

Heart Cry Preschool's Information and Policy Handbook:

Welcome to our first semester of our Heart Cry Preschool! Our program's objective is to create a Jesus centered environment where children feel safe and loved. Our program includes activities that are specifically designed to increase a child's language development, gross and fine motor skills, imaginative play, and creativity. We accomplish this through stories, dramatic play, art, music, and motor activities. Our curriculum promotes the overall growth of the child, spiritually, mentally, socially, physically, and emotionally.

What to Bring:

In order to register your child, we require completed paperwork, first month's tuition and registration fee, as well as a copy of your child's most current shot records. Please have this completed a week prior to start date. To unroll your child, you must fill out a form on site and stop monthly payments. Please be advised there will be no refund in your tuition.

ALL ITEMS MUST BE LABELED:

- Nap Mat and special blanket or lovey that helps them sleep (nap mat must have some type of padding as required by state law)
- Backpack
- Snack
- Water Bottles
- Lunchbox (NO FOOD WILL BE HEATED)
- Change of clothes

Attendance

Consistent attendance is required. If your child is sick or unable to attend, please notify by calling the church office. Heart Cry Preschool is NOT prorated for absences.

Illness

Children who are ill are not to be brought to class. We define illness as:

- Persistent cough
- Green or yellow mucus
- Lice or communicable diseases or rashes
- Diarrhea, vomiting or fever within the previous 24 hour period

If your child becomes ill while in class, the child's parent or guardian will be called immediately and expected to pick them up.

Medication

We will not administer any medication. If your child requires medication everyday, we ask you come in at the appropriate time and give your child their medication.

Food

We ask that you provide a healthy morning snack your child's backpack. Please serve him/her breakfast before arriving. We cannot heat, microwave, or refrigerate food for children. Please be sure that the food provided for your child(ren) does not require any teacher preparation.

Also, please insure that your child(ren) can eat independently and within their abilities for the food that they will be eating. Avoid foods that may be choking hazards. Parents need to have any foods that could be a choking hazard pre-cut before leaving it for the child. Here is a link to the American Academy of Pediatrics guidelines on choking prevention:

<http://www.healthychildren.org/English/health-issues/injuries-emergencies/Pages/Choking-Prevention.aspx>

It is the parents responsibility to notify us of any food allergy a child may have.

Security:

HCP desires to maintain the most secure and safe environment possible for your child. In order to do so we ask:

- You or a designated representative check in before dropping off your child along with the exact time. This will aid in our attendance tracking.
- If another person will be picking up your child, please let us know in advance and provide us with their contact information on the alternate pick up form. We will then ask for their driver's license upon pick up. Your child will not be released to anyone who is not on the alternate pick up form, and who cannot prove their identity with a valid driver's license. Any updates or changes must be made in writing. For emergencies, please consider adding friends in the program, as well as family members.

Payment

Tuition is \$250 per child, per month for full day or \$145 per child, per month for half day. There is a 10% discount for siblings. A registration fee of \$100 per child due each year. Tuition in full is due on the first Monday of the month. We require all families to use an automatic payment system found on our website or checks in order to pay tuition. Newsletters and other updates will also be sent out via email the first week of the month. If you have any questions or concerns, please email shea@heartcrychurch.com or call Heart Cry Church at 480-646-8515.

Hours:

We provide a full day Preschool from 9a-2p on Tuesdays and Thursdays or a part day Preschool from 9a-12p on Tuesdays and Thursdays . Please allow teachers until 9:00am to prepare for the day. In addition, we respectfully ask that you wait outside the door for pick-up and drop-off, rather than entering the rooms. It is an important church policy, and minimizes safety and security risks (i.e. escapee children, fingers inadvertently shut in doors, etc.), when we are able to control entry and exit with our doors. Our teachers are more than happy to assist in any and all transition issues that your child might be experiencing. There is late fine for children not picked up 5 minutes after the hour. A charge will be incurred of \$1 per minute for every minute the child is not picked up thereafter.

Biting and Other Forms of Aggression:

Biting and significant acts of aggression are challenging seasons in both the lives of preschoolers and their parents. In the event that your child's biting (or other significant form of aggression) becomes frequent, we ask that you step in for a short time to monitor and assist as well. After three documented incidents, you will be required to "shadow" your child for three consecutive sessions, in order to help curb the behavior. After three sessions, we will evaluate the progress of your child's behavior. In the event that the behavior continues after three sessions of parental assistance, you may be asked to take a three-week break from the program. Our goal is to partner with you in order to help your child be successful in the classroom environment. Thank you for partnering with us as we work together this year. We look forward to having your child in our program!

Administrator:

Shea VanCamp

shea@heartcrychurch.com

Director:

Tiffany Grimm

tiffany@heartcrychurch.com

Church Phone: 480-646-8515

Address:

9339 W. Hunt HWY

Queen Creek, AZ 85142