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Heritage Christian School

**Pre-Kindergarten
Handbook**



Heritage Christian School

Pre-Kindergarten Participation Requirements

Enrollment requirements for Heritage Christian School Pre-kindergarten program are that students must be 4 years of age before the beginning of the school year in which the parents have enrolled them, and students must be potty trained. Potty trained is defined as able to manage bathroom visits independently without accidents.

Allergies

Please notify the teacher and the school office if your child has any allergies, especially those that are serious, such as food allergies. Food allergy accommodations can be made to a limited degree.

Arrival and Dismissal (For additional information, please see pp. 23 in the Parent/Student Handbook)

Arrival: Between **8:10 AM** and **8:30 AM**.

Drop-off Location: Students should be dropped off at the side entrance or parents are welcome to park in the parking lot and walk their children into the school. Please do not park in the fire lane/drop off zone leaving your vehicle unattended. We ask that parents not linger in the classroom after drop off as there is much to accomplish each day.

Late Arrivals: Students who arrive after **8:30 AM** will need to be walked to the classroom via the school's main entrance. All parents must stop at the school's office and sign their students in before proceeding to the classroom.

Dismissal: Students will be escorted to the doors facing the school's parking lot (west facing doors). From there, students will be loaded into cars.

Bathroom Accidents/Spills

Please keep an extra change of clothes in your child's backpack. In the unfortunate event of a bathroom accident or food or drink spills, the soiled clothing will be sent home in a plastic bag. Please replace the clothes as needed.

Discipline

The purpose of discipline at Heritage mirrors the explanation provided by the author of Hebrews, where, in chapter 12 verse 11, he specifically says that it (discipline) *"...yields the peaceful fruit of righteousness to those who have been trained by it."*

In the school's Parent/Student Handbook (pp. 16-18), behavior expectations for students are defined. We are training children to become adults and, therefore, guide them in practicing appropriate behavior.

Classroom management is designed to be preventative in regards to student discipline. The room is set up in an organized, structured manner with meaningful lessons so that little discipline should be necessary. Through the beginning of each school year, time will be spent discussing and practicing classroom rules and procedures so that all children know what is expected of them and why. Repetition at this age is key. As the year progresses, we expect that students respond appropriately showing evidence of having learned expectations. The goal is to show respect for others and their property, practice self control, work to the glory of God, encourage each other, and cooperate as members of one body. We believe that discipline is the primary responsibility of parents, therefore communication on student behavior and character development is critically important. Disciplinary action available to teachers is limited so our desire is that parents reinforce expectations at home so that students can enjoy the learning process at school without the distraction of discipline.

If a child determines to disobey his/her teacher, the following steps are common practice:

1. Student will receive a verbal reminder, being made aware of where they have strayed.
2. If the behavior persists, the child may be removed from the situation or temporarily separated from the group. At the appropriate time, the teacher will have a private discussion with the student and revisit expectations. Depending on the behavior or the frequency of the behavior, parents may be specifically notified.
3. If the behavior still continues, the student may lose part of recess time. Parents will also be informed of the situation and asked to reinforce classroom expectations at home.
4. In severe cases, a student will be taken to the office and a conference will be scheduled with the parents to create an action plan. These cases of repetitive disobedience may result in the child being sent home for the remainder of the day as the evidence suggests he/she is not prepared to receive instruction from his/her teacher. Students sent home for continued disobedience may return to school on the next scheduled school day.

In practicing biblical reconciliation, students who have wronged other students or a teacher will be expected to apologize and ask forgiveness. They will be expected to articulate, specifically, the wrong action in the apology.

Positive reinforcement will also be used at times to encourage appropriate behavior.

Parent / Teacher Correspondence

Please check your child's backpack daily, but especially on Fridays. The folders will be coming home every Friday with the classroom newsletter, class work from the week, and homework. Please return on Monday. Occasionally a midweek note may be sent home. You can contact the teachers through email by going to the school's website (www.hcs-nl.com) and clicking on the staff link.

If money is sent, please put it in a sealed envelope or a Ziploc bag, with the purpose and your child's name written on the outside.

Illness

If your child is ill, please notify the office before, or shortly after, the beginning of the school day. Per the American Academy of Pediatrics, an oral temperature of 100.4 °F is considered a fever. Therefore, a student with a fever should not attend school or a school-related activity. In addition, students should remain home until they are fever-free for 24 hours without the use of acetaminophen, ibuprofen, or other fever reducing medication. Students with severe gastrointestinal symptoms (vomiting and/or diarrhea), persistent cough/respiratory distress, or rash of unknown origin should also remain home until symptoms subside and be symptom free for 24 hours. Students that become ill during the school day will be brought to the office. If it is necessary that they go home, the office will inform the parent and the pupil will be released from school. **No student with a temperature of 100.4 degrees or above will be permitted to remain at the school.** Parents coming to pick up a sick child should come to the office. Changes in medical information need to be reported to the office to be kept in the permanent record. For additional student health related information, policy, and/or procedure, please see pp. 32-33 in the Parent/Student Handbook.

Lunch

Parents may order a hot lunch from school or send cold lunch for their students. If hot lunch is desired, it must be pre-ordered through the school office. Prior to the start of each month, lunch menus are made available through RenWeb, (school management software) and parents may either pay online or submit a check to the school office. White, chocolate, and strawberry milk is available to all students at lunch time. If ordering a hot lunch, milk is included with the meal. Students wanting to purchase milk to accompany their cold lunch must bring \$.50 to pay for it each day.

Snack

We will have a snack time for 15 minutes. Please send a snack for your child every day as the school does not provide one. Your child may bring his/her own drink if desired. Please do not send hard candy, gum, or suckers with your child for snack. Also, please limit your child's snack to one item to help eliminate the need for a prolonged snack time.

Lockers

Each child will have use of a hallway locker where they can store their backpacks, lunch boxes, rest mats, jackets, etc. Your child's locker will be marked with their name and be situated "opposite" the classroom door.

Visitors

Visitors are welcome to observe the classroom with advanced notice to both the teacher and the office. Parents/Grandparents are also welcome to visit during lunch time to eat with their children/grandchildren. Remember that Heritage is a closed campus and all visitors must sign in at the office before going to the classroom.

Special Activities & Events

Birthdays

We would love to help your child celebrate his/her birthday. Students are welcome to bring birthday treats to share with the class. Treat suggestions would include cheese sticks, fruit, cookies, mini cupcakes, etc. Due to the value of time during the school day, actual birthday cakes are not recommended. Please send treats that are quick and easy to serve. If your child's birthday is in the summer, we will be celebrating it as close to their half birthday as possible. Birthdays are celebrated during the lunch period with the special treat served after rest time.

Class Parties

Volunteer "room parents" are in charge of planning class parties (Christmas). For a few reasons, we do not celebrate other holidays (Halloween, Valentine's Day, Easter, etc.) with parties. The "room parent" recruits volunteers to organize different class events, including the parties. If you are interested in signing up to be a "room parent" for the class, the job description of "room parents" is available through our parent volunteer group Heritage H.A.N.D.S. (see pp.10 in the Parent/Student Handbook for more details about Heritage H.A.N.D.S.).

Co-curricular Classes

All Pre-kindergarten students participate in co-curricular classes. On days when students have P.E., please make certain they are wearing tennis shoes. The following opportunities exist, depending on the program in which a child is enrolled:

- 3 Day Pre-Kindergarten
 - P.E. once per week
 - Music Appreciation once per week
 - Art Appreciation once per week
- 5 Day Pre-Kindergarten
 - PE twice per week
 - Music Appreciation once per week
 - Art Appreciation once per week

Field Trips

Field trips may occasionally be taken to enhance classroom learning. The weekly newsletters will inform you of upcoming trips. Parent drivers are mandatory for transportation on field trips; if we do not have drivers, we cannot go. All volunteers for classroom activities (in which they will be independently supervising students) must submit to a criminal background check through the school website (www.hcs-nl.com under "Parent Hub".) All parent drivers must provide a copy of their driver's license, and a copy of their automobile insurance declaration page prior to driving and submit these to the office. Please review the "Chaperone Policy" found on page 34-35 of the Parent/Student

Handbook. If you know of a field trip you think would be appropriate and enjoyable, please let the teacher know.

Classroom Helpers

Each child will have several opportunities throughout the year to be the classroom helper. Student helpers have the responsibilities of line leader, calendar helper, and other small jobs throughout the day.

Rest Time

This is 20-30 minutes of quiet time after lunch. It is designed to help students relax and rest in their busy day. Please keep stuffed animals and pillows at home as storage space is limited and it increases the temptation to play when rest is needed. Students may bring a small blanket to cover up with and a mat to lie on during rest time.

Student of the Week

Each student will be highlighted on or near their birthday. This will be a chance for the student to share with the class their favorite things. During the student's spotlight week, families are encouraged to discuss how God has made them uniquely special. Be prepared to share those special qualities with the class. This week is a great opportunity for parents to come and share lunch with their student and visit the classroom.

Pre-Kindergarten Curriculum Objectives

Main Overall Goal:

To create an environment conducive for students to learn about God, themselves, and their surroundings, while acquiring vital foundational skills and knowledge for a continual life of learning, exploration, investigation, experimentation, and discovery.

Subject Area Objectives:

Bible:



(Bible Curriculum by Association of Christian Schools International)

- Bible stories & principles
- Prayer
- Memory verses

-Songs

Phonics/Pre-reading Skills:

(Before Five in a Row and AlphaTales)

- Listening skills
- Reading comprehension
- Name recognition of letters
- Sound recognition of letters
- Rhyming/Poetry
- Sequencing (first, middle, last)
- Opposites
- Positional/Relational words

Fine Motor/Writing Skills:

- Obtain a proper pencil grip
- Correct letter formation
(upper & lower case)
- Correct number formation
- Write first name
- Drawing
- Cutting
- Coloring
- Pasting/gluing skills



Numbers Skills:

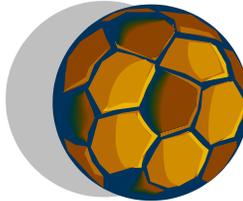
(My Math)

- Counting/number concepts 1-20
- Number recognition 1-20
- Calendar concepts
- Colors
- Shapes
- Patterns
- Same/Different
- Match, sort, & classify



Large Motor Skills:

- Hand/Eye coordination
- Run
- Skip
- Jump
- Hop
- Gallop
- Climb
- Catch, throw, & kick a ball



Social Skills:

- Follow classroom rules, directions, & procedures
- Interact with other children appropriately
- Acknowledges differences between individuals, communities, & cultures



5 Day PK Class Schedule

(Schedules are fluid and subject to change)

MONDAY	
8:10	Arrival/Unpack
8:15	Writing
8:35	Pledges/Prayer
8:40	Carpet
9:00	Restroom/Snack
9:20	Recess
9:40	Bible
9:55	Literacy
10:35	Music
11:20	R.R./Lunch
11:50	Rest Time
12:20	Learning Centers
1:15	Pack up
1:30	Dismissal

TUESDAY	
8:10	Arrival/Unpack
8:15	Writing
8:35	Pledges/Prayer
8:40	Carpet
9:00	R.R./Snack
9:20	Bible
9:35	Literacy
10:05	P.E.
10:45	Math
11:20	R.R./Lunch
11:50	Rest Time
12:20	Learning Centers
1:15	Pack up
1:30	Dismissal

WEDNESDAY	
8:10	Arrival/Unpack
8:15	Writing
8:35	Pledges/Prayer
8:40	Carpet
9:00	R.R./Snack
9:20	Recess
9:40	Bible/craft or activity
10:00	Literacy
10:45	Math
11:20	R.R./Lunch
11:50	Rest Time
12:35	Art
1:15	Pack up
1:30	Dismissal

THURSDAY	
8:10	Arrival/Unpack
8:15	Writing
8:35	Pledges/Prayer
8:40	Carpet
9:00	R.R./Snack
9:20	Bible/craft or activity
9:40	Literacy/Writing
10:05	P.E.
10:45	Math
11:20	R.R./Lunch
11:50	Rest Time
12:20	Learning Centers
1:15	Pack Up
1:30	Dismissal

FRIDAY	
8:10	Arrival/Unpack
8:15	Writing
8:35	Pledges/Prayer
8:40	Carpet
9:00	R.R./Snack
9:20	Recess
9:40	Bible
10:00	Learn. Cntrs. (Math/Lit.)
11:20	R.R./Lunch
11:50	Rest Time
12:20	Pack up
12:30	PALS
12:45	Chapel
1:30	Dismissal

3 Day PK Class Schedule

(Schedules are fluid and subject to change)

Monday	
8:10	Arrival/Unpack
8:35	Pledges/Prayer
8:45	Carpet
9:15	Restroom/Snack
9:30	Recess
9:50	Music
10:30	(TBA)
10:35	Bible (20)
10:55	Literacy (25)
11:20	Lunch
11:50	Rest Time
12:20	Learning Centers
1:15	Pack up
1:30	Dismissal

Wednesday	
8:10	Arrival/Unpack
8:35	Pledges/Prayer
8:45	Carpet
9:05	Bible (25)
9:30	Recess
9:50	Restroom/Snack
10:05	Literacy (25)
10:30	Math (20)
10:50	P.E.
11:20	Lunch
11:50	Rest Time
12:20	Learning Centers
1:15	Pack up
1:30	Dismissal

Friday	
8:10	Arrival/Unpack
8:35	Pledges/Prayer
8:45	Carpet
9:05	Bible (25)
9:30	Art
10:20	Restroom/Snack
10:35	Literacy (25)
11:00	Math (20)
11:20	Lunch
11:50	Rest Time
12:20	Pack up
12:30	PALS
12:45	Chapel
1:30	Dismissal