



# ***Student Handbook***

***2018 - 2019***

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## Heights Preschool Student Handbook 2018 - 2019

### General Information

#### Philosophy

Heights Preschool & Early Learning Center's philosophy is to help children develop and attain emotional, social, physical and intellectual strengths through age-appropriate play experiences.

We believe in the development and enhancement of the whole child. The main source of security and identity for the young child are the parents. We reinforce this security for the child when in our care by providing a loving, safe and home-like atmosphere. The program also provides a balance of structure, free choice and consistency.

Recognizing that children grow in predictable stages, we treat each child as an individual, working from the level each child has attained and moving forward a step at a time. We teach a love of learning by allowing children to experience their own stage of development and helping them to feel success without pressure. Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentations and reinforcement through repetition.

#### Licensing

Heights Preschool is licensed by the Texas Department of Family and Protective Services. We follow policies required by child care licensing per the minimum standards for child care centers 746.501.

Heights Preschool does not discriminate on the basis of gender, race, color, religion, national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to all students at the school.

Heights Preschool is also required by law to report any suspected child abuse, neglect, exploitation or deprivation, whenever it occurs, to Children's Protective Services. This law is designed to help keep children safe from abuse, not to confirm or deny when abuse has occurred. Teachers will receive annual training on abuse and neglect

Heights Preschool serves children from 3 months through age five in our school program. In our parent night out program we serve children 3 months through age ten. We are open from 7am-5:30pm Monday-Friday and select Saturday nights throughout the year.

If there are any operational changes at Heights Preschool you will be notified via Kid Report Parent site.

Additional information on licensing standards may be found on the CPS website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or by contacting the Child Care Information at 1.800.862.5252. How to contact Child Care Licensing 713.940.3009

2221 West Loop South Houston, TX 77027  
Or P.O. Box 16017 Houston, TX 77222-6017 Mail Code 182-6

How to contact Child Abuse Hotline 800.252.5400  
Website is <https://www.txabusehotline.org>

### **Compliance History**

Heights Preschool's most recent inspection is posted on our parent board in the office. You will also find other regulatory information posted there or in the classroom by the kitchen.

### **Gang-free Zone**

Heights Preschool is a gang-free facility. Any employee who has an association with a gang is not allowed on this property. A notice is posted on the parent bulletin board.

### **Environment & Curriculum**

The Heights Preschool director, teachers and parents share a common commitment to provide a warm, caring, safe and secure early childhood environment in which students may explore their independence, curiosity and emerging skills. In the classroom, teachers provide daily activities that reinforce social, developmental and academic skills. Teachers include the parents in the facilitation of their curriculum through parent communication boards, posted lesson plans and parent/teacher meetings. We have a twenty plus page matrix or framework that we base our thematic hands on curriculum around. If you would like additional information please see the director.

The following elements are part of our day at Heights Preschool:

- Busy, happy, noisy and creative classrooms where children and teachers are interacting together;
- Comfortable children involved in a variety of activities;
- Balanced daily schedules that include individual and group activities, active and quiet play, lunch and rest time and plenty of outdoor play;
- Age appropriate learning activities such as art, science/discovery, blocks, library, music, dramatic play, etc. These give children the opportunities to solve problems, make choices, interact with peers and experiment with autonomy;
- Circle Time is planned each day for participation in group activities such as story time, music discovery or sharing experiences while building vocabulary, learning language skills and developing concepts;
- Care given to maintain sound nutrition, good health and cleanliness.

### **Problem Resolution**

- Heights Preschool is committed to earning your full satisfaction with our program and faculty. We continually look for parent's input on how we can improve or strengthen our programs. As we strive to create partnerships, occasionally problems will arise. We look to you to let us know when something is not going well or there is a problem. In such instances, please use the following protocol:
- The parent(s) should schedule a conference with the teacher so the concern can be discussed and resolved. A discussion, in private away from other children and parents,

is the appropriate, easiest and most effective way of dealing with such matters. This ensures that confidentiality is maintained.

- If, after the conference, the parent(s) feel the situation is still unresolved, the parent(s) should contact the director of Heights Preschool and schedule an appointment. The director will review the concern, talk with all parties involved, review policy and take appropriate action. We ask that parents schedule appointments so the teacher(s) and director are not deterred from his or her duties.

### **Harassment**

At Heights Preschool we want our community to be one free from intimidation and harassment because of anyone's race, age, sex, religion, handicap or ethnic origin. Anyone wishing to file a complaint should do so in writing or by email to the center director. Complaints against any person, parent or staff, will be investigated and the appropriate response determined.

### **Confidentiality**

Any information that is shared with a Heights Preschool staff member will remain confidential at parent's request.

### **Classroom Ratios**

Heights Preschool offers low student-to-teacher ratios. This ensures a quality program with more individual attention. We strive to maintain ratios much lower than the state minimum standards.

### **Staff**

A skilled, committed staff with longevity is an integral part of our early childhood program. Our pay schedule is given priority in the budget to ensure we have the best staff available in our school.

All of our staff is required to receive 24 hours of staff development each year, attend monthly staff meetings and various other seminars and workshops. All teachers are also certified in Basic First Aid and CPR. Teachers are also encouraged to get the CDA certification and continue their studies.

### **Child Care Careers**

Staff absences will occur. We are fortunate to live in a large city that has a staffing company just for child care. Child Care Careers (CCC) is the largest staffing firm dedicated to the child care field. CCC provides fully qualified and pre-screened teachers, assistant teachers, and site directors to child care centers, preschools, and before & after school programs. CCC substitute teachers are available on-demand, even same day, for short-term assignments, long-term assignments, or permanent placements.

CCC Recruiters are fully trained on all state licensing requirements and all of our substitute teachers undergo rigorous screening and evaluation before being hired. While the details vary from state to state, our teachers always meet or exceed state licensing requirements and carry the documentation to prove it with them on every assignment.

## Enrichment Programs

These four programs are included in your tuition if you attend on those days

**Arts Alive** classes are on Tuesdays: year round for children in the fox class and older.

Using a theme as a springboard, participants explore drama, dance, music and visual art as they journey through a one-of-a-kind learning experience. All ARTS ALIVE lessons include a wide range of skill development:

Movement Skills – Level, Size, Weight, Tempo, Direction, Pathway, Place and Rhythm

Drama Skills – Pantomime, Sensory Skills, Emotional Recall and Storytelling

Social Skills – Communication and Partnering/Team Building

Motor Skills – Fine and Gross

Language Skills – Comprehension and Expression

Cognitive Skills – Decision Making and Processing

Affective Self-Regulation – Emotional Expression and Self-Control

**Spanish** classes are on Mondays: September-November & January-April for children in the fox class and older.

An introduction to the Spanish language through stories, games, art, culture, music & food!

**Soccer** classes will be on select Wednesdays: September-May. This class is for children in the bear class and older. During the year students will be exposed to the world of soccer through the Soccer Shots program. Their nationally recognized program offers a high energy, fun, age-appropriate introduction to the wonderful game of soccer. Soccer Shot's innovative curriculum emphasizes both soccer skills and character development. Their goal is simple: to leave a lasting, positive impact on every child they serve.

**Yoga** classes are on Fridays year round for children in the Owl and Eagle classes.

A peaceful balancing experience, Arts Alive! Yoga brings the joy and imagination of Arts Alive together with the calming, mindful traditional practice of yoga– all while benefiting the future mental and physical well-being of your child.

**We have additional fee based classes after school for our three-five years olds.**

**Thursday at 3pm Soccer Shots and Friday at 3pm Ready Flip Go gymnastics.**

## ENROLLMENT

### Registration

Registration for summer and the school year for currently enrolled families is held in February. Registration then opens to the general community after the currently enrolled families register. Registrations for both the summer and fall sessions are at the same time. School year runs from September to May. During the summer we run three 4 week summer sessions.

### Student Age

The class in which a child will be placed is determined by his/her age on September 1st.

### Current Enrolled Families

For our currently enrolled families, applications are sent home in February and they have 2 weeks to complete and return them. Applications are processed in the order in which we receive them. IF A REGISTRATION FORM IS TURNED IN LATE, A PLACEMENT FOR YOUR CHILD CANNOT BE GUARANTEED. Any parent that is late with the registration process will have to wait and enroll with the general community. Acceptance letters are sent out two weeks after the due date with deposit information.

### Summer Program

Our summer program consists of three four-week sessions during the months of June, July and August. You may choose to attend none, 1, 2 or all three summer sessions. You do not have to attend summer sessions in order to keep your spot during the school year. The tuition and extended hour fees are the same as monthly tuition during the school year. Extended hours are due by the third Friday of each summer session for discounted extended hour pricing.

### Deposits

Deposits will be required to hold your summer and school year spot. Summer deposits are nonrefundable. All summer deposits are due April 15th. All Fall/School Year Deposits are due on May 15th.

#### Summer Deposit Information per Summer Session

Number of days attending per Week	Deposit Due	Balance Remaining
1 day	\$100	\$110
2 days	\$200	\$165
3 days	\$200	\$315
4 days	\$400	\$260
5 days	\$400	\$405

**Summer Deposit Information per Summer Session cont.**

For example, if your child will be attending the first and last summer sessions for 2 days per week, your payment now would be \$400 to hold your spot for the first and last sessions. On the first day of the Summer Session I, you would pay an additional \$165 and on the first day of Summer Session III you would pay \$165.

**School Year Deposit Information**

For the school year, deposits of one month of tuition is due upon acceptance. It will stay on file with us and used towards your last month at Heights Preschool as long as you give 30 day notice of withdrawal in writing to the director. If your plans change over the summer for the school year then ½ of the school year deposit is refundable to you if you notify the director in writing no later than July 1st.

**Acceptance**

We must have the following items before your child starts:

- Application and Application Fee;
- Registration Fee;
- Tuition Agreement;
- Signed Discipline Agreement;
- Updated immunization record or equivalent affidavit;
- Signed and dated preschool Health Form from child's doctor;
- Picture Permission; and
- Directory Permission;

All children are registered and accepted to Heights Preschool on a trial basis. If at any time the director feels Heights Preschool is not best suited for the personal needs of a child, the parent or family may be asked to seek other arrangements for care. The trial period generally lasts for two weeks. At the end of two weeks if the child is not adjusting well we will have a conference to discuss what is best for the child in this situation.

However, because each child is different we may extend the trial period to see if more time is needed to adjust to the program. This is done on a case by case basis. If we mutually decide to wait on enrollment then \$150 of the new student registration fee is refunded, and tuition for that month is prorated from the date of withdrawal. The school application fee is not refunded.

**Termination**

Heights Preschool reserves the right to terminate a family's registration or ask a family to leave Heights Preschool program for any of the following:

- Parent/Guardian is deemed to be verbally or physically abusive to staff, children or anyone on site; (Immediate)
- Non-payment of tuition;
- Parent/Guardian is consistently or excessively late for pick-up;
- Parent/Guardian shows general disregard for school policies;
- Child is unable to adjust to Heights Preschool's program; \*



- Child appears to be a danger to him/herself, others children attending the school, center employees or anyone else at the center;\*
- Medical, psychological or social services personnel working with the school determine that continued care at the school could be harmful to, or not in the best interest of the child; or \*
- Any other situation in which the accommodations required for the child's success or participation place an undue burden on the school's resources and finances. Removal is in the best interest child or the school.\*

\* All parties, center staff, parents and sometimes outside support professionals, are included in determining what is in the child's best interest. Enrollment is never terminated without discussion between the parents and the school.

### **Waiting List**

The Director maintains a waiting list for full classes. Once you have returned a registration form and \$100 application fee, your family's name will be placed on the waiting list. We cannot guarantee a space will be available for your child on the day you desire. Enrollment is based upon availability and may be subject to priority enrollment. The following is the order in which the waiting list is prioritized:

- Currently enrolled students waiting for additional days;
- Siblings of currently enrolled students;
- The order of application received at the office.

Once a family has been offered an opening, they have three school days to accept. If they decline or don't respond, they will lose their spot, which will be offered to the next family on the waiting list. Families may decline a spot at the time without losing their spot of the waitlist. They will however have to wait until the next spot becomes available.

### **Tours**

Group tours are given at least monthly. As time permits we try to do individual tours. Please email Carla to make an appointment for a tour. [Carla@heightspreschool.com](mailto:Carla@heightspreschool.com)

### **Program Options**

Heights Preschool is open Monday-Friday, 7am-5:30pm. The school program hours are 8:00am-2:00pm. Before-care and after-care is also available for an additional fee. Children may be picked up before or after nap/quiet time, but tuition costs remain the same. We offer early bird hours. Early bird hours allow students to arrive at 7:00am. We also offer stay 'n play Monday through Friday. This program allows after-school care from 2:00pm-5:30pm. There is an additional fee for these programs. Please see the tuition section.

### **Arrival/Drop off**

Arrival time is 8:00am unless your child(ren) is/are enrolled in early bird. Teachers will not accept children before 7:55am as they are preparing for the day. Early arrivals will be asked to stay outside until 7:55am. If you sign in before 7:55 am you will be billed \$10 for early drop off. We ask that all children arrive no later than 9:30am. Children may be admitted after 9:30am with prior approval from the Director.

**Withdrawal**

If a parent withdraws a child from our program, the child's teacher needs to be informed verbally and a written notification submitted to the Director. Heights Preschool requires a 30 day notice when you plan to withdraw your child from the program. You are responsible for tuition for 30 days following the date notice was given. Fees cannot be reimbursed.

**Absences**

Whenever a child is going to be absent, please inform the Director and Assistant Director. The best way to do this is by filling out the absence form at [heightspreschool.com](http://heightspreschool.com). Parents are responsible for keeping themselves informed about school closures. While we typically follow the HISD calendar, there are days on Heights Preschool calendar that differ from area schools. There are no reimbursements in tuition for absences or days of school closure, regardless of the circumstance. You will not be charged for extended hours on those days we are closed due to inclement weather or emergency closures.

## Tuition and Fees

### Tuition

Tuition is due on the first school day of each month or session during the summer months. Fee statements will be placed in your child's cubby the last week of each month. Your account will be processed on the first of the month during the school year or the first day of each summer session. Parents are not billed through the mail, but are responsible for paying tuition by the scheduled due date. **Families must use the tuition express system to make online payments or participate in the ACH draft.** We no longer are taking credit card payments due to the fees associated with using them.

### Late Fees

If payment is not received by fifth of the month a \$25 late fee will be assessed plus \$5 a day fee after 5pm on the 5<sup>th</sup> of the month. On the 10<sup>th</sup> day of the month you will not be able to attend Heights Preschool until all tuition and fees are paid and current. If a payment is made late twice, the family may be asked to leave Heights Preschool.

### Discounts

No discounts or allowances will be made for absences, emergency closures, or school holidays. You will however not pay for extended hours on days that there are emergency closings. The regular school day is 8:00am-2:00pm. Parents may pick up their children early (before or after quiet time) but there is no discount in tuition. Regular tuition will be charged. Extended hour schedules must be emailed to Kelly by the 15<sup>th</sup> of the previous month to receive the discount of \$8 an hour and ensure there is space.

### Summer Tuition

Tuition for the Summer Program is due at the beginning of each four week summer session and a late fee applies on the 5th day of the session. Extended hour schedule changes must be emailed to Kelly by the 3rd Friday of each summer session to receive the discount of \$8 an hour and ensure there is space.

### Extended Hours

Extended hours for educational day students are as follows:

If booked by the 15<sup>th</sup> of the prior month

- 7-8 am \$8 a day
- 2-5:30pm \$24 a day
- \$8 an hour

\$10 an hour if booked after the 15<sup>th</sup> of the prior month

\*During the summer sessions extended hours for the next session are due by the third Friday

\$100 Application Fee - due with application;

\$150 Returning Student Registration Fee - due annually in September;

\$300 New Student Registration Fee - due within 3 days of acceptance;

All fees are non-refundable

### Community Drop in Hours

The community may use the drop in hours from 2pm-5:30pm. The rate is \$10 an hour. You must have all forms on file and pay the \$100 application fee prior to using our services.

### Discounts

You may choose to pay tuition and fees June-May and receive a 5% discount. You may choose to pay tuition and fees September-May and receive a 3% discount. A sibling discount of 5% off tuition is applied to the sibling tuition. There is no discount on the school application and registration fees regardless of how many children you have enrolled in our school.

### Returned Checks

If any check is returned to us, a \$35 fee will be assessed, plus any other bank charges we incur. You may be asked to pay tuition in cash, cashier check, or money order.

If we receive more than two returned checks, the child will no longer be able to attend our program

### Late Pick Up Fees

Our regular school day ends at 2:00pm. After 2:05pm, parents will be charged \$10, which will be added to the next month's billing statement. If a child is left after close of day (5:30pm) the parent will be charged \$1 per minute that they are late to pick up their child. That fee must be paid before returning to Heights Preschool for care. If there is an ongoing problem with picking your child up on time, you may be asked to leave Heights Preschool. All hours beyond the regular program day must be scheduled in writing with the director.

## Monthly Tuition and Fees

8am - 2pm Educational Day	7am - 5:30pm Infant/Bunny/Squirrel/Fox Class (all classes under preK2)	7am - 5:30pm Bears - Eagles (PreK2 - PreK4)
\$210 for 1 day a week	\$375 for 1 day a week	\$325 for 1 day a week
\$365 for 2 days a week	\$675 for 2 days a week	\$625 for 2 days a week
\$515 for 3 days a week	\$975 for 3 days a week	\$925 for 3 days a week
\$660 for 4 days a week	\$1200 for 4 days a week	\$1150 for 4 days a week
\$805 for 5 days a week	\$1350 for 5 days a week	\$1300 for 5 days a week

## **Day-to-Day Classroom Information**

### **What to Bring to School**

- Each child should bring a nutritious lunch consisting of finger food that does not require heating, cooling or preparation. Each item needs to be labelled. This includes utensils and lids. Lunch should consist of a nutritious meal containing a carbohydrate, fruit and/or vegetable and protein. All foods should be ready to eat in bite-size portions. The lunch should be stored in an appropriate container with the child's first and last name on it. If you prefer for your child's food to be warm you can store food in a thermos. If you prefer your food to be cool you can add an ice pack to their lunch kit. Please, no sodas, juices, or glass containers and limit sugary snacks and treats.
- Each child should bring their own blanket and/or lovey. Their name must be on all items. Cots or mats will be provided. Cots are sanitized daily. All items must fit in your child's basket.
- Each child will require an extra set of clothes. Please make sure that the clothes are appropriate for the season and fit throughout the year.
- If your child wears diapers please bring a minimum of four diapers every day of attendance. The diapers must be disposable. Your child's name must be on each diaper. Please put the child's first and last name on everything he/she brings to school. Heights Preschool is not responsible for lost items.
- ALL toys must be left at home. Exceptions include:
  1. One item of comfort that helps ease a child's transition from home to school
  2. Items brought for Show and Tell.

### **What Not to Bring to School**

NO pretend guns, war toys or other toys of destruction are allowed. Fine jewelry and real makeup are also prohibited. Money should not come to school unless specifically requested. Students are not to bring electronic toys or communication devices. Prohibited items will be secured by the teacher and returned to the parent at the end of the day.

### **What to Wear**

Children should wear washable play clothes that can get messy and that are appropriate for the season. Shoes should be rubber-soled and should fit properly. Children must wear tennis shoes. Open toe sandals and boots are not allowed. We go outside every day except when it is raining.

Please send hats, gloves and jackets on cold weather days. Label all outer garments with your child's name. On sunny days, you may want to apply sunscreen and bug spray to your child. We cannot apply these items. Please send your child to school in clothes that do not require "help" to take off and put on. Buttons, belts, ties and difficult snaps do not offer the children the independence they require and want when taking care of themselves at school.

### **Potty Training**

When you feel that your child is ready to potty train, please set-up a meeting with the teacher and the director to complete the potty training form. We will come up with a plan to make it a smooth process between home and school. We want to help your child be successful. Also

please see our potty training handouts and resources in office.

- When children are ready to start trying to use the potty we require children to use pull-ups that have pull apart Velcro on the side.
- Little ones learning to use the toilet need 3-4 extra pair of underwear in addition to two extra sets of clothes. If the child is not completely toilet-trained and they wear regular underwear and they have an accident, our teachers cannot rinse or clean the soiled underwear. We will change the underwear and place the soiled underwear in a plastic bag. Tell the teacher what signals the child uses when they have to use the bathroom so we can help him or her with toilet training.

## Arrival

- Arrival time is between 7:55am - 8:05am. If you arrive before 7:55am, please wait outside the classroom until time for school to start. Teachers are busy preparing for class or watching early bird children. Please enter through your child's classroom door. Upon entering the classroom, sign your child in and have them wash their hands.
- Dropping a child off at school is one of the most important factors toward the success of that child's day (and probably yours as well). When you first arrive at the center, you should bring your child to their classroom. Please have your child wash their hands immediately upon entering the school. The teacher will greet the child and help him/her make the transition from home to school. Always sign in and out every day. This is required by licensing. Also there will be a \$5 penalty for each occurrence for not signing in through the ProCare system. **If there is a problem with signing in please go tell Kelly or Carla in the office for assistance.**
- At this point, say your final good-bye to your child (never sneak out) and leave the classroom. We will hold them, comfort them and engage them in play to help with the transition. You are welcome to call anytime during the day to check on your child. Here are some suggestions to make separations and reunions work well:
- Establishing a predictable arrival and departure routine is the most important thing you can do for your child. Having a predictable pattern helps children feel comfortable and prevents children from using arrival and departure as an opportunity to manipulate parents and teachers;
- Expect arrival and departure routines to be transitions. Everything in a child's life is a transition and some are handled better than others. Most parents realize that arrival and departure transitions can't be abrupt and quick — they take time. In general, children resist being rushed or hurried. Every parent has been in the situation where they are running late. The harder you try to rush, the slower and more resistant your child becomes. Knowing this is the case, plan arrival and departure routines to accept this inevitable reality;
- Tell your child's teacher if your routine changes. Sometimes we can offset children's real discomfort about changes by letting them know in advance and preparing them for the change. If you are going to change your routine, give the office a call so he/she can alert your child to the change and help him/her accommodate the increased time at the center without being in the "waiting" mode too soon; and
- Support your child's emerging independence during the arrival and departure routine by having them walk into class on their own. They should also carry their own lunch kits and backpacks.

### **Departure After-School**

Pick up is at 2:00pm. Once your child has acknowledged you, you are responsible for him or her. Sign your child out. **Failure to sign your child out using the ProCare System will result in a \$5 penalty. If there is a problem signing out please tell Kelly or Carla in the office for assistance.** Please accompany your child to pick up his or her belongings. If you wish to visit with other parents, please pick up your child first and visit on the front porch or yard. We do ask that you pick up before nap time or after nap time. It is disruptive for parents to enter the room during the rest period.

### **Releasing Your Child**

A child may only be released to a parent or authorized individual(s) listed in our records. Children can't be released to minors. If a person who is unknown to the staff comes to pick up a child, we will ask for identification. If someone different than normal is going to pick up your child, please inform both the teacher and director in writing. We will not be able to release a child without written notice. The school office must be notified in writing or via email if a person that is not on the enrollment form and is going to pick up.

### **Running Late**

Parents that are going to be late need to notify Heights Preschool immediately so we can reassure their child. There is a late fee of \$10 after 2:05pm. Payment will be added to the next month's statement. Children who have been picked up late three or more times may be asked to leave the program. We go by the school-wide clock, not each person's individual clocks. Families that pick up after 5:30pm will be charged \$1 a minute until picked up. This fee must be paid before they return to care.

### **Snacks**

We provide dry good snacks for every student in the morning and for those that stay with us past 2:00pm. Occasionally we will serve a snack that is part of our educational curriculum. These snacks do not have to be prepackaged dry goods. ***Make sure that you have noted any allergies on your application and child health form. We have a separate food allergy form for you to fill out to help us have an action plan in case of an allergic reaction.***

### **School Pictures**

Individual pictures are taken in the fall and spring with Life Touch Photography. Class pictures are taken in the fall. Graduation pictures for the Eagles are taken in the spring.

### **Birthdays**

A birthday is an important event in the life of every child and it is a treat to have friends and teachers acknowledge their special day. However, we ask that parents please be respectful of other children's dietary restrictions and allergies. Parents may bring refreshments on their child's birthday. Please talk to the teacher/ and or the director a week before the event to discuss what treat you would like to bring.

If you are having a birthday party outside the school, please do not distribute invitations at school unless all children in the classroom are invited.

**Holiday Celebrations**

The staff and children both enjoy celebrating. Basically, we just love to have fun and we find many reasons to do so throughout the year. Halloween, Thanksgiving, Christmas, Go Texan Day, Valentine's Day, St. Patrick's Day and Independence Day are times when we may have parties or do special things in the classrooms. Other occasions or units of study may involve food or celebration on a per class situation. Teachers will inform the parents ahead of time.

Parents are encouraged to help us celebrate by sharing their cultural experiences. Volunteering during the celebrations is always greatly appreciated.



## Bunny Room (3-8 months) & Squirrel Room (6-14 months)

### Introduction

The transition to child care can be hard on some children and parents! Feel free to stop in and talk with us before your child starts. Early mornings are typically good times to stop in.

On those days when you miss your little guy/girl and wish your little one was right there next to you, give the school a call or email the office! We'll be happy to tell you how his/her day is going!

### What should you bring on your first day?

- Disposable diapers labeled with child's name
- Diaper rash cream labeled with child's name and signed into the teacher
- Extra clothes: three sets of clothes, socks, and outer wear for daily walks
- Pacifier (2) if needed
- Food/formula that is clearly labeled with child's name and dated. Please premix bottles at home. At least 4 premade bottles from 8am-2pm. More for all day babies. Babies that are eating solid food should bring finger bite size food that is ready to eat in a lunch box.
- Parents should supply us with bottles, formula or breast milk, or water, baby food,
  - spoon, and baby dish. Reusable bottles and nipples will be returned to parents daily.
- Nipples on bottles must be capped.
- All food must be opened and used the same day. You may bring plastic containers of food or food pouches. No glass jars. You may bring oatmeal and rice cereal. The opened containers of food will be sent home or discarded at the end of each day. A
  - refrigerator is available in the room. Infants will be held for each bottle feeding until they are developmentally able and insistent upon feeding themselves.
- Moms are welcome to come by and nurse their babies at any time. Parents are
  - welcome to visit at any time.
- Please do not bring diaper bags to leave at the school. Every child will have a labelled place for their items that stay at school.

**Schedule:** A written, individualized schedule for your child, which addresses sleeping, eating, and activities, must be filled out by the parent and modified every month. Children will be in cribs only for sleeping.

### What is my child's routine?

Infants typically set their own routine. They tell us when they're hungry or sleepy. In fact you probably have it down to a science! That's why we ask you for all that good information! How much do they eat? How often? What are their naps like?

However, there are some routines in our room that are a constant, for example....

- We typically go for a morning walk every day in the stroller weather permitting and visit the playground once they are sitting up and crawling around.

- Every child gets to sleep in his/her own crib. If they fall asleep in our arms or a swing, they will be lovingly transferred soon after to their own crib. All children will be put to sleep on their backs.
- Diapers are checked and or changed every two to three hours. Of course if we start to smell something, or we simply feel the diaper is soggy, the child would be changed immediately.

### **How will I know what my child did during the day?**

We record daily, all diaper changes, meals, naps and activities on the kid report program that you can access at any time.

### **Our Mission**

- We try to create a very “at home” atmosphere. We strive to make each and every child feel loved and nurtured. Each child will know that they are an important part of our group!
- We give each child individual attention. Whenever we have a free minute we talk with the children one-on-one, play hand games and make funny faces. We also give lots of positive attention when we are changing diapers and bottle feeding.
- Part of your child’s day is learning to play independently and beside their classmates. Every child has free time to choose what they want to play with, move around, and mingle with their classmates.
- We incorporate American Sign Language into our daily routines. We use “more” and “please” often when we are at the table. If you would like us to show you some “signs,” just let us know because we’d love to teach you too!
- We use the Frog Street Curriculum in the infant class room. We provide a lesson plan for parents to read so you have an idea of what is going on during the week. We focus on the fundamental developmental areas such as language, motor skills, and sensory, just to name a few.
- We also take lots of pictures so you can not only read about what we are doing, but see it too! Sometimes these pictures are posted in the room and sometimes they go home in the kid reports.

### **What can I do as a parent/guardian?**

- We want you to spend a few minutes talking with us when you arrive in the morning and when pick your child up at the end of the day! How was their mood? How did they sleep? Notice anything new or exciting? When did they eat last? Please fill out the How My Child Feels Paper each morning.
- Ask us questions! Tell us how you think your child's doing in our class!
- It also helps greatly if you label all your child's belongings especially blankets, sweaters and coats! These items tend to get mixed up easily....THANKS!

## **Fox Class (12 months and walking - 2 years)**

### **Introduction**

The transition to child care can be hard on some children and parents! Feel free to stop in and talk with us before your child starts. Early mornings are typically good times to stop in.

On those days when you miss your little guy/girl and wish your little one was right there next to you, give the school a call or email the office! We'll be happy to tell you how his/her day is going!

### **What's new if your child was in the Squirrel Room?**

- We transition to sleeping in cots.
- Students must be walking without assistance to be in this class.
- There are no pacifiers in this classroom or bottles. Students are using a sippy cup and will work on transitioning to a cup with a straw.
- Students are transitioned to our daily classroom schedule.
- In this classroom we take one nap after lunch.
- Students start working on sitting at a table for lunch.

### **What to Bring to School (in addition to the information on page 13):**

- Disposable diapers labeled with child's name
- Diaper rash cream labeled with child's name and signed into the teacher if needed
- Please remember to bring at least two full changes of clothing (shirt, shorts, socks, undies, etc.) to put into cubby containers. We like to change into clean clothing if we spill drinks/foods or get particularly dirty/muddy.
- Lunch box filled with items that are ready to eat and bite size with all items labelled including lids and utensils. We do not heat up meals. If you want a hot lunch please place in a thermos and we will assist them with that.
- We do not put children down to nap with milk. You are welcome to pack a milk cup for them to drink during lunch.
- Personal toys/items are discouraged at school. In the past items have been lost, forgotten, or damaged. However, if your child has a very special toy or lovey that will help make their 1<sup>st</sup> days at school more comfortable, please do bring it along.
- Please bring a blanket for rest time. Make sure your child's name is clearly written on the blanket.

## **Brown Bears (2 years - 2 1/2 years) & Grizzly Bears (2 1/2 years - 3 years)**

### **Introduction**

The transition to child care can be hard on some children and parents! Feel free to stop in and talk with us before your child starts. Early mornings are typically good times to stop in.

On those days when you miss your little guy/girl and wish your little one was right there next to you, give the school a call or email the office! We'll be happy to tell you how his/her day is going!

### **What to Bring to School (in addition to the information on page 13):**

- Please remember to bring at least two full changes of clothing (shirt, shorts, socks, undies, etc.) to put into cubby containers. We like to change into clean clothing if we spill drinks/foods or get particularly dirty/muddy.
- Please help your child find his/her nap cubby. Their blanket, lovey or comfort item will be stored here.
- Please help your child place their lunch box in the lunch box area. Please make sure that your child's name is labelled not only on the outside of the lunch box but that everything has a name on it including lids and utensils.
- Backpacks or other personal items need to stay at home.
- Art work will be in the student mailboxes.
- Please practice opening/closing lunchbox, containers/drink holders, etc. in preparation for the big day.
- Personal toys/items are discouraged at school. In the past items have been lost, forgotten, or damaged. However, if your child has a very special toy or lovey that will help make their 1<sup>st</sup> days at school more comfortable, please do bring it along.
- Labeled with your child's name - diapers, clothes, etc.
- Soft, cuddly toys for your child to sleep with during nap time.

### **What not to bring:**

- Pacifiers
- Bottles
- Personal toys

During the first semester we spend time establishing routine and making sure that children are adjusted to the class. We work towards having the children know our routine. It is important for children to work towards independence. Children walk into the classroom on their own.

They put their lunch kits away. Then they wash hands. At lunch time they pick up their lunch kits and work on opening some of the items by themselves. Teachers help when needed. Students are putting their items away after lunch and grabbing their blanket and loveys for nap time. Students are focusing on following simple directions such as sitting on a letter at circle time, sitting at the table, forming a straight line, and standing behind a friend when transitioning from one activity to another.

In the second semester once the children are comfortable we start center rotations. We focus on the theme and subject in many ways. For example in math we will introduce a number, shape, or color during circle time. We will later do a craft with that same subject. Concepts are introduced and reviewed over and over. We do a lot of our learning through play. We work on learning concepts in all different ways through music, reading, and dramatic play.

Parents and teachers work together as a team. Have your child walk into the class. Say quick good byes and assure them that you will be back. All daily notes are sent home using kid reports. If you have questions or issues please set up a conference with us. We have children in care during drop off and pick up. We set up conferences during nap time (12:30pm - 1:30pm).

**Potty training begins in this class.**

- When you feel that your child is ready to potty train, please set-up a meeting with the teacher and the director to complete the potty training form. We will come up with a plan to make it a smooth process between home and school. We want to help your child be successful. Also please see our potty training handouts and resources in office.
- When children are ready to start trying to use the potty we require children to use pull-ups that have pull apart Velcro on the side.
- Little ones learning to use the toilet need 3-4 extra pair of underwear in addition to two extra sets of clothes. If the child is not completely toilet-trained and they wear regular underwear and they have an accident, our teachers cannot rinse or clean the soiled underwear. We will change the underwear and place the soiled underwear in a plastic bag. Tell the teacher what signals the child uses when they have to use the bathroom so we can help him or her with toilet training.

## Owls (3 years - 4 years)

### Introduction

The transition to child care can be hard on some children and parents! Feel free to stop in and talk with us before your child starts. Early mornings are typically good times to stop in.

On those days when you miss your little guy/girl and wish your little one was right there next to you, give the school a call or email the office! We'll be happy to tell you how his/her day is going!

**Please refer to the What to Bring to the Classroom section on page 13.**

### Owls Educational Information:

#### Learning Centers Contain

- PLAY!
- Cars
- Sharing Toys
- Blocks
- Library
- Writing
- Manipulatives
- Dramatic Play
- Cooperative Playing
- Working in Groups

#### Education Includes Learning:

- **Language and Writing**
  - Letter identification
  - Beginning sounds
  - Counting of syllables
  - Retelling stories
  - Rhyming words
  - Recognizing and writing their first name
  - Writing and drawing
- **Art and Crafts**
  - Coloring
  - Drawing
  - Painting
- **Mathematics**
  - Counting
  - Number recognition
  - Shapes, colors, patterns, and matching
  - Measurement and Quantity
- **Science**
  - Learning of basic world
  - Making simple predictions
  - Observing simple experiments

**A major goal of the Owls class is to be potty trained by the end of the year, as this is a prerequisite to move into the Eagles Class.**

During the first semester we spend time establishing routine and making sure that children are adjusted to the class. We work towards having the children know our routine. It is important for children to work towards independence. Students rotate through different centers throughout the day. Students have a rest period each day after lunch. Teachers use the Handwriting without Tears Program and All About Reading in this class.

## Eagles (4 years - 5 years)

### Introduction

The transition to child care can be hard on some children and parents! Feel free to stop in and talk with us before your child starts. Early mornings are typically good times to stop in.

On those days when you miss your little guy/girl and wish your little one was right there next to you, give the school a call or email the office! We'll be happy to tell you how his/her day is going!

**Please refer to the What to Bring to the Classroom section on page 13.**

### Eagles Educational Information:

#### Education Includes Learning:

- **Language and Writing**
  - Letters
  - Use of sentences
  - Rhyming words
  - Syllables
  - Sentence structure
  - Writing full alphabet (lower and upper case letters)
  - Sounds of words (beginning, medial, and final sounds of words)
  - Write words and then transition into simple sentences
  - Reading comprehension
- **Mathematics** - using manipulatives for concrete learning
  - Solve word problems
  - Simple subtraction
  - Patterns
  - Simple addition
  - Skip counting
- **Science**
  - Learning of basic world
  - Making simple predictions
  - Observing simple experiments

#### Other Learning

- PLAY!
- Sharing Toys
- Journaling
- Classroom Helpers
- Cooperative Playing
- Working in Groups

Students must be potty trained to be in this class. Students are getting small group and whole group instruction. There is ample time for free play during the day. Take home readers will be sent home weekly after the first couple of months. Teachers use Handwriting Without Tears, Fountas and Pinnell Reading, and Kathy Richardson Math Program.

## Health

In an effort to combat germs please have your child wash their hands as they enter the class before they join their peers.

### Illness Policy

An ill child needs to be at home. If a child becomes ill during the school day, we will call the parent to pick up their child. All parents must have emergency plans established to care for ill children. The following symptoms are cause for being sent home:

- A temperature of 100 degrees or greater;
- Diarrhea not caused by medication;
- Vomiting;
- An unexplained rash accompanied with fever, mouth sores with drooling, wheezing, behavior change or other unusual signs;
- Inability to participate comfortably in routine activities;
- A child who, because of health issues, requires more attention than the teacher(s) can give while caring for other children;
- Any diagnosis of a communicable disease; and/or
- Presence of head lice or nits (lice eggs).

**They cannot return until any and all of the above symptoms have been gone for at least 24 hours without medication. Some illnesses may require a doctor's note.**

### Communicable Disease

Please notify the school if your child has been diagnosed with a communicable disease, exposed to a communicable disease, or is not coming to school for any reason. This helps us keep everyone informed as to what is going on at the center. If a contagious disease is identified by a doctor among children at Heights Preschool, a notice is posted in the Kid report message center indicating the type of illness and which class the sick child attends. Names of ill children are not made public. Heights Preschool reserves the right to do well checks before allowing any student to enter the classroom.

In the case of illness or serious injury during school hours, the following procedures will be followed:

Staff will attempt to contact one or both parents; If an injury of any kind occurs, the child's teacher will fill out an accident report; Depending on severity of injury or illness, if parents cannot be reached, designated persons in the child's file will be contacted; and When a child needs immediate medical attention and a parent or person listed for emergency cannot be reached, a staff member will contact the child's doctor or depending on the situation, 911 will be called. All expenses are the responsibility of the parents.

### Communicable Disease Chart

If you would like to see the Communicable Disease Chart for schools and child care centers to assist with symptoms, reporting, prevention, treatment, and criteria for readmission to school, please visit: [www.dshs.texas.gov/idcu/health/schools\\_childcare/resources/childcarechartnotes.pdf](http://www.dshs.texas.gov/idcu/health/schools_childcare/resources/childcarechartnotes.pdf)



## **Medications**

If a child is on a medication, parents must notify the teacher. Some medications can affect children's behavior and/or restroom habits and we need to be aware of it. If medication (over-the-counter or prescription) needs to be administered at school, please notify the teacher and she will have you fill out and sign a form. Parents must give written consent for the school to administer medication and specify times and amounts. We can only administer medication in the manner described on the bottle or box. Any instructions that exceed the directions and use must be submitted in writing by a medical doctor. The medicine must also be labeled with the child's first and last name on the original container. The medication must be handed directly to the director or assistant director and we will store it out of the reach of children. Do not place medication in your child's bag.

## **Diaper Cream**

Diaper creams are allowed. The cream must be labeled with the child's first and last name on the original container. The cream must be stored out of reach of children and not in your child's bag. Please remember to inform the teacher. Please give the cream directly to the teacher and fill out a medication release in the classroom.

## **Vaccinations**

While I encourage everyone to have their child vaccinated for their own safety and the safety and well-being of others, I understand that some children may not be able to be vaccinated or object to vaccines. I need to have a copy of your child's shot records or a notarized copy of your affidavit for objection. If there is an outbreak of a disease for which there is a vaccine for in our area and you have chosen not to get vaccinated you may be asked to not come to school until the outbreak is over or our area is free of such cases.

## **Minor Accidents**

Falls and minor accidents are parts of growing up. We do everything possible to protect the children from accidents, but they do occur. If a child does have a minor accident, parents will be notified. The teacher(s) will also administer the appropriate immediate first aid for the child. Our staff is trained in first aid and CPR. A written accident report will be completed by the teacher and reviewed by the director. Two copies of the accident report will be given to you. Please sign one copy and leave it with your child's teacher. It is required by licensing that a signed copy is retained in your child's permanent file.

## **Lice**

"No matter how clean you keep your child and your child's surroundings, it's almost inevitable that you'll have to fight at least one battle with head lice." ( <http://my.webmd.com>, article 3172.21029, 4/8/02). If your child has head lice, you must inform the school immediately.

If we discover a child has head lice, we must send them home immediately. Our policy is that the child cannot return until there are no nits or lice present in the hair or on the scalp. The classroom of the infected child will be sanitized, heavily vacuumed and all cloth items will be washed in hot water and put in plastic bags and kept in the dark for a week. Any lice will die within 24 hours without a blood source.

For more information, please review Minimum Standards and Guidelines for Day Care Centers Communicable Disease Chart for Schools and Child-Care Centers.

**Vision and Hearing Screening**

All children four years old as of September 1st must have a vision and hearing screening upon entering the program. This is a requirement of the State of Texas.

**Food Allergies**

Licensing requires us to have a food allergy form filled out by the doctor for each food your child is allergic too. Please inform the school of any food allergies before beginning care. If your child has a food allergy to any of the snacks we serve you will be asked to bring your own snacks to avoid possible allergic reaction. A list will be posted on the parent board of each child with food allergies in the school.

## **Safety**

### **Philosophy**

Behavior change is handled in a positive way. Our philosophy at Heights Preschool consistently emphasizes basic respect for the individual child. Young children are striving for understanding, independence and self-control. Children learn by exploring, experimenting and testing the limits of their environments and experiencing the consequences of their behavior. In this way they begin to understand how the world works, their own limits and appropriate assertiveness. Children are helped to learn self-control in a relaxed positive atmosphere with support and understanding that recognizes the child's struggle. Children are accepted as they are: development is viewed as a process of growing, with each age and stage having its own characteristics, its own challenges and needs.

### **Discipline**

Discipline is viewed by adults as an important aspect of teaching and learning. Through positive guidance of behavior and modeling, teachers help children feel good about themselves and to behave in responsible ways. In our approach:

We use the love and logic philosophy when working with children. Teachers set limits without anger, lectures, threats, or repeated warnings. When students cause problems, teachers hand these problems back in loving, empathetic ways.

LOVE allows students to grow through mistakes.

LOGIC allows students to learn from the consequences of their choices.

### **Expectations**

At Heights Preschool, we will:

- Set expectations are limited to what is realistic for the developmental level of the child and they are clarified for the children so that they understand what is expected of them
- Create a "yes" environment, which enhances and encourages children's positive behavior
- Model appropriate behavior
- Encourage children's effort to build feelings of self-worth
- Give children alternatives, which enable them to turn destructive situations into constructive ones
- Provide natural and logical consequences to motivate and empower children to make responsible decisions about their behavior
- Encourage behaviors such as cooperating, helping, negotiating and problem solving

### **Inform Your Teacher**

Teachers need to be informed of any special or changing circumstances, which may contribute to a child's behavior such as a parent traveling for business, an upcoming vacation, a move, new sibling, etc.

### **Short-term Interventions**

When interventions are necessary, they will be clearly defined and consistently maintained. At NO time will a child be physically punished, threatened, or intimidated. We will instead divert attention to constructive pursuits or encourage children to seek alternatives within the boundaries of their abilities. In some cases, in order to help a child regain self-control, he or she will be removed from the situation and allowed a quiet time.

### **Long-term Interventions**

Ongoing and serious behavior problems will be referred to the Director. In certain situations, we may ask the parent to provide the school with an outside support professional to verify that the school is meeting the individual child's needs. The school, the family and sometimes an outside support professional will meet and determine what is best for the child, the classroom and the school.

Please see the Discipline Acknowledgement form for more information.

### **Biting**

Biting is a normal stage of development, commonly seen in infants, toddlers and sometimes among preschoolers. It is something that almost all young children will try at least once. When it happens, it's scary, frustrating and very stressful for everyone involved. It is a natural occurrence and not something to blame on children, families, or teachers.

Brief episodes of biting do not mean that a child is having a social or emotional problem. Nor does it mean the family is to blame. It does mean that your child is going through a particular stage in his/her development. As with all stages that children go through, biting soon ends.

#### Biting may occur for any of the following reasons:

Oral exploration

Teething

Hunger or fatigue

Lack of awareness that biting hurts

Frustration, anxiety, or stress

Inability to express feelings or needs verbally

Mimicking behavior

Inexperienced peer interactions

Exploring cause-and-effect relationships

Making an impact

Impulsiveness and lack of control

Excitement and over-stimulation

When biting happens, our response will be to care for and help the child who was bitten, help the biter to learn other behavior and examine our program to maintain an environment that is consistent with the children's needs. Our focus will not be on the punishment for biting, but on the effective techniques that address the specific reason for biting.

The biter will have natural and logical consequences that will be the result of the biting situation. For example, if a child bit another child to get a block, the natural and logical consequence would be that the child could not play with the blocks.

Ouch reports will be written for the child who was bitten. We will work together with the families

of the biter and the bitten child to keep them informed and to develop strategies for change. We will make every effort to modify the behavior quickly.

### **Aggressive Behavior**

In social settings where young children are just beginning to explore and experiment with ways of interacting effectively with their peers, it is not unusual for incidences of aggression to sometimes occur. At certain stages in early childhood development, children's desire to communicate their feelings and the need to assert themselves as individuals may often be expressed in nonverbal ways that are not constructive. Children at this stage in their development may sometimes express themselves by hitting another child, grabbing toys or even biting. Our goal is to provide an environment in which children can develop and grow as individuals, as they also learn more constructive ways of interacting with their peers and getting their wants and needs met.

When incidences of aggression do occur, parents of the children involved are informed of the incident and of any specific information pertinent to an understanding of the situation. The information shared typically includes the details of the incident itself (the time and place, preceding and subsequent events, the steps taken specifically to comfort the child who was hurt and, more generally, to handle the situation). The plans put into place to teach more appropriate interactions and to prevent the reoccurrence of the aggressive behavior are shared with parents. However, the identity of the child who engaged in the aggressive behavior is not revealed.

If, in our judgment, any child's behavior places in jeopardy the well-being of other children, we will act quickly and decisively to resolve the situation (through closer supervision, anticipating situations likely to lead to frustration and aggression, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting, providing alternative outlets for the expression of feelings, etc.). If, after exhausting our resources in finding a successful solution to the problem, the aggressive behavior continues, we may consider it to be in the best interest of all the children involved to ask the parents of the child who is exhibiting the consistently aggressive behavior to withdraw from the program. Our commitment is to provide a quality learning environment for every child and we honor that commitment unless it becomes apparent that we are not able to provide the most appropriate learning environment for a particular child.

### **Security**

We have taken many steps to maximize the security of the children and ensure their safety at Heights Preschool. Criminal history checks are completed on every employee at the center. All classrooms are open to parents for visual observation and supervision at all times. All doors have codes to access the buildings. Parents are not given the codes. Please knock at the door and wait for a staff member to let you in.

### **Fire Safety & Safety Drills**

Our entire school participates in a monthly fire drill. Each classroom has an emergency evacuation plan posted. Please be familiar with the exit plan posted in your child's classroom in case of emergency while you are in the building. Students also practice intruder drills and natural disaster drills quarterly.

### **Volatile Persons**

In cases of volatile persons, we will keep children safe by locking the doors, securing the facility and calling 911. In case of an intruder students will go into their restroom. The classroom in the back of the main house will go into the walk through between the classes and cover themselves.

### **Inclement Weather**

When HISD closes for bad weather, so do we. So when weather is questionable, please pay attention to local media for HISD school closings. We also reserve the right to close school even when HISD does not if conditions in the school area become treacherous or unsafe for children and their families. In this event, parents will be called at home or work.

### **Evacuation Procedure**

In the event that the buildings at Heights Preschool are in danger, we will evacuate the children from the building. Teachers will gather children from classrooms and meet by the tree. Once children have been counted and are all present, we will cross Oxford and walk down the sidewalk to 2135 Oxford. This is a private residence and is only used as a staging area to determine the safest location and plan of action. The family is a close friend of the director and they have graciously allowed us to use their location in the event that we must immediately leave the school.

Once the danger in the area subsides we will move the students to Hamilton Middle School (139 East 20th St., Houston, TX 77008-2533, located at 20th St and Heights Blvd), since they have emergency generators.

### **Parking**

For the safety of our children, we ask that parents please observe posted speed limits around our school. Children should be accompanied by their parent(s) at drop off and pick up. Our staff does not supervise the parking area and cannot be responsible for any accidents that occur there. So please be aware of any children and their safety while dropping off and picking up. Help us be a good neighbor. Please do not park in the driveways of our neighbors. You may double park behind the teacher's cars.

### **Drop off and Carpool Line**

We will have a carpool line for owl and eagle children at the new building. Please enter from the north side of Oxford. Drive through the alley. A staff member will greet you and you can check in your student from the car. Another staff member will walk your children into the building. Please exit south on to 20<sup>th</sup> street and make a right hand turn headed west on 20<sup>th</sup> Street.

### **Playground**

The playground is an intricate part of child development and socialization. While there is supervision, this is unstructured free time. Children learn to interact with other children and teachers who are not in their classroom. This is also an opportunity for teachers to observe the children's physical ability, learning styles and interpersonal interaction. Student in the Bunny

and Squirrel room will go on walks in strollers weather permitting. They also have a separate outdoor play area. Please apply sunscreen and bug spray if desired before arriving at school.

### **Splash Day**

We will have Splash Day each week during the summer sessions. Weather permitting we will also have Splash Day at the end of May. Splash Day consists of playing in the sprinkler and water toys with activities. We do not use swimming pools. Children will come to school in their swim suits and water shoes. Students must bring a towel and a full change of clothes including shoes and socks. Please make sure that everything is labeled with your child's name. Please apply sunscreen and bug spray, if desired, before arriving at school. If your child is in diapers please have them wear a regular diaper. Swim diapers are not permitted.

### **Field Trips**

Any-time we leave the school grounds it is considered a field trip. We will take the Bunny and Squirrel class from time to time for a stroller ride down the street and make the loop. There will be other times that we take the classes on a nature walk. We will have off-site field trips for the owl and eagle class. Students will need to wear the school t-shirt for field trips. We will arrange for bus transportation. Only children who attend on the day of the off-site field trip may attend. Students who are not given permission to attend will need to stay home on that day. The two field trips will be on different days. If the fall field trip occurs on a Thursday then the spring field trip will occur on a Friday. Depending on the location parents may or may not be invited due to space limitations. That will be communicated to you 30 days before the field trip.

### **Emergency Phone Number**

Director Kelly Rosin: 832-656-2458

## Parents

Parent Orientation will be held at the beginning of the Fall Session to provide information about Heights Preschool, an overview of the handbook, and meet with your child's teacher.

### Basic Responsibilities

Parents must acknowledge the responsibility to keep children's records current to reflect any significant changes as they occur, e.g. telephone numbers, addresses, emergency contacts, their child's health status and immunization record. We MUST be able to contact you at any time in case of an emergency. All children must be signed in and out on the day they attend Heights Preschool. This is a State Law. Parents must pick up their child from Heights Preschool at any time due to illness or any other issue described in this handbook. Parents must provide a lunch, one change of clothing and 4 diapers minimum (if needed) for their child on day of attendance.

### Parent Communication

- Parents should become familiar with the policies and procedures in this handbook. A monthly calendar, notes and newsletters will be sent home through Kid Report to keep parents informed. It is the parents' responsibility to read all information sent home. These items sent home usually contain important, time sensitive information.
- Heights Preschool uses the Kid Report website for parent communication. The director and teachers will send out important information and reminders through this website. When accepted into Heights Preschool, you will be sent an email to join the Kid Report forum. If you would like a tutorial on how to use Kid Report, please see Kelly.
- **Parents can expect teacher availability on a regular basis for additional meetings, telephone conferences or other extended conversations about the children (Teachers are not permitted to have their personal cell phones out in the classroom. For questions or concerns that need immediate attention please phone the school or you may call Kelly on her mobile). Please make an appointment to come in and chat with your child's teacher at nap time.**
- A school calendar with the dates that we will be closed is located in this handbook. The HISD school schedule will be followed as closely as possible, but some dates and times will differ. If any changes are made, parents will be informed.
- Bunny, Squirrel, Fox and Bear classrooms receive daily written reports informing parents of nap times, food intake, diaper changes, daily activities and developmental advances. Lesson plans and daily schedules are available in the classrooms at all times. Each older class will posts at least weekly and sometimes daily wrap up on Kid Reports.
- Please check the boards posted on each classroom door for quick notes about things happening in the classroom on a daily basis. This is a great source of information about your child's experiences at school, and can help parents have the information needed to encourage children to talk about school at home.
- You can expect that your child's teachers will communicate with you at least weekly regarding your child's activities, development and any other information or concerns that they have to share with you. These communications are specific to your child, and in addition to any general classroom information you receive through newsletters or



classroom notes to parents. If you need assistance accessing specific information about your child's school experiences, please feel free to ask the director for help.

- Although it's hard to talk for extended periods at arrival time or pick-up time, we welcome your conversation. If it seems too chaotic to talk right there in the classroom, we can use the opportunity to set a time with you when we can talk without interruption.
- We want to encourage you to participate in your child's school program by keeping in touch with teachers, sharing your ideas and feelings with us and by spending time in the classroom if you so desire and by arrangement with your child's teacher.

### **Parents in the Classroom**

Parents are always welcome to participate in their child's classroom, if arranged in advance. All parents are invited to share hobbies, careers, cultural celebrations or other interests with children in the classroom if first discussed with the classroom's teacher. We also welcome parent observations of their child's classroom.

### **Parent Teacher Committee**

The Parent Teacher Committee is a parent led group that coordinates volunteer efforts between all the parents and the teachers. At least one parent from every class needs to be represented on the committee to help organize the activities and communicate between the teachers and the other parents in the group. Please let Kelly or Carla know if you are interested in being on the Parent Teacher Committee.

### **Family Fun Activities**

In the spirit of creating a cozy family environment at Heights Preschool we hold a spring and fall potluck and July 4<sup>th</sup> splash party. We hope you join us and get to know other Heights Preschool families.

### **Family Directory**

We provide a directory with Heights Preschool parents' name, address and a phone number. This is handy when planning a birthday party or just for informative purposes. If you do not wish to be listed in the directory, please inform the director as soon as possible. Please respect this privileged information and limit its use for school purposes only.

### **Cyber Identity/Social Networking Sites**

Cyber identity and social networking are very exciting these days. However, please understand that employees of Heights Preschool are prohibited from participating in social networking with parents and children. This includes, but is not limited to Facebook, Twitter, Instagram, Snapchat, and many others.

### **Parent Code of Conduct**

Please understand, young children are present in the building. Some adult language is not appropriate for young children. Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Heights Preschool has the right to terminate care in the event of disruptive behavior from a parent or guardian.

### **Parents Picking Up**

Parents should not be on cell phones while picking up their child. It is disruptive to the classroom

environment and teachers might have important information to share with you about your child. Also, picking up and dropping off children is a very important time for the child to reassure them of their parents return and the connection of affection that is shared upon arrival.

No children should have the parent codes for our ProCare System. The codes are strictly for parents being that children are very observant in what grown-ups do. They will be able to check themselves in or out without a teacher or staff member knowing and this can lead to a huge liability. **Parents are required to use the check in system. Failure to do so result in a \$5 penalty for each occurrence.**

### **Custody Disputes**

Heights Preschool prefers to NOT get involved with custody disputes. Heights Preschool follows a court order and/or any temporary law enforced orders exactly as it is written. Please provide us with the most recent copy. Per state law; in the absence of a court order, both parents have equal rights. It is imperative that all enrollment forms are completed with both parents information. In the event a custody situation takes place on campus, the local police will be called and asked to handle the dispute. If the custody dispute creates a risk for our staff and children, Heights Preschool has the right to terminate care.

### **Breastfeeding**

We have provided a place to breastfeed your child in the office. Please tell the director if you need use of the office for that purpose.

### **Outside Employment of our Teachers**

Employees of Heights Preschool are prohibited from outside employment with parents of the organization. This includes but is not limited to babysitting and/or nanny type jobs. Teachers are not allowed to transport children to or from school.

### **Photographs**

Heights Preschool believes in the benefit of using real pictures in our educational program. **If parents choose to take pictures of events held at our program they may only photograph their child unless they have written permission from the other parent.** Please note during certain parent involved events, such as end of year parties, field trips, and potlucks, photos may be taken. If you wish for your child to not be photographed, you may want to remove them from these events. We do take videos and pictures to be included in the Kid Report.

### **Emergency Phone Number**

Director Kelly Rosin: 832-656-2458

## **Calendar 2018-19**

Please make note of the start of each Semester/Session and the holidays that Heights  
Preschool will be closed.

### **SEPTEMBER**

First Day of School Tuesday, September 4<sup>th</sup>

### **NOVEMBER**

Monday-Friday, November 19th-23rd Thanksgiving Holiday – No School

### **DECEMBER**

December 21st-January 4th – Christmas Break – No School

### **JANUARY**

**\*\*School Resumes Monday, January 7th\*\***

Monday, January 21st – MLK Day – No School

### **MARCH**

March 11th-15th – Spring Break – No School

### **APRIL**

Friday, April 19th – Spring Holiday – No School

### **MAY**

Monday, May 27<sup>th</sup> - Memorial Day- No School

Friday, May 31st - Last Day of Spring Semester

## **ACKNOWLEDGMENT OF RECEIPT OF STUDENT HANDBOOK**

The Student Handbook contains important information about Heights Preschool, and I understand that I should consult with the Director or Assistant Director regarding any questions not answered in the handbook.

I have received a copy of the Heights Preschool Student Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Director or Assistant Director. I understand that this form will be retained in my child/ren's personal file.

### **Parent's Copy**

\_\_\_\_\_  
Signature of Parent #1                      Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Parent #2                      Date

\_\_\_\_\_  
Printed Name

