

His Kids Preschool

Policies and Guidelines

About Our Program

We are here to provide a loving, Christ-centered environment in which children gain self-confidence and a sense of independence as they learn basic skills to help prepare them for future school success.

The His Kids Preschool program is a ministry of Morrison Hill Christian Church. It is designed for children ages 3-5 with the goal of helping them grow in their academic, social and spiritual development.

We use hands-on equipment to make each child's learning experience fun and memorable. We strive to create a structured environment where children are free to explore and learn independently and as a group.

Classes

3/4 Year-Old Class - Ms Kim and Ms Brielle

Our 3/4 class is a hands-on learning environment with many activities designed to teach the alphabet, numbers, counting and to develop small motor muscle coordination. Music, games and crafts make our day fun and interesting. We practice ordinary school routines such as; following a set schedule, participating in circle time, standing in a line and cleaning up. We also focus on learning appropriate social skills and language to aid in the development of respectful friendships.

4/5 Year-Old Class - Ms Sharran and Ms Sammi

In the 4/5 classroom our main focus is learning the skills necessary for an easy transition into kindergarten. Our curriculum, *Reading the Alphabet*, is designed for emergent readers and very effectively prepares our class with pre-reading activities, counting and beginner math. In our 4/5 classroom students have the opportunity to learn and play independently as well as with the larger group. With hands-on activities and crafts we strive to make learning fun.

Financial Information

Registration Fee	\$30.00
Monthly Tuition	\$145.00

Tuition is due the first school day of each month and is considered late after the third school day of the month and late fees may be added.

Age Guidelines

Experience has shown that our classrooms function better socially and academically if our students are close in age. For this reason we expect each child to be the appropriate age for his/her selected class by August 15 of the current year.

To be eligible for our 3/4 children must also be out of diapers and able to use the toilet consistently.

Days and Hours of Operation

Tuesdays and Thursdays
9:00a - 2:00p

We make every effort to follow the Roane County School Schedule. As far as weather and sickness related closings we will

make our own determination. In such cases parents/guardians will be notified via text message.

Make Up Days

There will be no make-up days for school holidays or cancellations. Our program fees are based on a set number of school days per year and takes holidays into account. We will make every effort to keep cancellations to a minimum. There will also be no refunds for days children are absent.

Arrival and Departure

Our teachers are prepared to receive students between 8:45a and 9:00a. Classes begin at 9:00a and bringing children on time helps alleviate stress. It is sometimes difficult for children to adjust after class has begun.

The safety of our students is very important to us. We will have teacher posted at our entry doors to carefully monitor drop-off and pick-up. The classroom teachers will greet each child individually to make the check-in process complete. Our school doors will remain locked until pick-up time between 1:45p and 2:00p.

If someone other than the parent/guardian is picking up the child we require pre-notification and proof of ID. We will keep a list of authorized adults for each child to help the pick-up process move smoothly.

We ask that parents/guardians are on time to pick up children. Consistent lateness may result in added fees and/or removal from our program.

Health Policy

We do not require submission of a shot record for our students, but we strongly recommend immunizations are kept up to date. We do ask for the benefit of all that sick children do not come to school.

Children with the following symptoms should stay home:

Fever in the last 24 hours

Green Runny Nose

Deep Cough

Rashes, Sores, Flushed Appearance

Clamminess, Pallor

Watery, Inflamed Eyes or Crusty Lids

Vomiting/Diarrhea in the last 24 hours

If a child becomes sick during the school day, the parent/guardian will be contacted.

Medication

We cannot administer medication except for in an emergency situation. We require an epipen and a plan of action for children who have life threatening allergies.

Emergency Procedures

In the event that a child has a medical emergency while at school the following actions will be taken:

The parent/guardian will be contacted immediately. If the parent/guardian is not able to be reached we will contact the next person on the child's emergency contact list.

Note: If the child has a trauma injury we will call 911 first.

All of our teachers are CPR and First Aid certified.

Parents/guardians will always be informed of any accidents that happen during the school day.

Setting Limits

The word “*discipline*” comes from the latin word, discipline, which means teaching or learning. Our approach to setting limits is non-judgemental and supportive of children.

Children will learn responsibility and appropriate behavior through instruction, satisfying relationships, social interactions and disciplinary isolation (Time-Out). Isolating a child gives him/her an opportunity to reflect on their behavior. We encourage our students to make good choices. We will be committed to working alongside parents/guardians to do what is ultimately best for each child keeping in mind the long term benefits of consistently reinforced guidelines.

Policy on Violent and Disruptive Behavior

We use gentle, consistent discipline and positive reinforcement with a much stronger emphasis on prevention than on punishment. We use redirection and rewards to help children make good behavioral choices. This strategy has been remarkably effective.

If a child does engage in violent behavior (biting, hitting, kicking, etc.) that endangers the other children, he/she will be removed from the environment until the teacher has an opportunity to discuss good behavioral choices with him/her. The parent/guardian will be notified of such behavior. We believe that cooperation between parent and teacher is the most effective way to eliminate behavior issues.

If defiant, destructive or dangerous behavior continues despite our best efforts, the child will be removed from our program.

If you have any questions please contact:
Kim Pryor - Director

865-742-0398