 per year	\$2025.00 per year

Attending 5 days per week		
3 year olds	4 year olds	K4
\$225.00 per month	\$245.00 per month	\$255.00 per month
\$2025.00 per year	\$2205.00 per year	\$2295.00 per year
Kindergarten	\$280.00 per month	\$2520.00 per year

A \$10.00 per month tuition discount will be given for each additional sibling.

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.

K/4 classes meet from 8:45 a.m. until 11:45 a.m.

Kindergarten meets from 8:45 am until noon.

Please be sure your child arrives promptly so that disruptions are kept to a minimum and a routine schedule may be established. Children may not be dropped off any earlier than 10 minutes prior to class and picked up no later than 10 minutes after class.,

** We realize that every so often situations may arise which may cause you to be late to pick up your child after school, however, after the 3rd occurrence, you will be charged \$1 per each minute that your child stays past the 10 minutes allowed after the designated release time. Our teachers use this time to complete cleaning and planning activities. When possible please message your child's teacher if you are running late.

In most cases, Heritage Preschool and Kindergarten will follow the Kennewick School District's attendance calendar for public holidays. We do not take KSD teacher planning days off. Please be sure to ask for a school calendar if you do not receive one upon enrollment. Since we are using church facilities for preschool, there may be potential scheduling changes. Updated calendars will be sent out monthly. Please be sure to read all the notes sent home with your child.

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 3-hour delay, or a closure, we will be closed. There is no refund given due to circumstances beyond our control.

Parent Participation - An Active School Life for Parents!

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.

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 current background check on file with the school.

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.

Studies show that today's successful graduates had parents that were actively involved as a volunteer in their child's education.

Snacks

Parents are required to provide the snack and water one to two days per month for their child's class. The teachers will inform you how many students are 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 do not need to be elaborate. Please be aware that we do not have equipment available to heat food brought from home. **Please limit the amount of sugary snacks and drinks.** The snack could coincide with the alphabetical letter for the week.

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 the 4-year-old class, but never more than reasonable expectations (for example, the child may be tracing their name nightly). This is also the best way we have found to get all the materials you have purchased with your book fee home to you. Any materials used in class on a day your child does not attend or is absent, will be placed into your child's folder and sent home. We use a sticker chart incentive system, which encourages the children to complete required assignments. This "homework" is not mandatory, but we have found the children usually enjoy it and it really helps their skills increase.

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 don't 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.

Our staff is competently trained and equipped with the tools necessary to provide a quality Christian education. Our teachers have also been trained to pinpoint possible health and developmental difficulties in your child. If there is a concern, you will be contacted and may want to follow-up with a professional screening.

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 in working in a classroom setting.
- Utilize teacher training as opportunities arise.
- Have had 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 can 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 play.

Non-Discrimination Statements

Heritage Preschool and Kindergarten has a non-discrimination policy. Everyone is granted full rights and privileges to programs and activities 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.

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Child Protective 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

How can you support our staff?

1. Send your child to school healthy.
 - **Immunizations:** All children must have current immunization records upon entry to the program. This is in accordance with the Washington State guidelines for children in a childcare setting.
 - **Medication:** If your child needs medication administered while in our care, a form must be filled out and signed by you. Please be sure all medication (whether it is over the counter or prescription) is in its 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 ailments:
 - ◆ Fever
 - ◆ Vomiting
 - ◆ Loose bowels
 - ◆ Any contagious disease
 - ◆ Greenish discharge from their nose
 - ◆ Heavy coughing
 - ◆ Red eyes with discharge

If you are in doubt, please call in and we will make this decision together. Please remember this policy is in place for all children in our care.

- **Head Lice:** 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. Upon returning, a new inspection will be done to be sure all the eggs have been removed. Your child will not be allowed to return to class until they are completely gone.
2. Please be sure your child has been fed breakfast and is dressed appropriately for the weather so he/she can be comfortable in whatever activities he/she may become involved in during 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 a concern about your child or the program.
5. Notify the teacher by phone or in writing of any changes in who will pick up your child at the end of the day.

Washington law requires the signature of the parent, guardian or a person authorized by the parent each time the child enters the center. 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 the class. The proper procedure for authorizing someone to pick up 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 pick up your child, please notify the school as soon as possible, either by contacting the teacher directly by phone or by 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 send your child to class unaccompanied or leave them unattended. At no time should siblings be left alone in your vehicle while dropping off a student. If you need assistance, please message your child's teacher.
 7. Only the doors on the playground side of the building will be open before 9 a.m. 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. Please do not assist anyone trying to enter the building using these doors during that time. This includes propping the doors open.
 8. Notify the school when your child will be absent. This may be done by phoning the school office, or by messaging your child's teacher directly.

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 our 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 their responsibility for, and authority over their children, to our teachers who have a 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 must be told why the behavior is not acceptable, and, an alternative behavior choice will be suggested. 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 a 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 a written note that parental assistance is necessary.
- The parent is contacted to pick up the child from school.

Every effort will be made, using sound educational practices, to incorporate each child into the classroom with regard to meeting both 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 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 at a later time.

Donated Materials

We are always in need of recycled materials for use in art, science, math and creative play. Please start a bag in your home where you can place some of the following items:

Tall oatmeal containers
Formula cans
Buttons
Ribbon
Theme related items
Items for the science area
Shells, rocks, magnets, pinecones

Bringing Toys from Home

Please inform your child that toys from home are not allowed. We strongly discourage this in order to save heartbreak over broken or lost toys. As an alternative, we will have a sharing time each day. Your child will have his or her turn on the same day as they bring snack. This will help all of us to keep track of whose turn it is, and to set up a routine for your child.

Toys that will not be allowed at any time:

- Battle action figures.
- Toy weapons.
- Any toys that may instigate aggressive play with others.
- Television character cards.

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 for 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 children enrolled.
- Please be sure to provide the same snack for each child (i.e., all vanilla cupcakes, no chocolate mixed in). This will help eliminate hurt feelings.
- You are welcome and encouraged to participate in this event, if you have a cleared background check on file.
- We will not be exchanging gifts between children for any child's birthday.
- To help avoid hurt feelings, birthday party invitations will not be handed out during class time or placed into the children's folders.

Holidays that will be celebrated are:

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 classrooms, including on snack items.

Thanksgiving – The Pilgrims' belief in God and their struggle for freedom will be our main focus and how they had to cooperate 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 of St. Valentine wrote letters of support to others while he himself was in a jail cell. We will have a party, and exchange cards with each other.

St. Patrick's Day – Will be touched on lightly. We will focus more on the Shamrock and its alternative meaning. The three leaves stand for the Trinity (The Father, The Son and The Holy Spirit) and were used as an evangelistic tool.

Easter – The death and resurrection of Jesus will be the main 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 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 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 his/her education. We want our children to be prepared to take a stand for godly moral values and become mighty influences to those around them.

Field Trips

Due to Washington State's car seat safety laws, preschool parents will be responsible for their child's transportation to and from any field trip.

For Kindergarten - Field trips are planned to enrich the program and to increase the child's interest in different subject matters. We have use of the church van which carries 12 students. The vehicle is equipped with seat belts, fire extinguishers and other safety devices. In order for a child to participate, a parent must sign a permission slip prior to each trip. These will be provided by the teacher. Most of our trips are very family friendly and are usually open to siblings as well.

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 staff 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 bathroom. The door will be left slightly ajar to rule out any accusations of misconduct. Please be assured that all our staff have had thorough background checks and have a heart for 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 family confidential.
4. Not discuss the child's situation in front of him/her. We respect his/her right 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.

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.

If you have any questions or concerns, please feel free to contact the school director at 582-5608 (ext. #2).

