

His House
Preschool & Learning Center



Summer Program Handbook

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His House Preschool Summer Program Handbook Table of Contents

1. Welcome to His House Preschool and Learning Center
2. Hours of Operation
3. Payment Policy
4. Registration Fee
5. Summer Calendar
6. Daily Check-In and Check-Out
7. Authorized Child Pick-Up and Arrangements
8. Learning Curriculum
9. What Your Child Should Bring to His House
10. Student Dress
11. Hot Weather, Outdoor Play, and Sunscreen
12. Meals and Snacks
13. Infant Feeding
14. Open Door Policy
15. Classroom Parties and Special Events
16. Immunizations
17. Medication
18. Medical Care Plan
19. Health Check and Illness Policy
20. Head Lice Policy
21. Accidents and Injury
22. Naptime
23. Infant Sleeping Requirements
24. Emergency Drills
25. Security and Safety
26. Standards of Conduct for Staff and Parents
27. Behavior Guidance
28. Biting Policy
29. Potty Training
30. Child Maltreatment, Abuse, and Neglect
31. Withdrawal Policy
32. Nondiscrimination Policy

1. WELCOME TO HIS HOUSE PRESCHOOL AND LEARNING CENTER

Thank you for choosing His House Preschool for your child. We realize that you have entrusted us with your most valuable treasure. Our entire staff is committed to promoting your child's physical, intellectual, emotional, social and spiritual development in a Christ-centered environment where each child is guided in growth through age-appropriate activities.

This Summer Program Handbook was written with you in mind. Please read it and become familiar with all of the sections. If you have any questions, please feel free to call or email the Director or Assistant Director at 479-636-7165 or hishouse@rogerfirst.com.

His House is fully licensed through the Arkansas Department of Human Services division of Early Care and Education Childcare Licensing Unit. His House maintains a 3 star Better Beginnings rating, which is the highest rating in the state's quality rating system.

2. HOURS OF OPERATION

Summer Program hours are from 9:00am to 3:00pm. Children should arrive between 8:50-9:00am. Classroom activities begin promptly at 9:15am. Please give our office a courtesy call if you know you are going to be late or absent. Children may be picked up from 2:50-3:00pm. Accounts may be assessed a late fee of \$1.00 per minute for pick-up times beyond 3:00pm.

Children are not to enter their classrooms before 8:50am. Note that the beginning of the day can be an exciting but difficult period for children. To facilitate a smooth separation from parents, encourage your child to play and relax with the other children upon arrival. It is desirable that parents not linger at the classroom door or windows unnecessarily. Maintaining an efficient drop-off routine with your child will help everyone in the class remain positive and allows class to begin on time. Know that we will do everything possible to comfort and sooth your child if he or she experiences separation anxiety.

3. PAYMENT POLICY

All tuition fees are due by the 5th of each month and a \$20.00 late fee is assessed from accounts not current after the 10th of the month. His House charges a fee of \$25.00 for any returned checks. Your prompt payment each month is vital for financial well-being of our preschool operations.

At this time, His House is only able to accept checks, cash, or checks sent through the account holders online bill payment system. All checks should be made payable to "His House Preschool" and include the child's name on the memo line. A black tuition drop-off box is located at the His House office area.

Tuition is non-refundable for personal days, inclement weather, holidays, breaks, and staff professional development days.

4. REGISTRATION FEE

A non-refundable registration fee is due at enrollment. Each year, students must re-enroll into the summer program and the designated registration fee must be paid.

5. SUMMER CALENDAR

The His House Summer Program is broken down into two 4 week sessions throughout the months of June and July on Tuesdays, Wednesdays, and Thursdays. See the Summer Program Calendar for dates.

6. DAILY CHECK-IN AND CHECK-OUT

Each class has a sign-in sheet posted at the classroom door. Your child must be signed in and out upon arrival and departure. You will be asked to sign your name and time in the space provided along with any special instructions or notes your child's teacher will need for the day.

7. AUTHORIZED CHILD PICK-UP AND ARRANGEMENTS

Because your child's safety is of the utmost importance to us, only adults listed on your child's authorized pick-up list may pick up your child, unless we receive a written note from you. All authorized individuals should be prepared to show picture ID. The His House office must have written consent for any changes to your child's pick-up list. Parents may call or e-mail the office for immediate changes.

8. LEARNING CURRICULUM

The His House Summer Program curriculum is theme based and provides opportunities for children to learn within all areas of development. Our Summer Program encourages learning through active exploration and hands-on activities in an environment that promotes higher order thinking skills and creativity. We believe that children learn best through play, interaction, and instruction.

9. WHAT YOUR CHILD SHOULD BRING TO HIS HOUSE

His House requests that all items brought from home be stored in each child's cubby. It is important that everything brought from home be labeled with the child's first and last name. Children are not to bring toys from home except for show-and-tell days. His House is not responsible for lost or broken toys.

Your child's teacher will communicate with you on the specific items needed for your child's class. They will also communicate with you concerning the replacement of any of the required items or other items needed for your child.

1. Bottles or sippy cups, milk or formula, and juice (based on age of child)
2. Nutritious lunch following the USDA guidelines for the age of the child

3. Diapers or Pull-Ups (if needed)
4. Pacifier (if needed)
5. Change of clothes, including socks and underwear (please label a zip-lock bag containing these items and place in your child's cubby)
6. Crib-sized fitted sheet and blanket for naptime (cribs or mats are provided)
7. Sunscreen (bring on first day and will be kept throughout the Summer Program)
8. Sun Hat (for young infants)

10. STUDENT DRESS

His House requests that parents send your child in comfortable clothing. Dress appropriately for the weather and for going outside. Washable play clothes and tennis shoes are the most suitable for Toddlers and Preschoolers.

A complete change of clothes, including underwear and socks, are to be kept in your child's cubby. Please label a zip-lock bag containing these items.

11. HOT WEATHER, OUTDOOR PLAY, AND SUNSCREEN

- a. In order to provide a safe outdoor experience in hot weather conditions, His House recommends parents apply SPF 15+ sunscreen prior to their children's arrival when weather requires. Parents are also asked to provide sunscreen that staff can put on children before going outside. If your child has a sunscreen allergy or sensitivity, please let your child's teacher know and provide sunscreen specific for your child to use.
- b. Staff encourages children to play in shaded areas whenever possible and remind children to drink plenty of water as they can dehydrate quickly in hot weather.
- c. The length of time spent outdoors will be appropriate to the weather conditions and at the discretion of the Director. If the temperature outside is 90 degrees or above, outdoor playtime should be limited to 15 minutes for children ages 3-5 years old. If the temperature outside is 90 degrees or above, younger children need to be kept indoors for playtime.
- d. Play during extreme temperatures will be held indoors in our gym.

12. MEALS AND SNACKS

- a. Student lunches should follow the U.S. Department of Agriculture nutrition guidelines. Information regarding these guidelines may be found at www.mypyramid.gov/kids. A cold pack should be sent in the child's lunch box.
- b. All allergies should be listed on your child's registration form. Please discuss any food allergies and/or dietary restrictions with the His House office and your child's teacher.

- c. His House is a peanut/nut free environment.
- d. Children under 2 years of age shall not be fed foods that may cause choking, such as, but not limited to hard candy, raw carrots, hot dogs, nuts, seeds, or popcorn.
- e. Each child will be served a nutritious snack each day. Snacks must meet the USDA requirements. Snacks are provided by the parents on a rotation basis for your child's classroom. Your child's teacher will give you information regarding snacks for their specific classroom.

13. INFANT FEEDING

Parents should provide all items necessary for the feeding of their infant while at His House including but not limited to bottles, formula, breast milk, cereal, baby food, and snacks. All bottles must be labeled with the child's name. Parents should make infant feeding instructions known to their His House caregiver to ensure each child is given the proper amount at the appropriate times.

14. OPEN DOOR POLICY

His House maintains an Open Door Policy. Parents and family members are invited to visit their child's classroom at any time. We encourage families to participate in all His House activities. We welcome families to assist in the classroom with special projects, story time, etc. See your child's teachers for opportunities to get involved.

15. CLASSROOM PARTIES AND SPECIAL EVENTS

Birthdays, holidays and special events that occur during the summer are recognized in each child's classroom. If you wish to provide a "Birthday treat" you must schedule this at least one week prior to bringing it to class. Due to Health Department rules homemade treats are NOT permitted. Holiday and special events will have sign-up sheets prior to the event. Please remember that His House is a peanut/nut free environment. Other restrictions may apply according to each classroom.

16. IMMUNIZATIONS

All children must have proper immunizations, according to age. A current immunization record for your child must be kept on file in the His House office. His House follows Arkansas requirements for immunizations. It is the parent's responsibility to provide verification of up-to-date immunizations in a timely manner as their child receives them. According to our licensing requirements, a child has fifteen days to be fully immunized following enrollment. After the 15th day, your child may not attend class until record of the immunizations is turned into the His House office. If your child has a medical exemption or adjusted immunization schedule, that must be provided to the office.

17. MEDICATION

All medications, including over-the-counter medications, require written instructions and must be authorized by a parent or guardian. This form is available from the His House office and must be on file before medication will be given. This includes diaper rash cream.

All prescription medications must be in the original container, have a prescription label attached to it with the name of the prescribing physician, your child's name, the date issued, the name and strength of the medication, the dosage amount, and the time(s) of day it is to be given. Medications must not be expired and must be age-appropriate. If necessary, dosing instructions for prescription medications may be faxed from your physician's office.

18. MEDICAL CARE PLAN

Pertinent medical information about your child should be included on their enrollment form. If your child has a severe allergy or medical condition, a medical action plan from your doctor should be given to the His House office, along with any medication. A medication form should be filled out and placed with the medication. Staff members will be advised of your child's medical care plan in order to best serve your child. A confidential medical alert sheet will be in all His House classrooms. If your child requires an Epi-Pen, please bring one to the His House office so we will have it in the event of an emergency.

19. HEALTH CHECK AND ILLNESS POLICY

A daily health check of each child is made on the child's arrival to school. This check is carried out in the presence of the parent(s) by the teacher, or teacher's assistant; it is a routine part of the greeting process. We can only accept well children into our care. If a child is not well enough to play outdoors or take part in gym time activities, he or she should be cared for at home. You will be notified if your child becomes ill at school. We will provide short-term care until your child can be picked up. On occasion, this examination may lead to a decision that a child is not well enough to attend the program.

The school is not licensed to care for sick children and neither the facilities, nor staff to care for them. Fever control medication should not be given to a child in order to attend school. If a child is found to have lice or to be ill, the child is sent home with the parent or brought to the office for the parent to be called. The child may be readmitted when the illness clears up.

Your child may not attend class if he or she has:

1. Sudden change in behavior, such as: Lethargy or lack of responsiveness, unexplained irritability or persistent crying, difficulty breathing, a quickly-spreading rash
2. Fever over 101 degrees/oral or 100/auxiliary (or equivalent method)
3. Diarrhea, defined as watery/runny stools, if frequency exceeds 2 or more stools above normal for that child, and is not related to a change in diet or medication
4. Blood or mucus in stools (unless caused by hard stools)
5. Vomiting illness (2 or more episodes of vomiting in the previous 24 hours)

6. Abdominal pain which lasts more than 2 hours
7. Mouth sores with drooling
8. Rash with fever or behavior change
9. Purulent conjunctivitis or "pink eye"- with white, yellow, or green eye discharge and red ("bloodshot") eyes
10. Pediculosis (head lice), until the child is found to be nit free
11. Active tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend school
12. Impetigo, until treatment has been started
13. Strep throat, until 24 hours after antibiotic treatment has been started
14. Chicken pox, until all lesions have crusted (usually 6 days after the rash appears)
15. Rubella, until 6 days after onset of rash
16. Pertussis (whooping cough); until 5 days of antibiotic treatment
17. Mumps, until 5 days after onset of gland swelling
18. Measles, until 4 days after onset of rash
19. Hepatitis A, until 1 week after onset of illness or as directed by the health department

Parents or guardians of all children shall be notified of contagious illness as soon as possible. If your child develops a communicable illness or infestation at home (such as chicken pox, conjunctivitis, pin worms, fifth's disease, or head lice), notify the His House office as soon as possible.

20. HEAD LICE POLICY

If a child enrolled at His House is found to have head lice, the parent will be required to remove the child immediately. When the infected child is found to be nit free, he/she may be allowed back into the classroom.

21. ACCIDENTS AND INJURY

His House Preschool Staff monitors all children to reduce the risk of injury; however, accidents occur. If your child is involved in an accident, immediate attention and appropriate medical and emotional action will be taken to meet your child's needs. Parents will be notified of all injuries in writing. If the injury is moderate to serious, a parent will be notified by phone as well. Signed reports of the accident will be kept on file by the director.

22. NAPTIME

DHS Minimum Licensing requires that there shall be an opportunity for a supervised rest period. This rest period should be at least one (1) hour, but shall not exceed two (2) hours. If children do not fall asleep, they shall be allowed to participate in a quiet activity either on their mats or in a supervised area.

Each child should bring a crib sheet, blanket, and small pillow for nap time. These items will be sent home on Thursday or Friday to be laundered.

School-Aged Children (kindergarten and above) are not required to nap. They will have a short period of quiet activities.

23. INFANT SLEEPING REQUIREMENTS

His House will follow all specific guidelines listed from DHS Minimum Licensing for Infant Sleeping.

Infants (children 12 months of age and younger) shall be placed flat on their backs to sleep, in accordance with American Academy of Pediatrics guidelines, to lessen the risk of suffocation and Sudden Infant Death Syndrome. If a child rolls over on his/her own, the facility is not required to reposition the child. If there is a medical reason that a child cannot sleep on his/her back, and then a signed statement from the child's physician must be in the file stating the reason, the sleep position indicated, and the time frame this is required.

Infants' sleep space shall be free of loose bedding. If your child does need a light blanket, we ask that you supply us with a sleep-sack instead, as those lessen the risk of suffocation.

Swaddling infants shall not be practiced except as directed in writing by the child's physician. This includes use of swaddling blankets or other swaddling devices.

Pillows (including nursing or "boppy" pillows), bumpers/bumper pads, and stuffed animals shall not be placed in cribs. This does include any type of "lovie" for a child under the age of 12 months.

24. EMERGENCY DRILLS

His House Preschool will hold fire and tornado drills monthly, per DHS regulations.

25. SECURITY AND SAFETY

- a. All volunteers and visitors are required to sign in at the His House reception desk. The entrance to His House will remain locked except during the times of arrival and dismissal.
- b. All staff members must have completed and approved applications, background checks, and child maltreatment checks on file.

- c. His House is equipped with on-site security cameras that can be viewed by the Director at any time.

26. STANDARDS OF CONDUCT FOR STAFF AND PARENTS

We believe it is vital to your child that close communication exists between our teachers and parents. We will strive to treat each other with respect and courtesy, give encouragement and support, and show each child that he or she is our first priority. Parents will be allowed admittance to His House at any time during the school day and given immediate access to their children. You are invited to ask for a conference with the staff any time you feel it is necessary or desirable.

27. BEHAVIOR GUIDANCE

His House Preschool believes that Behavior Guidance is not a punishment, but a way to help teach children appropriate ways to meet their needs and stop inappropriate behavior.

Behavior Guidance shall be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control.

The length of time a child is placed in time out shall not exceed one minute per year of the child's age. Time out shall not be used for children under two years of age. A child may be placed in a supervised area away from the group or in a crib or playpen while staff attends to the situation. Brief separation from the group is acceptable when the child's behavior places others at risk of harm.

Behavior Guidance techniques include:

1. Look for appropriate behavior and reinforce the child with praise and encouragement when they are behaving well.
2. Remind the child on a daily basis of the rules by using clear, positive statements regarding how they are expected to behave rather than what they are not supposed to do.
3. Attempt to ignore minor inappropriate behavior and concentrate on what the child is doing properly.
4. Use brief supervised separation from the group only when the child does not respond to a verbal command which instructs the child as to how he or she is supposed to behave.
5. When a misbehaving child begins to behave appropriately, encourage and praise small steps rather than waiting until the child has behaved for a long period of time.
6. Attend to the children who are behaving appropriately and other children will follow their example in order to obtain your attention.

28. BITING POLICY

Biting is a common occurrence in programs serving children under three years of age. When a child is bit, he or she will receive the first attention and any necessary first aid is administered. The biting child is dealt with firmly but kindly and briefly. The child is told that biting hurts and is not allowed at His House. Accident reports are filled out on all bites that leave a mark. If the bite should break the skin, the parent will be notified. If a child is biting repeatedly, the Director will set up a parent conference.

29. POTTY TRAINING

Potty training is worked on in the classroom beginning at age two, or as the child is ready. Before potty training starts in the classroom, the teacher and parent will sign our potty training orientation form. Staff members will try potty training with the child for 5 school days. If the child shows no interest, is fearful, or has too many accidents, the child will go back into diapers until the teacher and parent decide together that the child is ready to try again. Parents should communicate any potty training information to your child's teacher.

30. CHILD MALTREATMENT, ABUSE, AND NEGLECT

His House Preschool is a mandated reporter of suspected child abuse and/or neglect. Our staff will report anything we may suspect as being abuse under the child abuse laws. The staff will consult the Director, and will be directed to the proper authorities. Arkansas law allows a DHS representative to interview a child without obtaining parental consent. If you have any questions or concerns about this, please ask the Director for more information. The child Abuse Hotline number is 1-800-482-5964

31. WITHDRAWAL POLICY

It is our policy that a 2-week written notice is given for withdrawing a child. His House reserves the right to refuse service to any child and/or family member for any reason including those exhibiting unacceptable behavior.

32. NONDISCRIMINATION POLICY

His House Preschool admits students of any race, color, national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

HIS HOUSE SUMMER PROGRAM ACKNOWLEDGEMENT

Please sign and return to the His House Preschool Office

Child's (Children's) Name: _____

I, _____, acknowledge that I have received and read the His House Preschool and Learning Center Summer Program Handbook. I agree to follow all procedures as stated within it.

Parent Signature: _____ Date: _____

NOTE: This Acknowledgement will be placed in your child's (children's) file in the His House Office. An updated Summer Program Handbook Acknowledgement will be needed each year.

