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HCCS Preschool Mission Statement

HCCS preschool will provide an enjoyable, structured, and caring environment for preschool children to begin preparing for their school experiences.

Objectives

- To promote social awareness and positive self-esteem in preparation for kindergarten.
- To train in Christian principles of sharing, kindness, and obedience, which is valuable for later school life.

HCCS Preschool is a Christian organization. Students will hear the Biblical reason for Christmas and Easter, and participate in prayer before meals and during Bible time. Preschoolers will participate in appropriate school activities, such as the Christmas program and Chapel. Specific questions related to a doctrine of a particular church will be directed to the parents. Please see Statement of Faith for further information.



Non-Discrimination Policy

Harrah Community Christian School admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its current and future educational and admission policies.

Harrah Community Christian School does reserve the right to select students based on their academic performance, (See Admission Procedures) and their commitment to conduct based on *a biblical lifestyle*. (See Biblical Morality Statement) Amos 3:3 states that “two cannot walk together unless they are agreed.” This scripture speaks to the vital necessity of agreement when working together to educate children.

HCCS will continue its practice of meeting biblical standards in the way we treat all people. We require and expect all students, parents/guardians, and employees of the school to demonstrate a Christ-like lifestyle in all interactions.

Biblical Morality Statement (Policy)

Harrah Community Christian School’s biblical role is to work with parents to train students to become like Christ. This entails an understanding of the qualities or characteristics that exemplify a Christ-like lifestyle. The school reserves the right to refuse admission of an applicant, or to discontinue enrollment of a student, if the atmosphere or conduct within a particular home; or the activities of the student are counter to, or are in opposition to, the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. In addition, I agree to support the school’s position on marriage and gender roles.

A copy of this statement is included with the application and both parents must sign and return the document.

PRESCHOOL HOURS AND RATES-2023-24**

3 ½ - 4-year Preschool

Children must be at least 4 years old by January 1. The child may start in September, if ready.

All preschool students must be able to use the restroom independently.

Hours: 8:30-3:00

Monday-Friday

Non-refundable Registration	\$180 per family
Janitor Fee	\$205 per family
Materials	\$175 per student
Tuition	\$475 per month

Tuition is payable on the first of each month and will be paid at the school office, beginning in August and ending in May. Tuition payments are due on the first day of each month and are delinquent after the 15th.

*** subject to change*

All required parent hours apply to preschool families. You will find these requirements on page 18 of this handbook. Please request a Preschool Handbook if you wish to enroll a preschooler.

3-year Part-Time Preschool

(Schedule will follow school calendar days)

Hours: 8:30-11:15 Tuesday and Thursday

Non-refundable Registration	\$180 per family
Janitor Fee	\$110 per family
Materials	\$ 90 per student
Tuition- (approx. 8- ½ days per month)	\$150 per month

Requirements:

Student must be potty trained and capable of using the restroom on their own.

Student must be 36 months old by August 31

Student must be able to leave family (mom) for school.

Enroll in HCCS Preschool with all the paperwork requirements.

Support HCCS by completing ½ of the required work hours. See parent participation form.

Enrollment will be prioritized for families wishing to enroll in HCCS Full-time Preschool in the future

An interview will be required.

Late Tuition Policy**

When an account becomes 30 days past due, the family will be required to meet with the school board to discuss a repayment plan. After an account is past due 60 days, or the family has not complied with the agreed-upon terms of the payment plan, a certified letter will be sent detailing the steps required to bring the account current so that enrollment at HCCS may continue.

HCCS reserves the right to withhold student records and transcripts until the account is paid in full.

All accounts must be paid in full before the beginning of each new school year for enrollment to proceed

*** subject to change*

DROP-OFF AND PICK-UP TIMES

Preschool begins at 8:30 and students may be dropped off at 8:15. Pick-up time is 3:00. If a student is not picked up by 3:10, we will call the emergency numbers you have provided. Only people who have been authorized by the parents may pick up a student. This authorization will be part of the enrollment procedure.

SIGN-IN AND SIGN-OUT PROCEDURES

Please sign your full signature when you sign your student in and out. The sign-in and out sheet is located at the front entry.

CHANGES IN FAMILY INFORMATION

Any changes in family information such as phone numbers, addresses, etc. must be communicated immediately to the preschool teacher and school office.

CLOTHING AND TOY POLICY

Please do not send any toys with your child. Sharing items will be stored until needed. The extra set of clothes requested will be stored until needed. If an accident happens at preschool, the soiled clothing will be double-bagged and sent home that day. Please return another set of clothing the next day to the preschool.

SNACKS

Snacks will be planned and posted in the preschool. Parents will be asked to bring in snacks on a regular basis. Snacks must be limited to store purchase only:

- Uncut fruits or vegetables
- Foods prepackaged in original manufacturer's containers
- Other foods as needed

DAILY SCHEDULE

8:20-8:35	Children arrive Entry Task Morning Chores Morning Choice
8:35-8:45	Welcome and Circle Time Introduce the day's concepts, songs, etc.
8:45-9:45	Center Time- Age-Appropriate activities
9:45-10:00	Wash hands and Snack
10:00-10:25	Recess-Outdoor Time
10:30-10:40	Bible-Story, Songs, Verses
10:45-11:15	Center Time- Age-Appropriate activities
11:15-11:30	Clean-up /Get ready for lunch
11:30-12:00	Lunch
12:00-12:30	Recess
12:30-1:00	Story, get ready for rest time
1:00-2:00	Rest Time
2:00-2:45	Center Time- Age-Appropriate activities
2:45-3:00	Get ready to leave
3:00	Dismissal

CURRICULUM

The preschool curriculum will be age appropriate. Many activities will be provided that encourage exploration and discovery. Science and monthly themes will determine the activities for that month.

The academic areas that will be addressed for four-year preschool are as follows:

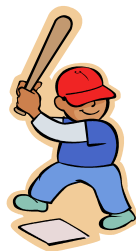
- Writing name (using D'Nealian writing)
- Learn phone number
- Learn ABC song-beginning recognition of letters
- Counting to 10-beginning recognition of numbers
- Learn 8 primary colors
- Coloring and cutting activities

Other areas to be covered are:

- Bible- Preschoolers will hear God's word through stories and chapel times.
- Preschoolers will be encouraged to memorize scripture.
- Learn to listen quietly to stories for an appropriate amount of time
- Learn to take turns and share
- Learn to follow directions
- Begin recognizing shapes and colors

DRESS CODE

The dress code for preschool is appropriate clothes for play inside and out and suitable footwear. An extra set of clothes must be sent for those times your child may need them. Please label all items with your child's name.



PARENT INVOLVEMENT

As parents with a child at HCCS, we realize that each family is required to help with fundraising and school upkeep as this keeps the tuition affordable for all.

- a. 20 hours required volunteer time per year, per family*
- b. 14 shifts staffed at the fair booth and help clean before and after the fair. **
- c. 5 items valued at \$20 or more donated for the auction and 2 hours of work, before and/or after the auction. Help during the evening of the auction is also required. .*
- d. 2 school clean days- 2 hours required, each day.*
- e. Praying for the school, staff, and families
- f. Maintaining a cooperative spirit towards the school at all times
- g. There will be a fine for any hours not worked.

*\$30 per hour

**\$80 per shift

Please read additional information on the Parent Commitment form.

OPEN DOOR POLICY

Parents are welcome to visit HCCS preschool at any time. Please be sensitive to the daily schedule when you visit. In addition, please notify the teacher when you plan to visit.

PARENT CONFERENCES

Teachers are available to discuss a child's progress, adjustment, and development during scheduled conference times. Please schedule a conference if you have any questions in these areas. A formal conference time will be scheduled during April for preschoolers ready for kindergarten.

DISCIPLINARY POLICY

All students at HCCS preschool are entitled to a safe and comfortable environment where they can learn to interact with each other in appropriate ways. Thus, rules are developed and reviewed with the students so they may learn self-control, respect, and acceptable behaviors. When a student is not able to control their behavior in a certain situation, they will be given a brief time-out where they can reflect on their choices. Interaction with the teacher will help the child learn the appropriate choice for each situation. Discipline will be fair and consistent, and corporal punishment (striking a child) will never be used at HCCS preschool. If there is an ongoing behavior problem, the parents will be asked to attend a parent-teacher conference where solutions to the problem will be discussed.

RULES

Rules will be posted in the preschool and discussed with the children. Procedures will be instituted that ensure the safety of each child.

FIELD TRIPS

Field trips will be taken as opportunities arise that are age-appropriate. Parents will be notified in advance and a signed permission slip will be required before any student may attend a field trip. All drivers for field trips are required to have their information on file in the school office and be 21 years of age or older. This information includes Proof of insurance, a copy of the driver's license, and a DSHS background check. No person will be able to drive for a preschool field trip without this information on file. Parents must attend with a preschool student.

DISASTER PLAN

HCCS Preschool will follow HCCS disaster plan as outlined in the Emergency Response Plan on file in the school office. A copy of this plan is included in the parent notebook available in the preschool. All staff members are trained in the appropriate procedures to deal with emergencies and disasters. Regular drills and evacuations will be practiced.

CHILD ABUSE AND NEGLECT

HCCS Preschool staff is mandated by State Law to report any form of suspected child abuse or neglect to Child Protective Services. If your child has an accident at home, and has bruises or cuts that may look suspicious, please inform us of the cause of the injury as soon as your child arrives.



HEALTH POLICY

When a child becomes ill at school, the child will be isolated from the rest of the children in an appropriate area and the parents will be called to pick up their child. A staff member will supervise the child while waiting for pick-up. The following guidelines will help you determine if your child is too sick to come to school. If you believe your child is too sick to go outside for recess, then this is an indication that he/she should stay home. We are not staffed to provide both inside and outside recess at the same time.

Guidelines

1. Fever of at least 99 degrees under the arm (auxiliary) or 100 degrees orally AND one or more of the following symptoms:
 - Headache
 - Earache
 - Sore Throat
 - Rash
 - Persistent Coughing or Sneezing
 - Fatigue that prevents participation in regular activities
2. Vomiting on 2 or more occasions within the past 24 hours.
3. Diarrhea- 3 or more watery stools within the past 24 hours.
4. Any suspected communicable skin infection such as impetigo, pinkeye, or scabies.
5. Open or oozing sores, unless properly covered and 24 hours have passed since starting antibiotic treatment, if necessary.
6. Fatigue that prevents participation in regular activities.

Children must be symptom-free of the above conditions for 24 hours before returning to school.

MEDICATION AT SCHOOL POLICY

If your child needs any medication while at school, you must complete a "Permission to Administer Medication" form. This form must be filled out for ALL medications. If your child has an ongoing health problem, such as asthma, etc., a more detailed plan of care must be completed. This requirement includes such things as cough drops, Tylenol, and cold medicine. The school does not have any over-the-counter medications on hand, so please do not call and request such medication be given to your child. By law, we must have a signed note to dispense medication. All medication must be given to the teacher, not kept in a backpack or lunch box. This requirement applies to all grades.

LICE

Children may return to school after treatment for head lice and no nits are visible.

COMMUNICABLE DISEASE REPORTING

We are required to report certain communicable diseases to the Public Health Department. Children and staff who have a reportable disease may not attend Preschool unless approved by the local Health Authority.

The following is a partial list of the diseases that will be reported to the Health Department.

- AIDS (Acquired Immune Deficiency Syndrome)
- Influenza (if more than 10% of children and staff are out ill)
- Animal Bites
- Bacterial Meningitis
- Campylobacteriosis (Campy)
- Cryptosporidiosis
- Cyclosporiasis
- Diphtheria
- Enterohemorrhagic E. Coli, such as E.Coli 0157:H7
- Food or waterborne illness
- Giardiasis
- Haemophilus Influenza Type B (HIB)
- Hepatitis A (acute infection)
- Hepatitis B (acute and chronic infection)
- Hepatitis C (acute and chronic infection)
- Human Immunodeficiency Virus (HIV) Infection
- Listeriosis
- Measles (3-day, German or hard)
- Meningococcal infections
- Pertussis (Whooping cough)
- Polio
- Rubella
- Salmonellosis (including typhoid)
- Shigellosis
- Tetanus
- Tuberculosis (TB)
- Viral Encephalitis
- Yersiniosis

HCCS PROCEDURE FOR ADDRESSING PARENTS' CONCERNS

Parents have the God-given responsibility to educate their children, and they have delegated a portion of this responsibility to the school. Their children are sent to Christian schools because these schools are in harmony with their religious beliefs. Therefore, parents, teachers, and administrators must share their concerns regarding the education of Christian youth. At HCCS, we follow the Matthew 18 principle in dealing with conflict and misunderstandings. In order that these concerns are heard, and problems are identified and corrected, HCCS recommends the following channel of communication for effectively dealing with problems arising at school:

1. **TEACHER:** As a first step, a parent is encouraged to speak directly with the teacher with whom he or she has a complaint.
2. **PRINCIPAL:** If no satisfactory resolution is reached, the parent is strongly encouraged to speak with the principal. The principal will make every effort to help the parents and the teachers resolve the situation.
3. **SCHOOL BOARD CHAIRMAN:** If either party is not satisfied with the principal's decision, it is recommended that the situation be taken to the board chairman or his/her designate.
4. **SCHOOL BOARD:** If either party is not satisfied with the progress being made in reaching a solution to the stated problem, the matter may be taken to the school board in a special administrative meeting. All involved parties should be represented at the meeting, and each party should be given the opportunity to express their view of the situation.

This procedure is intended to establish an effective means of communication in solving school-related problems. HCCS assumes that all parties are willing to abide by the scriptural procedures outlined in Matthew 18.

A system of conflict resolution steps may be used to facilitate communication between the parties involved.

Please completely fill out the following forms and return them to HCCS with the registration fee.

Enrollment application
-Including Child's personal & medical history

Parental Commitment Form
-Includes financial agreement & Liability policy

Biblical Morality Statement

Statement of Faith

Consent to medical care and treatment of minor children
-An individual plan of care (If needed)

Permission to utilize community resources and services /Photo release

Original certificate of immunization

Emergency Card

Preschool students will also need the following supplies:

Supplies to share with the class

- ✓ Crayons-24 count regular size
- ✓ Glue Sticks- 8
- ✓ Markers-8-10 count, washable

Individual supplies

- ✓ Small Book Bag- to carry items home, NO backpacks
- ✓ Kleenex- 2 boxes
- ✓ Small Water Bottle
- ✓ A complete set of clothes, labeled with initials- to be kept at school