



Preschool Handbook 2016-2017

Building Leaders with Christian Character

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Introduction

The Bible clearly lays the responsibility for the education of children at the feet of the parents. The goal of Hernando Christian Academy is to partner with families and assist them in the education of their children. Parents are God's divinely appointed teachers. Therefore, the school as an agency is only successful to the degree that the family is successful. The HCA mission is to develop leaders with Christian character even in the earliest years.

Educating for His glory during the most impressionable years of a child's life is during their preschool years. At a very early age, children form habits and attitudes, and develop communication and thinking skills that will shape their futures. A child's preschool experience is the basis for academic achievement.

Gentle guidance toward a love for learning and the development of Christ-like character begins on the first day a preschool child enters Hernando Christian Academy. In a calm yet vibrant setting, work and play complement each other.

A dynamic curriculum helps young minds develop reading readiness and math skills. The first steps in phonics mastery are accomplished through our phonics based reading program, which develops proper pronunciation of letters such as "P". Little lips puff p's, when practicing the words pink, pig and purple. Language skills are gained when listening ears absorb the rich language of stories in fine literature during story time. The basics of mathematics and geometry are learned when busy little hands design colorful patterns with shapes and blocks.

Delighting in rhythm and rhyme, happy feet skip and hop while spirited voices sing "Hey Diddle, Diddle." Sticky fingers paint priceless works of art, as preschoolers develop small motor skills. Exclamations of delight can be heard throughout the building as God's world is being revealed to tiny hearts. Bright eyes focus with wonder as teachers tell the story of George Washington kneeling in the snow at Valley Forge. Little heads bow while precious hearts are lifted in prayer.

The HCA preschool program introduces students to the wonderful world of learning. Through creative play, learning stations, discovery stations, and teacher-led activities, students will explore the areas of art, music, reading, writing, science, social studies, physical education, character development and positive social interaction. Preschoolers are included in the HCA electives (Music, Art, Computer, Spanish, Library) and the program includes computer and iPad training. Students learn of God's love through daily Bible activities and stories as well as through the integration of God's truth in the curriculum. The preschool students also have their own weekly chapel service where they express their love of God through worship and music.

Happy and secure, growing in the knowledge of the love of Christ- this is the bright beginning of Hernando Christian Academy preschool children.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)
- We believe there is only one God, eternally existent in three persons – the Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19)
- We believe in: Christ’s deity (John 10:33)
- His virgin birth (Isaiah 7:14, Luke 1:35)
- His sinless life (Hebrews 4:15, 7:26)
- His miracles (John 2:11)
- His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7)
- His resurrection (I Corinthians 15:4, John 11:25)
- His ascension to the right hand of the Father (Mark 16:19)
- His personal return in power and glory (Revelation 19:11)
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God’s grace through faith alone we are saved. (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5)
- We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (I Corinthians 12:12-13, Galatians 3:26-28)
- We believe in the present ministry of the Holy Spirit whose indwelling empowers the Christian to live a Godly life. (Acts 1:8, Titus 2:11)

MISSION STATEMENT

This Christian school ministry exists for the purpose of “building leaders with Christian character.”

HCA PHILOSOPHY OF CHRISTIAN EDUCATION AND CORE VALUES

HCA recognizes that the education of a student is the responsibility of his or her parent. Thus, Christian education becomes a partnership between parents, the church and the school in this important task of exploring and discovering a God-centered world view. Core Values express what we believe and hold dear as an organization. When accompanied by the Mission Statement, they become the filter through which we evaluate everything we do.

Core Values

Core Values express what we believe and hold dear as an organization. When accompanied by the Mission Statement they become the filter through which we evaluate everything that we do.

We Value:

1. **The Word of the God**
Therefore it is central to all that happens at HCA and is the “screen” for all decision making.
2. **Right Relationships**
Therefore . . . we work to resolve all disputes or differences quickly and Biblically and provide an atmosphere structured for right relationships.
3. **Prayer**
Therefore . . . each day, each class period begins with this vital aspect and We continually seek God’s direction.
4. **Changed Lives**
Therefore . . . we look for “teachable moments” and purpose to use them To continually seek God’s direction.
5. **Families**
Therefore . . . we remember that parents are our students’ ultimate earthly authority and strive to work with them, complement their teachings, respect their opinions, and communicate directly with them on a regular basis.
6. **Churches**
Therefore . . . we recognize that the local church is ordained by God as His instrument to accomplish His work in the world. We encourage regular attendance and participation in Bible-believing local churches and will model this in our lives.
7. **Children**
Therefore . . . we recognize their inherent God-given worth and purpose to love each child unconditionally.
8. **Discipline**
Therefore . . . we conduct our classrooms in an organized, controlled and loving environment where right is upheld and students are disciplined in an equitable and loving manner.
9. **Education**
Therefore . . . we strive to provide the best learning that we are capable of providing through consistent preparation, relevant and dynamic presentations; and purposed evaluation.
10. **Excellence**
Therefore . . . everything that we do will reflect this quality. Our mindset will be that we do all for the glory of God.

Parental Responsibilities

(Note: the word “parents,” as used in this Handbook, represents either or both parents and/or legal guardians of our students.)

As a parent of a child at HCA, I realize that:

- I am responsible for the education of my child. I will commit my child and his or her education to the Lord. I will pray faithfully for my child’s teachers that they may be effective in their teaching.

- I am expected to express my support for the school: its staff, faculty and administration; and I will withdraw from the school family rather than spread criticism or be divisive. (Psalm 133:1)
- If I have problems with the school, I must go directly to the staff member involved and try to solve them, demonstrating the principles set forth in Matthew 18:15 and in the spirit of Galatians 6:1. This will promote effective communication and help to avoid misunderstandings. If there is not a satisfactory resolution to the issue, then consult with the appropriate administrator. If you still would like to take the concern to the next level, discuss the matter with the superintendent. If, after all steps have been utilized, you have not come to a reasonable conclusion, then you may put your concerns in writing and submit them to the School Board for review. The School Board shall then determine the severity of the concern and whether a meeting will be necessary.
- My child will be disciplined in accordance with school policies and Biblical methods, and should his or her attitude remain uncooperative, the privilege of attending HCA may be withdrawn.
- Completion of class and homework assignments is vital to the academic success of my child. I will strive to provide adequate study time, to teach good study habits, to review assignments with my child to ensure he/she understands what needs to be accomplished, to encourage him or her to
- Do neat, quality work which is completed in a timely fashion, and teach him or her to do all unto the glory of God.
- The students at the school are dressed uniformly. When visiting the school I will use discretion and dress appropriately.
- I am invited to be a partner with the school in prayer, service, and gifts to Hernando Christian Academy.
- HCA is a smoke-free environment for all students, parents, and guests.
- HCA has the right at any time in its sole discretion to void enrollment of my child.
- I agree to remain familiar with and obey all policies and procedures put in place by Hernando Christian Academy.

DAILY PROGRAM

A carefully supervised and balanced program is offered to assist the child in his/her learning process. This includes varied activities of play, reading readiness, music appreciation, stories, creative art, science, and health, all of which provide for an educational experience of lasting value in the physical, mental and emotional development of the children. Biblical integration is intentional in all subject areas.

BIBLE

To teach the love of Jesus, country, family, and each other through stories, songs, and object lessons. Bible principles- obedience, respect, self-control, helpfulness and honesty.

Bible instruction is an integral part of our instructional curriculum. A Bible curriculum introduces students to Bible characters and events, the life of Jesus and His disciples and Christian ethics. Application of God's Word in our daily lives is stressed. Scriptures are memorized that reinforce the Bible lessons and Character Traits are taught. (See Character

Trait Studies below). Scripture memorization helps students develop discipline in studying God's Word and fulfills the command to "hide the Word of God in our hearts." Students will have one Bible verse every week to learn. Students will recite them on Friday to receive a sticker on a chart. We will go over the verse in class each day with the students, and will be in the weekly newsletter you receive, so you can help your child memorize it.

CHAPEL

Chapel is held weekly. These chapels will be designed to provide positive and meaningful experiences for students. We invite area pastors, youth pastors, music ministers and other qualified individuals to be our guest speakers at weekly chapel. Attendance at chapel is mandatory for students, and parents are always invited to attend as their schedules allow. One week during each school year is set aside as a special Spiritual Emphasis Week where daily chapels and guest speakers are scheduled.

CHARACTER TRAIT STUDIES

One of the unique emphases of HCA is the study of Character Traits. As the perfect Son of God, Jesus Christ exemplified many character qualities during His life on earth. The Word of God stresses the importance of a life that is Christ-like in thought, word, and deed. Real life opportunities exist throughout the school day for students to help develop their Christian character. Some of the following are examples of the Character Traits that are studied in the school year:

WISDOM THANKFULNESS KINDNESS OBEDIENCE RESPONSIBILITY TOLERANCE
HONESTY FRIENDLINESS FAIRNESS ATTENTIVENESS LOYALTY SELF-CONTROL
FORGIVENESS DILIGENCE

EXPECTED STUDENT OUTCOMES

Spiritual

Shows understanding that:

- God is the Creator and made the world
- God created them uniquely in His image
- The Bible is God's Word and it's true
- God talks to us through the Bible
- God loves them
- Jesus is God's Son
- Jesus cares for us
- Jesus is our Savior
- God is our Heavenly Father
- Has heard stories of Jesus' life and how He performed miracles in the Bible
- Uses prayer to express their thoughts and needs to God
- Developing ability to know and obey God's Word
- Begins to display Godly character traits (politeness, faith, thankfulness, kindness, obedience, love, generosity, perseverance, respect, and courage)
- Can recite simple Bible verses and sing Bible songs
- Encouraged to attend Sunday School and attend a local church

Social / Emotional

- Participates in teacher-directed activity
- Can use language to express needs, feelings, and expressions
- Show impulse control and self regulation skills
- Demonstrates growing autonomy and independence
- Shows respect and responds to teacher(s)
- Use polite words such as please and thank-you
- Learning to cooperate, share, take turns, and respect the rights of others
- Develop positive social behavior
- Stay on simple tasks to completion
- Lengthening attention span
- Enter into play appropriately
- Express / shows empathy and kindness to others
- Follow simple commands and follows class/school rules
- Demonstrates responsibility for behavior and for personal belongings
- Can tell you their name
- Begins to understand and control their emotions
- Is able to participate in group discussions
- Is able to separate from parent easily
- Listens quietly when others are speaking and wait their turn
- Adapts to transitions with increasing independence
- Shows developing skills in responding appropriately to correction
- Shows developing skills in solving social problems with support

Safety and Health

- Follow safety rules
- Knows safety signs: STOP & EXIT
- Know signal colors and meanings of traffic light
- Participates in fire drills
- Practices good hand washing techniques
- Toilets independently and washes hands afterwards
- Gets tissue for nose
- Coughs/sneezes into shoulder or elbow
- Puts on and takes off own jacket
- Can unload and load own backpack
- Identifies healthy food choices
- Recognizes that their body is created by God, and they need to take special care of it
- Participates in physical fitness activities
- Actively takes part in basic health and safety routines
- Uses essential dental hygiene

Gross Motor

- Acquired fundamental balance and movement
- Is able to gallop

- Can hop using feet, one foot, and other foot
- Can catch a small ball
- Understands directional positions: front, behind, beside, over, under, on top
- Plays cooperatively on the playground

Fine Motor

- Increased control of small muscles
- Can tear paper, cut with scissors, string small beads, pegs in holes, play dough
- Progressing proper pencil grip
- Developed emergent writing skills
- Can stack objects
- Strengthened eye-hand coordination
- Improved ability to color within lines

Math

- Age appropriate concepts of number sense (correspondence, counting, comparison of quantities, ordinal positions, and spatial relationships with correct terminology)
- Awareness of symbols and numbers, recognizes numbers
- Can identify simple shapes
- Classify/ Categorize/Sort by 1 or 2 attributes
- Shows understanding of characteristics of patterns and non-patterns and begins to reproduce them
- Students have developed concepts of number and operations (addition/subtraction/division with concrete objects)
- Shows understanding of concepts in geometry (2-dimensional and 3-dimensional shapes)
- Engages in activities that explore measurement and compares continuous quantities using length, capacity, weight, and height
- Analyzes relationship between items/objects represented by charts and graphs, with teacher assistance

Language

- Speaks clearly and is understood by others
- Increased vocabulary and use of language for many purposes
- Uses language to express needs and feelings, shares experiences, predicts outcomes, and resolves problems
- Ability to ask questions and respond to adults and peers
- Develop age-appropriate grammar in conversations and increasingly complex phrases and sentences
- Follows one to two step verbal directions
- Initiate conversations with peers
- Shows awareness of different letters and sounds
- Developed early listening skills
- Can recite a poem, Bible verse, or song
- Recites basic words in Spanish

- Engages in “show and tell”

Literacy

- Interacts appropriately with books and other printed materials
- Re-tells stories in proper sequence
- Understands that print carries meanings
- Shows motivation for reading
- Demonstrates comprehension and responds to stories
- Shows age-appropriate phonological awareness (distinguish words from sentences, make compound words, identify syllables)
- Can recognize rhyming words, when given a word can produce a rhyming word
- Shows alphabetic knowledge (letters and sounds and blends)
- Developed emergent writing skills including age-appropriate ability to write letters

Science/Social Studies

- Demonstrates cause and effect
- Demonstrates ability to determine similarities and differences
- Gives simple object descriptions
- Understands that God created the world and wants each person to care for it
- Enjoys direct experience with the world that God created
- Participates in learning centers
- Demonstrates the use of simple tools and equipment for observing and investigating
- Has examined objects and made comparisons
- Has explored growth and change of living things
- Identifies the characteristics of living things
- Identifies the five senses and explores functions of each
- Has explored the outdoor environment and begins to recognize changes (e.g., weather conditions) in the environment, with teacher support and multiple experiences over time
- Demonstrates ongoing environmental awareness and responsibility (e.g., reduce, reuse, recycle), with teacher support and multiple experiences over time
- Understands God created humans and begins to recognize and appreciate similarities and differences in people
- Begins to understand family characteristics, roles, and functions
- Shows awareness and describes some social roles and jobs that people do
- Demonstrates awareness of geographic thinking
- Demonstrates age appropriate use of technology and understands its impact on how people live
- Demonstrates awareness of group rules (civics)
- Begins to understand and take on leadership roles

- **Visual and Creative Arts**

- Enjoys art
- Uses art materials properly

- Names colors
- Sing songs from memory
- Participates in music and movement
- Thinks of music as a means of expressing praises to God
- Engages in different creative art materials to express, communicate, and explore
- Discusses and responds to the feelings caused by an artwork or piece of music.
- Engages in musical experiences programs and class music but not music class
- Engages in creative movement and dramatic play

In addition, each child will have goals specific to his/her own needs. These goals may reflect an area in which a child is experiencing a particular challenge.

CURRICULUM

HCA writes their own curriculum utilizing several leading publishers including:

- Scott Foresman Mathematics
- Scott Foresman Literacy
- Starfall
- Wee Learn Curriculum Guide
- American Education Publishing comprehensive curriculum of basic skills
- ACSI Purposeful Design Bible
- Scholastic

HOMEWORK

Homework will be sent home each Friday in the student's folder, and will be due the following Monday or the first day of school the following week. In addition, there will be a small writing activity in the agenda book for each day.

We encourage you to help your child with their homework and return all homework on Monday or the following school day. Most weeks the folder will contain a math home activity (K4 only) for you to do with your child. This activity does not need to be returned to school.

FOLDERS

Each child will have a folder, which will go home on Fridays. PLEASE go through all papers and keep your child's work, remove any notes. Also, there is a Nifty Fifty pocket inside the folder (K4 only) that will hold your fifty cents each week. Return the folder each Monday morning to the storage bin. Use folders to send us notes, permission slips, book orders, homework etc. This will help us to keep things organized rather than having notes all over our desks.

SPECIALS (ELECTIVES)

Preschool will have Physical Education every day and specials each day that may include - Library, Computer Lab, Art, Spanish and Music.

EVALUATIONS

Skill evaluations (Report Cards) will be on RenWeb every quarter (nine weeks).

CONFRENCES

We will not be able to hold conferences when you bring your child to school in the morning. If a conference is necessary, we will be happy to schedule one with you at another time, when our attention does not belong to the children. The school holds two school wide conference days each year, the first is at the end of the first nine weeks in November, and the second is scheduled in January of each year.

NON-DISCRIMINATION POLICY

It is the policy of HCA to admit students and hire faculty and staff of any race, color, national or ethnic origin, and to provide to them all rights, privileges, programs and activities generally accorded or made available at the school. HCA does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of its educational policies, admission policies, scholarship and tuition discount programs, personnel policies or other school-administered programs.

ADMISSIONS

Children entering K3 must be three years old by September 1st and be completely potty-trained. Children entering K4 must be four prior to September 1st. Children entering K5 must be five prior to September 1st. In addition to the application, a parent must provide a copy of the birth certificate, immunization record, as well as the latest report card and standardized test scores.

MORNING ARRIVAL

School hours are from 8:00 am to Noon for half day, or 8:00 am to 3:00 pm for full day. If you arrive before 7:30, you may drop your child off in the gym. If you arrive at school between 7:30 and 7:50 drop your child off in the preschool daycare room. Teachers have devotions every morning, so we will not be in our rooms until approximately 7:50 a.m. Please do not enter the classroom without teachers present. Parents MUST leave by 8:00 a.m. If you arrive after 8:00 a.m., you will need to report to the School Office for a tardy pass before entering the classroom. No child will be allowed in the classroom without a pass.

*Make morning goodbyes simple and sweet, Kiss & Go. After the first few days, PLEASE do not do your child's morning routine for them. Allow them to put their own things away and get out their own supplies, such as agendas. We want to teach them to be responsible.

PARKING LOT

The speed limit on campus is 7 mph. Please, no parking unattended vehicles in driving lanes from 7:30 to 3:15 p.m. Visitors should park in second row of the parking lot and use pedestrian walkway to the crosswalks. Students in drop off lanes should walk the white lines to the crosswalks when exiting vehicles. This enables traffic to flow more smoothly and is easier for drivers to see students. Writing notes, signing papers, finishing breakfast and dressing before students exit vehicles slows traffic. Should you need to do any of these things, please park in the parking lot.

DISMISSAL

Half day for preschool ends at 12:00, pick up begins at 11:50 and ends at 12:00. Please wait for your child out front, the teachers will walk the classes out to meet you. If you are running late, your child will go to after school care, located at the end of the preschool building. If you arrive prior to 11:50 and need to pick up your child early, you must check in at the Office and sign them out. Schoolwide Half Day pick up is scheduled for 11:30 for preschool. Please pick up your child in their assigned area. The person picking up the child must have a photo ID.

Full day students are picked up from the After Care room after 3 pm. Students must be signed out by an adult with a photo ID.

BEFORE/AFTER SCHOOL CARE

Childcare is provided for families who need additional supervision for their children, either prior to the start of school or after school ends. Before school hours are 7:00-8:00am with after school hours being 12:00-6:00pm for K3 and K4, and 3:00-6:00pm for K5 through 8th grade. Childcare is available only on days when school is in session. Childcare is a separate fee that parents are billed for on a monthly basis.

STUDENT SIGN IN/OUT

If a child leaves during school hours they must be signed out. No preschool child will be allowed to go with another child unless previous plans have been arranged with the front office/teacher. If someone other than the parent is going to pick up your child, that person's name must be on file, or a dated note sent that morning with a parent's signature. Parent's FULL SIGNATURE on the sign-in sheets must be legible (This is important for any student of the ELC scholarship).

HYGIENE/POTTY TRAINING

All children need to be able to reasonably manage and control all body fluids (i.e., urine, bowel movements, nose bleeds, etc.) Therefore, a child must be fully potty-trained in order to be accepted into HCA. Fully potty-trained excludes the use of pull-ups and diapers. Some accidents do occur but should not be a daily pattern at school or a parent conference will be required to discuss options. In addition, students must be able to use the bathroom by themselves including wiping and redressing themselves.

ILLNESS

If your child develops a fever, vomiting, or diarrhea, they will be sent to the clinic (behind the front office) for pickup. School policy requires that your child must be cleared of symptoms for 24 hours before returning to school.

MEDICATION POLICY

Medications should be taken before or after school hours. In the event that this is not possible, clinic staff may dispense and/or administer medication to students who comply with the following procedures or conditions:

1. A long-term illness or disability that requires maintenance-type medication, where failure to take prescribed medication could jeopardize the student's health, and when the medication schedule cannot be adjusted for administration of medication at home.
2. An authorization for administration of prescribed medication/treatment form (complete with physician signed authorization as well as parent/guardian notarized signature) must be filed for medication given during school hours. This form gets filed only once during the school year unless there is a change in the medication, or the procedures under which it is to be given.
3. All medication will be properly labeled in its original container with the name of the child, the prescribing physician, the name of pharmacy, and directions for administration. The medication will not exceed the dosage required for two weeks. All dates must be current.
4. Medications must be brought to the school by the parent/guardian. Students are not allowed to bring their own medication to school.
5. Students will not be allowed to take their medications out of the clinic. The parent or guardian must pick up any extra medicine.
6. Due to the possible side effects of "non-prescription" medications such as aspirin, Tylenol, or any other over-the-counter products, those medications will not be dispensed without a completed authorization form.
7. Failure of a parent/guardian to adhere to these rules will result in the school's refusal to administer or dispense medications to the student.
8. No student may at any time give or sell medication to another student.

INJURIES

In case of an injury, we will make an immediate attempt to contact the parent. It is imperative that all phone numbers are current. If we cannot reach you or any of your emergency contacts, we will call the child's physician. If necessary, we will call an ambulance or the paramedics. Until the arrival of a parent, the physician, an ambulance, or paramedic, the Director will be in charge and make all decisions about the care of the child. Parents assume financial responsibility in such cases.

IMMUNIZATIONS

All immunizations need to be current and documentation provided.

PARENT/SCHOOL COMMUNICATION

At HCA we feel cooperation and communication between parents and staff is vital to your child's nurturing and the continual improvement of the school program. The teachers seek to keep you informed and are available to meet with parents upon request. A weekly newsletter will be distributed at the end of each week for the following week. Each Friday your child will bring home a folder with all of their work in it. You will have a place to sign in the folder stating that you have looked over their work. The folder needs to be returned on Monday or the first day back to school the following week. Agenda books need to be signed and returned daily. This is a wonderful communication tool.

We are available to talk with you most days after school at pickup time; however, if you would like to schedule a conference you may contact us to arrange an appointment. We check our emails daily if you would like to use this form of communication. Please feel free to contact us if you have any questions. If there is a serious change in routine at home such as illness, death or divorce, let us know so we can help at school.

WEBSITE

HCA maintains a school web site at hernandochristian.org.

EMAIL NOTIFICATIONS

Parents are **strongly** encouraged to notify HCA of their email address and update the information as needed as we send out various notifications via email. In addition to various notifications to the entire school community regarding school news, email notifications are made to parents when a student has an infraction entered into the discipline database by a classroom teacher, including tardies. Absence notifications will also be sent so that parents will be aware of absences as they accrue.

STUDENT INSURANCE

HCA provides a limited student "excess" insurance coverage for your child at school. "Twenty-four hour" coverage is available for an additional fee and must be ordered directly through the insurance company. Please contact the Business Office for further details.

RESPONSIBILITY FOR LOST/DAMAGED ARTICLES

The Preschool is not responsible for damage to personal property or for lost articles.

LOST AND FOUND

All lost and found articles will be taken to the lost and found area where they may be reclaimed. Articles not claimed will be given away. All personal belongings should be labeled with the student's name to help prevent loss. Please label all winter coats, jackets and sweaters.

TOYS

We ask that you leave all toys at home. This causes many problems. This also applies to watches and jewelry. If your child wants to share a particular book, record, or CD please ask permission from the teacher prior to bringing it. Each class has a specific "share days" when every child is encouraged to bring an item from home.

BLANKETS/NAP SUPPLIES

Children who stay for after care (noon up to 6:00 pm) are required to purchase a nap supplies, which includes a small blanket, pillow, and it is suggested to have a tote bag to bring them in. These will be sent home each week to be washed and returned to school. Stuffed animals or dolls are sometimes needed by our youngest children to ease a new transition, but are best kept at home when no longer needed.

CLOTHING /CHANGE OF CLOTHES

Dress code includes a solid colored polo style shirt, short or long sleeved, and solid colored bottoms (shorts, pants, skorts, skirt or jumper with shorts underneath. It is suggested that students have elastic waistbands that students can pull up and down themselves. Preschoolers need tennis shoes for climbing on playground equipment and running in PE. If a student wears boots, or a shoe that is not suitable for running and climbing, they may be asked to sit out during recess and PE. Please mark your child's clothing with first and last name (especially jackets and caps). Each child needs a complete set (socks and underwear too) of clothes to be left in their cubby. Please place these in a Zip lock bag with your child's name on it. These extra clothes do not need to be in dress code; they are for emergencies only. As the weather changes, we will send clothes home to be exchanged for weather appropriate attire. If clothes are used, please send in a replacement the next day. If any clothing belonging to another child goes home with your child by mistake, please return it promptly.

Boy's hair must be clean cut and styled in a modest, non-radical cut or color (no unnaturally colored or multi-colored hair; no pigtails). Hair must not fall below the eyebrows or touch the collar when combed down. No emblems, words, lines or designs may be shaved into the hair. Heads should not be shaved to the scalp.

CUBBIES

Each child has a cubby with their name on it. A change of clothes will be kept here. You are also welcome to leave a sweater for your child in their cubby if the room is too cold.

SNACKS

Snacks purchased by the school will be served mid-morning to your child. We serve nutritious food from two of the four food groups. We refrain from high sugar items such as Kool-Aid, candy, etc. We would encourage you not to include these things in your child's lunch as well. Preschool students will be learning about proper nutrition as part of the curriculum.

LUNCH

If your child stays for after school care (after 12:00 pm), it is the parents responsibility to provide them with lunch. No sippy cups allowed. Please label containers and lunch box. You may bring lunch, or you may order from the lunchroom. A copy of the menu is posted in the classroom by the door. If your child will be ordering lunch please write it in the agenda. The HCA lunch program is **CASHLESS**; each family is billed at the end of each month. Each family will have a lunch account, menus and prices are listed on the web site. If they bring

an item that needs to be warmed-up please put their name on the item/container. All students are required to eat only in designated areas. Students in K-3 thru 5th grades are not permitted to bring soda from home for lunch. **No food or drink is permitted in the hallways or classrooms except during designated snack time or special class events. Please allow your child time in the morning to eat breakfast and not bring their breakfast into the classroom.**

NIFTY 50

Each Friday, the K4 classes will have a special snack that is related to our theme. The children will help prepare this fun snack. To help defray some of the cost of the extra snack, we ask each student to send in 50 cents on Monday. There is a pocket in the folder, labeled Nifty 50, for you to use.

FIELD TRIPS

We need chaperones for field trips. Please let us know if you would like to help. We may be taking the bus on some trips this year, but keep in mind there will be an extra fee in addition to the price of the fieldtrip, for using the bus. Parents are also welcome to ride the bus. It is not a requirement for parents to attend, unless I feel you are needed. In such a case, I will let you know that your child must have a parent, grandparent or legal guardian attend all field trips this year. Students who do not attend the field trip do not attend school on that day.

VOLUNTEERING

HCA has a Parent-Teacher Fellowship. If you are interested in volunteering in other areas of the school contact the front office.

VISITORS

Parents and other guests visiting the school for any reason must first come to the Front office. Please do not go directly to the classroom as this disrupts the learning process. All visitors, parents included, are required to wear an identifying badge obtainable from the front office. Lunches, homework, books, etc. must be left at the office to be delivered. Parents must be out of the classrooms and hallways between 7:55a.m. and 3:00p.m. If a parent would like to speak with a teacher, he/she must schedule an appointment and not attempt to have an impromptu conference with the teacher.

BIRTHDAYS

Your child may celebrate their birthday at school with schoolmates. Arrangements must be made with your child's teacher as to the date and time. We encourage you to send healthy snacks if possible. Please check if there are any food allergies in the students of your child's class. Good choices include yogurt push-ups, juice, Popsicles, box of raisins, oatmeal cookies, etc. Please refrain from sending party bags with toys and candy. While these are often appreciated, they can become competitive in nature and hard for some children to understand they don't "have to" bring in special treats. This can be a burden to some families and we ask for sensitivity in this area by all of our families.

ATTENDANCE

Although preschool attendance is not mandatory, it is extremely important for your child to be at school each day if possible. It is very discouraging for a child to have to play catch up, and we cover new ground every day. Unless your child is sick or you have an emergency, please see that they are in school. It is not necessary to call the office or come to pick up your child's missed work. Any work that is missed for that day will be in your child's folder at the end of the week. If you know you will be out more than a day or two or on regular bases for any reason, and you would like your child's work in advance, please let us know and we will be happy to get it together for you. A note in the agenda is a great way to remind us. We may not always remember just a quick verbal notice in the morning.

DISCIPLINE

Orderliness balanced with independent choices enhances the learning activities in the preschool setting. Discipline, guided direction of behavior, is also necessary to protect the learning environment. The classroom/playground rules are of general safety nature and are quickly learned by the children. While being as realistic as possible in regards to the expected exuberance of young children, a "focus time" period of quiet may be required for the child to gain control of their emotions and actions. This is a few minutes only, and when ready, the child may resume the activity of choice.

No form of corporal or severe punishment will be used. If necessary, a child may be separated from the group until they are able to gain control of themselves. When this discipline is necessary, it is done with love and understanding. The child is made aware that they are loved but the activity or attitude is not acceptable.

Assertive Discipline

Classroom behavior

We have specific classroom rules to be followed. Below is a list of rules, rewards, and consequences:

Rules

- Walk in the classroom
- Raise your hand before speaking
- Keep your hands to yourself
- No throwing of any kind
- Use inside voices in the classroom
- Be kind and helpful to others
- Stay seated during class work

Rewards

- Treasure Box
- Stickers
- Happy notes

Consequence

- 1st time: Warning
2nd time: 5 minute focus time (Yellow Apple or light)
3rd time: 10 minute focus time (Red Apple or light)
4th time: Notify Parent
5th time: Depending on the severity of their action: The child may be taken to the office to see the Principal.

Behavior Tracking

The behavior management plan is based on an easy concept related to apples. Green apple (super), Yellow (be careful) and Red (unsatisfactory). Most children grasp the idea quickly and easily, and it works well for this age group. Every day starts a new day and every student begins the day with a Green apple. A Green apple indicates great behavior and everything is going smoothly. At the end of the day, all students who have remained on the Green apple will have their plane moved up in the sky. Once their plane reaches the top (after 5 days of green apples), they get to visit the treasure box. Should a student have difficulty following our class rules and show no signs of striving to change their negative behavior, they will be moved to the Yellow apple. Yellow apple may result in having a time out from various other activities. At the end of the day, when it comes time to move our plane up a square, any student on the Yellow apple does not get to progress upward. This ultimately results in a delayed visit to the treasure box. A Red apple would be the result of a severe infraction, such as biting, hitting another student, failure to correct problem that resulted in the yellow apple, and/or extreme disobedience. A Red apple results in a student's plane moving down one square. Red apples are rare in my classroom. In the event of a Red apple, the student may be sent to the Principal's office, and based on the nature of the infraction; a parent may be contacted to come pick the student up early.

Having this system is an easy way for you and the school to stay on the same page regarding your child's behavior. Please check the agenda daily, where the teacher will note if your child received a yellow or red apple that day. You can help by reinforcing praise or consequences at home based on their behavior. Our biblical philosophy requires us to work very closely with parents. When dealing with serious discipline matters an appointment with both parents will be requested. We will ask you for your input on how to handle the situation that becomes persistent. Parents will be encouraged and even required, in some cases, to come to the school to discuss the problem and to plan a nurturing strategy of positive behavior change. In extreme instances a child will be dismissed if it is determined that they will no longer benefit from this program. Extreme instances include excessive biting, uncontrolled temper, etc

HANDWASHING

- Children are encouraged to wash hands upon arrival at school.
- Immediately before eating meals or snacks.
- Before and after water activity.
- After playing on the playground.

- After handling animals or animal cages.
- Whenever hands are visibly soiled.

How to properly wash hands:

- Always use running water and a mild, preferably liquid soap
- Wet the hands and apply a small amount of liquid soap to the hands (dime to quarter size)
- Rub the hands together vigorously with the soap and tempered water for 15 seconds
- Be sure to wash all surfaces of the hands, including the backs of hands, palms, wrists, under fingernails, and between fingers
- Rinse hands well for 10 seconds, leaving the water running
- Dry hands with a paper towel
- Turn off the faucet with the paper towel

BOOK ORDERS

We will send home book orders monthly. If you would like to order, send a check made out to the book club, along with the order form, in your child's folder. This will encourage them to have a love for reading, and our class will receive points for new books.

CLASSROOM NEEDS

If anyone would like to help out with any of these we would really appreciate it. Lollipops, M&M's, Zip Lock Bags of all sizes, small treasure box items, etc.

AFTER CARE ONLY (12:00-6:00)

SUPPLIES

A blue and red kinder mat only (due to storage space), small pillow, small blanket- **no sleeping bags or comforters** due to storage space

PICK UP

If you need to pick up your child before 2:45 pm please report to the front office. They will come get your child for you. If you are picking up between 3:00 pm and 6:00pm report to the daycare room to sign out your child.

SOLICITATION

No sales or fund raising projects are permitted without authorization from the Superintendent. No tickets, merchandise, or candy may be sold or given away on campus without permission. The Superintendent must also approve any advertisements. The school discourages parents in soliciting funds for gifts or projects unless cleared by the office.

TUITION/SCHOLARSHIPS

Upon enrollment, the full year's tuition (prorated) is due. HCA offers convenient payment plan options. Please see below (Tuition Payment Policy) or consult the Business Office for more information concerning the available payment options.

Tuition Payment Policy

Tuition amounts are based on the number of school days. Students enrolling after the first day will be charged for the days left in the year. HCA offers Financial Aid to qualified families. HCA also participates in the McKay Scholarship programs and the Pasco Hernando Early Learning Coalition Scholarship. Visit our web site for more details. Should any account become delinquent for 30 days, the students may be suspended from school and all school activities. Should the account become delinquent for 45 days, the student may be withdrawn from the school.

HCA Tuition Assistance Program

If a family has pursued every other option to pay tuition – personal income, family members, church membership, credit card, or bank loan – HCA Tuition Assistance is available for families showing a financial need based upon an evaluation of a families' financials by the HCA Tuition Assistance Program. The Tuition Assistance Committee will consider factors including, but not limited to:

- Families who positively support HCA's mission and vision
- Students who succeed academically (C average or above)
- Students who succeed behaviorally

McKay Scholarship

McKay Scholarship is for students with documented academic or behavioral difficulties. This documentation is in the form of an Individual Education Plan (IEP) or a 504 plan. We only accept McKay scholarship students after a thorough evaluation that determines that HCA has the ability to meet or exceed your child's academic or behavioral need.

Pasco Hernando Early Learning Coalition Scholarship School readiness funds pay a portion of child care costs for low to moderate income earning families so that they may seek and maintain employment to support their families. Eligible families are assessed a fee on a sliding fee scale according to income.

The children in School Readiness programs are assisted through screenings, assessments, and developmentally-appropriate early learning programs to prepare them for school. School readiness programs serve children birth to eight and some school-age children receive services before and after school.

HCA reserves the right to deny, modify or rescind tuition assistance at its discretion. Families interested in pursuing financial aid opportunities should go to HCA's website and click on the link to apply for the Tuition Assistance Program. You will need previous tax and bank information to complete the application. Applications must be completed early to best assure the availability of funds.

All financial assistance is awarded one year at a time, parents must reapply annually. HCA has a limited budgeted amount of money available which is based on enrollment.

ADDITIONAL FEES

Field trips, special class projects, private instruction, music lessons, tutoring, before or after school care, and yearbooks, are **examples** of additional costs that may occur at any time throughout the school year.

LUNCH ACCOUNT

HCA's lunch program is cashless. Charges will be posted monthly to each family's account. HCA strongly encourages parents to take an active role in monitoring their child's ordering activity. A parent may get a detailed record of his/her students' lunch purchases online. Parents have 60 days from the issuance of their bills to reconcile any billing questions. Please contact the Business Office for more information on how to monitor student accounts.

AUTOMATIC CHILD-CARE PROGRAM

1. \$ 4.00 per hour charged to the nearest 1/4 hour
2. Arrival prior to 7:30 a.m. and departure after 3:15 p.m. (12:15 p.m. departure for half day preschool students)
3. \$ 1.00 per minute per child after 6:00 p.m.

MISCELLANEOUS FEES

- a. Tutoring – \$ 30.00 per hour (\$ 15.00 per ½ hour)
- b. Yearbook - One yearbook per family will be ordered and charged to the family account, additional copies for multiple children in a family can be purchased in the business office. If a family does not want to receive a yearbook they must notify the business office before October 1st. Cost is set annually, ordering information will be provided to families when requested.

Penalties

- a. NSF check – \$ 35.00 per item
- b. Tuition late fee – \$20.00 HCA
- c. Withdrawal fee – \$100 to cover administrative cost.

SUMMER CAMP

Hernando Christian Academy extends its ministry through the summer months for students in grades K3 – 5. Summer camp hours are from 7:00 a.m. – 5:30 p.m. Mondays through Fridays throughout the summer vacation. Registration begins in spring of each year, and parents may obtain information packets from the front office.

STUDENT WITHDRAWAL PROCESS

In order to meet current school and state requirements, the following procedure will be used in the process of withdrawing a child. A withdrawal request form *must* be completed to **start** the withdrawal process, and a request for an exit interview may be made by administration.

Three main areas will be addressed prior to completing the withdrawal process:

- **Financial**

When you enrolled your child at HCA, tuition for the entire year (pro-rated) was due. You may have chosen a convenient monthly payment plan; however, the entire tuition amount was due at enrollment. In your enrollment package you agreed to a **withdrawal fee** of \$100 per child. This fee will be added to your account balance. Note: All fees paid for international students are non-refundable.

TERMINATION CONDITIONS

A child may be dismissed from the program if it is determined that they no longer benefit from attendance due to: Child's inability to separate from parent and it is agreed by parent and school that the child is not yet ready for school setting; Child is unable to control aggressive actions to other children or staff personnel; The child is unable to reasonably manage and control all body fluids (i.e., urine, bowel movements, nose bleeds, etc.); Parent or guardian has not cooperated with the Preschool regarding the child's discipline needs; Parent or guardian has not paid the agreed upon fee or has been late paying the fee; Parent or guardian has failed to abide by school stated policies and procedures.

LICENSING

HCA's preschool is exempt from licensing, but voluntarily complies with state licensing requirements. The program reviews state standards and self monitors for compliance. All preschool staff review preschool standards each year. The preschool is inspected by the fire department and the Pasco Hernando Early Learning Coalition on a periodic basis. In accordance with section 402.306, Florida Statutes, the Department recognizes and exempts from licensure those religiously-affiliated programs that meet the following statutory requirements:

- The provisions of ss. 402.301-402.319, except for the requirements regarding screening of child care personnel, shall not apply to a child care facility which is an integral part of church or parochial schools conducting regularly scheduled classes, courses of study, or educational programs accredited by, or by a member of, an organization which publishes and requires compliance with its standards for health, safety, and sanitation. However, such facilities shall meet minimum requirements of the applicable local governing body as to health, sanitation, and safety and shall meet the screening requirements pursuant to ss. 402.305 and 402.3055. Failure by a facility to comply with such screening requirements shall result in the loss of the facility's exemption from licensure.

- Any county or city with state or local child care licensing programs in existence on July 1, 1974, will continue to license the child care facilities as covered by such programs, notwithstanding the provisions of subsection (1), until and unless the licensing agency makes a determination to exempt them.
- Any child care facility covered by the exemption provisions of subsection (1), but desiring to be included in this act, is authorized to do so by submitting notification to the Department of Children and Families. Once licensed, such facility cannot withdraw from the act and continue to operate.

**And Jesus grew in wisdom (intellectually) and stature (physically),
and in favor with God (spiritually) and men (socially).
(Luke 2:52 NIV)**

HCA- Building Leaders with Christian Character