

# HEIGHTS CHRISTIAN SCHOOLS

## PRESCHOOL Parent-Student Handbook



HCS-Brea Preschool and Infant Center

*Facility #304270611, #300603820*

HCS-Chino Hills Preschool

*Facility #364803741*

HCS-La Habra Heights Preschool and Infant Center

*Facility #191595276, #191591834*

HCS-La Mirada Preschool

*Facility #198006195*

HCS-Ramona Campus Preschool

*Facility #364846271*

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# INTRODUCTION

## MISSION

Our mission is to lead children and their families into a relationship with Jesus Christ, equipping them in heart and mind to influence the world for God's Kingdom.

## VISION

Our vision is that all students will know Christ personally, excel academically, think biblically, and positively impact their communities for Christ. HCS will be the standard of excellence in education for students of all learning abilities, teaching from a distinctively Biblical worldview.

## CORE VALUES

### Centered on Christ

We believe that Christ should be at the center of all that we do through action, word and deed. Our employees are first and foremost ministers of the gospel, called of God to lead others to Christ, and to perform ministerial duties using their gifts, talents, and abilities for God's glory (Colossians 1:18, John 1:17, Colossians 3:17, I John 3:3, 7).

- Distinctively Biblical Worldview Approach to Teaching, Leading, Spiritual Formation and Character Development
- Seeking Excellence and Achievement in Academics, Athletics, the Arts and Service
- Biblically-based Stewardship and Accountability

### Focused on All Students

We believe that God created each of us in a unique and intentional way, and that God has a special plan and purpose for our lives. HCS approaches the education of students in the same manner (Genesis 1:26-27 and Psalm 139:13-16).

- Meeting the Needs of All Learners
- Seeing Every Child and their Family as an Opportunity for Ministry
- Providing a Safe, Caring and Nurturing Environment

### Rooted in Partnership with Parents

We believe God has entrusted the primary responsibility of education to the parents and HCS strives to partner with them (Proverbs 22:6, Deut. 6:7).

- Communication
- Collaboration
- Outreach

## PHILOSOPHY OF PRESCHOOL EDUCATION

Our Christian preschools were established as a service to the families and children of the community. This service has grown from a sincere love for children and a desire to help them properly develop and adjust in our modern world. We believe a comprehensive preschool education should be age appropriate and based on solid principles of child development. Because each child develops at his/her own pace, each student should be treated as an individual. Therefore, the children are surrounded by a Christian

atmosphere of respect and loving appreciation for each person and for the wonders of God's world. Each child is encouraged to progress at his/her own rate toward enriched experiences, self-discipline, and the ability to make wise choices. Our aim is to assist in developing the total personality of each child by providing an educational experience of lasting value.

Our program promotes the child's social, emotional, physical, cognitive, and spiritual development. Equipped and staffed with qualified teachers to give the best possible care, our preschools provide a group setting in which the child can feel secure, learn to separate easily from parents, and interact with other children of the same age in group settings.

Throughout each day and every activity, an emphasis is placed on Biblical integration of Christian values and helping students to develop an understanding of God and His love for them. The student/teacher ratio is intentionally low, providing teachers with the opportunity to observe play and creative expression, while providing a balance between child-selection and teacher-guided activities.

In addition to meeting the growth and developmental needs of young children, our program prepares them academically for the next level with instruction in: language and literacy, math and science concepts, creative expression, self and community awareness, and large and small motor development. Reports of Progress throughout the school year keep parents apprised of student progress and growth.

## **STATEMENT OF FAITH**

1. WE BELIEVE the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. WE BELIEVE that there is one God, Creator of the heavens and the earth (Genesis 1:1), eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. WE BELIEVE in the deity of Christ (Isaiah 9:6, John 1:1-14, John 10:33, John 14:9); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4; Peter 1:3-4; Revelation 1:18) His Ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. WE BELIEVE that "God said, 'Let Us make man in Our image according to Our likeness... So, God created man in His own image...male and female He created them.'" Every human life is designed by God before conception, "being yet unformed" (Genesis 1:26-27, Psalm 139:16).
5. WE BELIEVE that life begins at conception as every person is "made in secret," with sacred infinite value, being "fearfully and wonderfully made" by our Creator. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death (Psalm 139:13-16). Because of the sacred value of each human life, our loving God demands, "... do not kill the innocent and righteous" (Genesis 1:26-27; Exodus 20:13; Exodus 23:7).

6. WE BELIEVE that it is not the divinely intended prerogative of people who are created by God to redefine His creation of humankind as being other than male and female. Regarding God's creation of male and female, Jesus said, "Therefore, what God has joined together, let not man separate." Redefinition of genders is contrary to God's will as expressed in the Bible, given that men and women are both intended by God to reflect His image and nature. Marriage involving both genders is also a Biblical type of Christ as the groom and the Church as His pure bride (Matthew 19:4-6; Matthew 25:1-13; Revelation 22:17).
7. WE BELIEVE in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Christ; and that only by God's grace and through faith alone are we saved; and that "there is no other name under heaven given among men by which we must be saved" other than the name of Jesus Christ (John 3:16-19; John 5:24; John 14:6; Acts 4:12; Romans 3:23; Romans 5:8-9; Romans 10:9-10; Ephesians 2:8-10; Titus 3:5; 1 John 1:9; Revelation 3:20).
8. WE BELIEVE that every person should "love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength... and your neighbor as yourself." Accordingly, Christians are to afford every person love, compassion, kindness, respect, and dignity regardless of differences involving beliefs, cultures, or status (Matthew 22:31; Mark 12:12-28; Luke 10:27; John 3:17; Galatians 5:22-23; Philippians 2:3; James 2:1-13).
9. WE BELIEVE in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life and that the spiritual unity of all believers exists as one in our Father God and our Lord Jesus Christ (John 17:20-23; Romans 8:9; Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; 1 Corinthians 12:12-13; Galatians 3:26-28; Ephesians 2:8-9; Ephesians 4:30; Ephesians 5:18).
10. 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 condemnation (John 5:28-29; Revelation 20:12-15).

### **STATEMENT ON GENDER, MARRIAGE AND SEXUALITY**

As a result of the changing times in which we live, HCS believes that it should clearly state its sincerely held beliefs with regards to issues that are prevalent in today's society. We recognize that due to sin and brokenness in our world, our experience of sex and gender is not always that which God the Creator originally designed. However, our purpose is to speak to these issues from a Biblical perspective, in keeping with our mission and commitment to our Statement of Faith, which is grounded in Scripture.

We believe that God wonderfully and immutably creates each person as male or female. These two, distinct, complementary genders together reflect the image and nature of God (Gen. 1:26, 27). Redefinition of genders is contrary to God's will as expressed in the Bible, given that men and women are both intended by God to reflect His image and nature.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive lifelong union, (Gen. 2:18-25), and that God intends sexual intimacy to occur only within

that one-man one-woman union (I Cor. 6:18; 7:2-5; Heb. 13:4). Sexual relations of any kind outside the confines of the marriage union are inconsistent with our understanding of the teaching of Scripture.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful (Matt. 15:18-20; I Cor. 6:9-10).

Notwithstanding the above, we believe, as Christ commanded, that every person must be afforded compassion, love, kindness, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with our understanding of Scripture nor the policies of HCS.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; I Cor. 6:9-11).

In order to preserve the function and integrity of Heights Christian Schools, and to provide a Biblical role model to the HCS families and the community, all persons employed by HCS in any capacity must agree with and maintain a lifestyle consistent with our sincerely held religious beliefs as outlined in the above statement (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

### **NON-DISCRIMINATION STATEMENT**

Our school admits students of any race, color, national or ethnic origin to all rights, privileges programs and activities generally accorded to and/or available to students at school.

### **DISCLOSURE**

Our schools strive to provide a safe and secure environment for all students. If any parent or household member of a student is a registered sex offender, the offender must identify themselves to the school office.

School policy prohibits any parent or household member on the registry from volunteering at the school under any circumstances. Additionally, any person on the registry is not permitted to be on campus, nor are they allowed to attend school activities or functions.

Teachers and staff will be apprised of the registry listings and will be on the lookout for any breach of school policy. Our school may publicize or announce the persons listed on the registry to other school parents or the community as deemed appropriate. School parents may also request to view the registry (if any) in the school office at any time.

### **HARASSMENT POLICY**

Our school has adopted an official harassment policy per California State requirements. It has been included in the registration packet. For questions or concerns, parents should contact the Principal/Director.

### **FAMILY COOPERATION**

Students benefit when their school and their parents work together. At HCS, it is expected that all families enrolled in our schools be supportive of our “Statement of Faith” and Biblical standards, as well as the final policies and decisions of the school administration. It is our desire to partner with parents in the training of children. That partnership cannot happen if a family’s values are contrary to the Biblical core values of our ministry. If a family becomes vocally opposed to our Biblical teachings, we will ask the family to find a school that better serves their personal core values. A family may also be asked to leave on the basis of non-cooperation or insubordination with the school administration and/or any one of its agents.

## **STATEMENT ON FINAL AUTHORITY ON MATTERS OF FAITH AND CONDUCT**

The Statement of Faith and Standards of Conduct do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all we believe. For the purposes of Heights Christian Schools’ faith, doctrine, practice, policy, and discipline, our Executive Leadership team is HCS’ final interpretative authority on the Bible’s meaning and application.

## **LICENSING**

We are licensed by the State of California, Department of Social Services, Community Care Licensing Division. The California Department of Social Services has the right to interview children and/or staff and has the right to inspect and audit childcare records relating to the operation of the center without prior consent (Title 22, 101200).

## **AFFILIATIONS**

Heights Christian Schools are members of the Association of Christian Schools International (ACSI).

## **HEIGHTS CHRISTIAN SCHOOLS, INC.**

Heights Christian Schools, Inc. (HCS) is an independent, non-profit, religious corporation in the State of California. Our total support comes from tuition and fees collected. As a 501(c)3 corporation, all donations to our schools are tax-deductible. Tuition is not a tax-deductible donation.

**HCS HIRES TO ITS MISSION:** *“This subchapter shall not apply to ...a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities (42 U.S.C. §2000e-1(a)).”* Section 702 of the Civil Rights Act of 1964, often referred to as Title VII, protects the ability of a religious organization to hire to its mission.

# HOURS OF OPERATION

Our preschools are open Monday – Friday, year-round (excluding holidays).

## **HALF-DAY PROGRAM**

8:30 AM to 12:00 PM

## **FULL-DAY PROGRAM**

6:30AM–6:00PM

HCS-Brea Preschool & Infant Center

HCS-Chino Hills Preschool

HCS-La Habra Heights Preschool & Infant Center

HCS-La Mirada Preschool

HCS-Ramona Campus Preschool

The *Full-Day Program* has a “Rest Time” for all children, as required by state law. “Rest Time” is 12:30PM to 2:30PM.

Our license does not allow us to care for children before or after preschool hours. Parents will be charged a fine per minute for children picked up after hours. Continual late pick-up could be cause for removal from our program.

## **PRESCHOOL HOLIDAYS AND TEACHER IN-SERVICE DAYS**

The preschool is closed on the following days:

- Presidents’ Day
- Independence Day (*or Friday before/Monday after*)
- Memorial Day
- Thanksgiving Week (*Monday-Friday*)
- Labor Day
- Christmas Vacation (*Usually Dec. 24 at 12:30PM through Jan. 1*)
- Good Friday
- Teachers’ In-Service Days (See Preschool Calendar)

Tuition is the same each month, regardless of holidays and teacher in-service days.

# DEVELOPMENTAL GOALS

At HCS, our goal is to provide an excellent environment and program consistent with the highest standards that will allow each child to develop and flourish at his/her own rate.

## **SPIRITUAL DEVELOPMENT**

- To provide an atmosphere and program in which children can learn to live in a Christ-like way.
- To stimulate the development of a love for others.
- To foster a love of God and an understanding of the gift of salvation in Jesus Christ, both by teaching and by example.

## **SOCIAL & EMOTIONAL DEVELOPMENT**

- To develop a positive self-image and a sense of self-acceptance within each child.
- To provide an environment that will foster a sense of security within each child.
- To help each child express their feelings and emotions in an appropriate manner.
- To help each child develop a feeling of acceptance by their teachers and peers.
- To help each child learn to accept change.

## **COGNITIVE DEVELOPMENT**

- To develop the feelings of competency and satisfaction in the mastery of new skills.
- To build a positive attitude toward his/her education for the present and future.
- To help each child develop a sense of responsibility.
- To stimulate the child's curiosity and imagination and contribute to his/her development of ideas and concepts.
- To encourage children to gain a deeper understanding and a greater awareness and appreciation of the world around them.
- To teach the basic educational programs (science, social science, language, literature, numbers, letters, phonemic awareness, music, art, and play) in a way that a preschool child can comprehend and learn.

## **PHYSICAL DEVELOPMENT**

- To protect the health of the child and teach good health habits.
- To provide a safe environment for the child to develop physically.
- To provide an environment that encourages the development of large muscles and total physical health.

# PROGRAM OVERVIEW

At Heights Christian Schools we provide a remarkably challenging and comprehensive preschool program for children ages 2-6 that fully prepares students in each area of development for success at the next level.

Preschool-aged children are information seekers and explorers by design. They are constantly taking in information about our world as they strive for independence and autonomy.

Because preschool students typically learn best through play, our days are filled with investigation, exploration, and discovery designed to help each child reach their greatest potential in all developmental areas including: *Language and Literacy, Math and Science Concepts, Creative Expression, Self and Community Awareness, and Large and Small Motor Development.*

## SAMPLE DAILY SCHEDULE

*\*Schedule Subject to Change*

Morning	
6:30	Preschool open
6:30 – 8:30	Indoor play & learning centers
8:30	Outdoor play; half-day children arrive
9:00 – 11:30	Educational Program:
	<ul style="list-style-type: none"> <li>• Bible Lessons</li> <li>• Chapel</li> <li>• Arts &amp; Crafts</li> <li>• Math</li> <li>• Colors</li> <li>• Shapes</li> <li>• Science</li> <li>• Health</li> <li>• Music</li> <li>• Dramatic Play</li> <li>• Language/Literacy</li> <li>• Physical Education</li> <li>• Special Speakers</li> <li>• Community Awareness</li> <li>• Indoor / Outdoor Play</li> <li>• Gross Motor Skills</li> <li>• Fine Motor Skills</li> <li>• Reading &amp; Writing Readiness</li> </ul>
11:30 – 12:00	Lunch
12:00	Half-day children are picked up
Afternoon	
12:30 – 2:30	Rest Time
2:30 – 3:00	Wake up
3:00	Snack time
3:30 – 4:00	Indoor / outdoor free play
4:00 – 5:00	Indoor / outdoor structured activities; story time, creative art, music & movement
5:00 – 6:00	Clean up; children are picked up
6:00	Preschool closed

**SNACK TIME:** *We provide a morning and mid-afternoon snack that may consist of fruit, crackers, or other healthy foods. Water, 1% milk, or 100% fruit juice will also be provided.*

## **BIBLICAL INTEGRATION**

Children are instructed in the basic concepts of Christian belief and conduct, without a denominational slant. Bible instruction is not limited to a given time-period. Bible truths are integrated throughout the day as they apply, with faculty and staff leading by example. All children also attend chapel on a weekly basis. During chapel, the children sing, pray, and enjoy Bible stories and special speakers.

## **LEARNING MODALITIES**

The Bible says that children are wonderfully and fearfully made. Each is unique in many ways, including the way that they learn. At Heights Christian Schools, we employ many techniques and strategies to ensure that we are meeting the needs of every student entrusted to us.

- Some students are **visual learners**. These students learn best through demonstrations and opportunities to see. They often make lists, learn through descriptions, recognize sight words, and often remember faces but forget names.
- Some students are **auditory learners**. These students learn best through listening and prefer verbal instructions. They enjoy dialogues, discussions and plays; they like to talk! These students often remember names but forget faces.
- Some students are **kinesthetic learners**, and they learn best by doing. Energetic, these students prefer to do rather than to watch or listen. They often like to draw or doodle to remember, and generally do best when they are active.

Since every classroom is comprised of students with a variety of learning styles, our teachers endeavor to reach all learners by organizing activities around all the different modalities. This results in students that are engaged, encouraged, and learning to be successful in school!

## **LANGUAGE AND LITERACY DEVELOPMENT**

From the moment they are born, children begin developing language skills. In the area of language and literacy development, our program teaches syllables, names of sounds and letters, words linked to content, new words, how to respond to questions, and how to have discussions and share ideas.

From the very youngest age, language development can be seen as grunts and coos are transformed into actual words and multiple word phrases. Our classrooms provide a language-rich environment that encourages each child's progress toward achievement of key developmental milestones. The transition from toddler to preschooler is an exciting time as vocabulary multiplies and comprehension of words and sentences expand. Classroom experiences are designed to contribute to the development of each child's listening, speaking, pre-reading, and pre-writing skills. Once mastered, these skills contribute to success in all learning domains including vocabulary building, phonemic awareness and reading readiness.

## **HANDWRITING WITHOUT TEARS!**

AT HCS preschools, we use *Handwriting Without Tears* from the Get Set for School's Readiness and Writing curriculum. This is geared for our Pre-K & TK students.

Based on more than 25 years of success with the very popular *Handwriting Without Tears*, this program complements and expands our current curriculum designed to prepare young learners for school. Writing requires skills that are essential for school; physical, language, cognitive, social, and perceptual.

The *Handwriting Without Tears* uses music, movement, and multisensory manipulatives to teach all the core readiness skills including pencil grip, letter and number recognition, number and capital letter formation, and body awareness!

## **NUMBERS AND MATH CONCEPTS**

Math instruction is vital in the early years of a child's education. Children naturally use math, in very practical ways, even before they are able to describe what they are doing. They know, for example, that they have one mouth and two hands before they recognize 1 and 2. They know they want more even before they know the word "more." As we actively engage with our children, we build on and elaborate children's mathematical ideas, teaching them words and symbols for what they already know.

Our program provides activities that help children acquire critical early math skills. These activities are organized into five groups of related learning skills: Numbers and Operations: *I Know How Many*; Geometry: *Places and Shapes*; Patterns and Algebra: *See It, Repeat It*; Measurement and Time: *Short and Tall, Big and Small*; and Data Representation and Probability: *We Can Show What We Know*. Children receive the instruction and support they need to learn and reinforce skills, make connections, and play independently.

## **SCIENCE CONCEPTS & SCIENTIFIC METHOD**

Science is part of everything young children do every day; children are captivated by the natural world around them and by physical events. Preschool age children are constantly investigating, experimenting, hypothesizing, exploring, discovering, and learning how and why things do what they do.

At Heights Christian Schools, we use these opportunities throughout the year to nurture our students' natural curiosity, wonder, and engagement with the world God made for us. By cultivating this sense of wonder, we help children to become scientific thinkers. Children can learn to use the scientific method in their everyday life. The questions that they ask about insects flying, making a shadow or mixing paints are transformed into hypotheses about their world.

As their cognitive abilities develop, students are increasingly able to advance their critical thinking skills, develop and test their own notions, and engage in multi-step, hands-on experiments both cooperatively

and independently. The opportunity to communicate their findings, either informally in conversations or through the documentation of results, leads children to ask new questions and to continue the cycle of scientific investigation.

# SCHOOL POLICIES

## **BEDDING**

It is state law that each child has their own bedding to cover their cot. For children enrolled in our Full-Day Program, parents must provide a crib-size fitted sheet and a crib size blanket for use during *Rest Time*. No pillows, please. Parents must bring bedding to school each Monday in their school-issued “bedding bag.” All bedding must fit in the bedding bag with room for the bag to fully close. Each parent will receive one free bedding bag at the time of registration. Additional bags can be purchased from the school for a small fee. If bedding is not provided by the parent, the preschool will provide it that day for an additional fee. Bedding must be taken home each Friday for laundering.

## **BIRTHDAY PARTIES**

Birthdays are celebrated during the morning or afternoon snack periods. Parents are welcome to bring in a snack (without nuts) for the members of their child’s class. Parents should notify their child’s teacher at least two days prior to their child’s birthday. The child’s teacher will make every effort to assist in making this a special time for the child.

Sample birthday snacks: cookies (without nuts), finger Jell-O, fruit, popsicles, muffins, cupcakes. Please do not send party bags, entertainers, or other such major birthday items for celebration at preschool. These should be reserved for home celebrations. Parents that desire to distribute party invitations to their classmates at school must include an invitation to every student in the class.

## **BREAKFAST**

Parents who would like their child to eat breakfast at school must arrive by 7:30AM. After 7:30AM, we ask that parents sit with their child in the classroom or outside at a lunch table while they eat.

## **CHILD CUSTODY**

When custody of a child varies, we must have copies of the legal documents which state who has custody and when they have custody. These documents will be maintained in the child’s file and will be complied with. Parents should keep us informed if emergency contacts change. The school is not to be used as a place to resolve visitation, communication, or financial disputes between parents. It is not our responsibility to interpret or decide custody or financial responsibility.

## **CLOTHING & SHOES**

Children are encouraged to play and participate in daily preschool activities. Washable play clothes and sturdy shoes are best for school-wear. Wholesome taste should determine appropriate choices.

Sturdy sandals may be worn if they have a back strap. Socks are highly recommended. Flip flops may not be worn to preschool. They are unsafe for playground use. Please avoid belts or any clothing that would restrict the child's toiletry independence. Body shirts that button at the crotch may be worn if the child is able to button it themselves. Girls wearing dresses or skirts should wear shorts underneath.

Parents must provide a complete change of clothing to be kept at school for emergency use. If the extra clothes are used, please wash and/or replace and return the extra clothes to school the next day. The preschool is not responsible for soiled or stained clothing. Parents should label all extra clothing with the child's name to minimize loss.

## **COMMUNICABLE DISEASES**

Should a child come down with any communicable disease, parents should notify the school office immediately. That gives us the opportunity to alert other parents when necessary and help keep the spread of illness to a minimum.

## **COUNSELING**

At times, the service of a marriage, child, or family counselor may be needed. If a parent feels they would benefit from this service, please see the Preschool Director for referrals in your area.

## **EMERGENCY AND DISASTER PREPAREDNESS**

Our preschool participates in regularly scheduled emergency and disaster-preparedness drills. Faculty meetings include safety topics that address precautions to prevent crises on campus, review of the plans for disaster in place on campus and acting decisively should something happen. This focus on the prevention, management, and aftermath of a crisis on campus is designed to strengthen safety at school.

Each year, parents are required to provide a disaster kit of food and water that is stored on campus for their child in the event of an emergency. Parents are also asked to make arrangements to have someone on their child's emergency card to pick him/her up as soon as possible, in the event of an emergency.

## **EMERGENCY CARD & RECORDS**

It is important that the information on each child's school Emergency Card and records be accurate and up to date. Parents must notify the office of any changes in address, phone, doctor, work phone, or persons to call in an emergency. An accurate card will save time if a child becomes ill or there is an emergency.

## **INCIDENTAL MEDICAL SERVICES (IMS)**

If a child is not contagious but requires medication, the preschool can administer medication in accordance with state law regulations. The preschool will administer medication using the following guidelines. Please note the following 3 categories of medication and/or service and the various requirements for each type of medication and/or medical service to be administered by the non-medical staff of HCS.

1. OVER THE COUNTER MEDICATIONS – including but not limited to homeopathic remedies, pain relievers, antihistamines, cough drops, etc. (Fever reducing medications???)
  - At no time will any medication be dispensed without the original packaging, a labeled liquid measurement dispenser if needed, AND the required consent form (LIC9221).
  - Medication will only be administered according to the instructions on the product's label.
  - Pain relief medications left on file for the year will require parental consent via personal contact each time they will be administered.
  - Product expiration dates will be strictly adhered to.
  - Any medication not picked up within 7 days of the administration termination date will be properly disposed of by HCS.
  - Only adults will be allowed to drop off or pick up medication.
  
2. PRESCRIPTION MEDICATION – including but not limited to antibiotics, inhalers, or other daily prescriptions, etc. which contain specific dosing instructions per the physician's orders on the label. Child's name must be on the label.
  - At no time will any medication be dispensed without the original packaging, a labeled liquid measurement dispenser if needed, AND the required consent form (LIC9221).
  - Medication will only be administered according to the physician's orders indicated on the original pharmacy label.
  - Any physician order which indicates administration of medication "as needed" will require an Incidental Medical Service Plan.
  - Product expiration dates will be strictly adhered to.
  - Any medication not picked up within 7 days of the administration termination date will be properly disposed of by HCS.
  - Only adults will be allowed to drop off or pick up medication.
  
3. INCIDENTAL MEDICAL SERVICES AND MEDICATIONS – insulin, nebulizers, Epi Pens, inhalers labeled use as needed, etc.
  - At no time will any medication be dispensed without the original packaging, child's name, a labeled liquid measurement dispenser or other medical supplies if needed, AND the required consent forms (LIC9221, LIC9166 for nebulizers).
  - Medication will only be administered according to the physician's orders attached to an authorization form.
  - Product expiration dates will be strictly adhered to.

- Any medication not picked up within 7 days of the administration termination date will be properly disposed of by HCS.
- Only adults will be allowed to drop off or pick up medication.

#### ADDITIONAL DETAILS ON THE MEDICATION ADMINISTRATION:

1. All medication must be turned in to the Preschool Director or front office upon arrival. This is the responsibility of the parent, not the preschool.
2. The parent must clearly print the child's first and last name, and dosage amount, on the container of a non-prescription medication.
3. Parents must fill out the preschool *Medication Release* form, which specifies dosage amount, date, and time.
4. Medication will be given to the child during their lunch break between 11:00 AM and 1:00 PM.
5. We do not give medication for fever. If a child has a fever, they may not attend school until fever free without the use of fever reducing medication.

## LOST & FOUND

It is important that all personal belongings (jackets, lunch boxes, etc.) be marked clearly with the student's name so that they may be returned to the student if lost. Due to lack of space, unlabeled lost and found items will be donated to a local charity at the end of each quarter. We are not responsible for personal belongings or clothing.

## LUNCH

Parents are responsible for sending a lunch to school with their child on a daily basis. On some campuses, there may be a *Hot Lunch Program*. Ask the Preschool Director for details. Please write your child's name on each food item, including containers and lids. Some children have food allergies, and labeling items will help ensure that each child gets their correct food item. We ask that lunches be wholesome, simple, and geared toward the child's eating patterns. Children are encouraged at lunch time to eat their protein first. Good lunches don't always require a sandwich. The following are some protein-rich foods:

- Cheese – chunks, slices, or soft squares
- Cottage cheese or cheese spread – in celery sticks, cucumber boats, or crackers
- Tuna salad or egg salad – in celery sticks or wrapped in a lettuce leaf
- Yogurt
- Chicken or turkey – cubes, wings, or drumsticks
- Meat – pieces, slices, or cubes
- Meatloaf – slices or small meatballs
- Hard-cooked eggs – shelled for the younger child

Also consider using a wide-mouth thermal jug for: soup, spaghetti, chili, macaroni, and baked beans.

Food that requires being warmed up must be in a separate microwave-safe container. All open food containers and/or bottles need to be taken home each evening. It is required by law that we dispose of anything left over at the end of each day. Please do not send candy, gum, or soda. These items will be sent back home. Do not send frozen dinners or any food that requires preparation by the teacher. Lunches are not refrigerated. Please use an ice pack or frozen juice box to keep food cool. No glass bottles or containers.

## **MONTHLY NEWSLETTERS**

A monthly preschool newsletter will be emailed to each enrolled family and is also available to read online at [HeightsChristianSchool.org](http://HeightsChristianSchool.org). Please read the information on the newsletter very carefully. It contains information about special activities or events during the month as well as important school policies to remember.

## **PARENT – TEACHER CONFERENCES**

Parents may speak with a teacher or the Preschool Director at any time during the year by making an appointment in the front office. Conferences regarding preschool performance will be held after the first of the year, by request only. Preschool students will also receive a Report of Progress periodically throughout the school year to keep parents apprised of their child's progress toward developmental and learning goals.

## **PERSONAL PROPERTY**

The preschool is not responsible for damage to personal property, or for lost or stolen articles. Parents are responsible for taking their child's belongings to their child's classroom. Please mark all items clearly with the child's name (coats, sweaters, sheets, blankets, lunch box, etc.).

## **PHYSICIAN'S REPORT & IMMUNIZATIONS**

California State law requires that parents make a doctor's appointment for the *Physician's Report* form to be completed and signed by a doctor within 30 days of enrolling. A tuberculosis (TB) test may be determined necessary by the physician. Required Immunizations at the time of enrollment include:

- DTap (first, second, third, and fourth)
- Polio (first, second, and third)
- MMR (after 1 year of age)
- HIB (first, second, and third on or before 1<sup>st</sup> birthday)
- Hepatitis B (first, second, and third)
- Varicella

Effective September 2016, the Personal Belief Exemption is no longer an option for NEW students to our school, as well as any current students entering a checkpoint (2 years old, TK/K or 7<sup>th</sup> Grade).

## **STUDENT ACCIDENT INSURANCE**

*Student Accident Insurance* is intended to supplement a family policy. This means that if a student is injured at school or while participating in a school-sponsored activity, claims must first be submitted to the parents' insurance carrier. See the Preschool Director for more details.

## **TOILET TRAINING**

All children will be checked, changed, or taken to try and use the toilet in regular intervals depending upon their age and readiness to begin toilet training. The teacher will ask the parent for helpful hints specific to their child to help make the toilet training process easier.

Parents will need to provide the following items. All items (including wipes, etc.) must be labeled with the child's name.

1. A bag of diapers, pull-ups, or several pairs of underwear.
2. Wipes, ointments, powders; whatever is wished to be used on the child during changes.
3. Extra clothes. Two complete changes of clothes and socks and a pair of shoes.

## **TOYS FROM HOME**

Parents should not let their child bring toys to preschool unless the preschool teacher has a specified share day in which your child's name should be on the share item. Otherwise, please leave all toys and stuffed animals at home or in the car.

## **VISITING**

Parents are welcome to call or visit their child's classroom at any time. Visiting parents must first sign in at the front office where they will receive a visitor's badge. Parents who would like to stay in their child's classroom for an extended period of time should set up an appointment with the Preschool Director ahead of time. Parents and guests must sign in at the School Office for all school events on campus.

## **VOLUNTEERS**

All volunteers must have a completed and approved HCS Volunteer Packet on file. Because we do not want anyone to miss an opportunity of participating in a school-sponsored trip or activity, all parents are encouraged to complete a one-time volunteer application packet. Generally, there is a two-week turnaround to process application packets. Once the certification process is completed, parents are approved for as long as their child maintains continuous enrollment in HCS. Clearance checks will be automatically performed annually with no additional paperwork to be completed by the parent. No exceptions will be made to this policy.

## **WEBSITE**

Information about all the Heights Christian Schools campuses, programs, fees, news, and other important information can be found online at [www.HeightsChristianSchools.org](http://www.HeightsChristianSchools.org).

# ATTENDANCE

## ABSENCES

Parents should notify the front office before 8:30AM if their child is not going to be at preschool that day. Since school activities and expected ratios are for a set number of children each day, absent days may not be made up and tuition is still due in full.

Children who are absent from preschool for more than two weeks due to illness must have a note from the physician stating they are now able to return to school.

## DROP-OFF & PICK-UP

The only persons allowed to pick up a child are those whose names are indicated on the child's Emergency Cards. Please notify the school by telephone if an **authorized** person other than the parent will be picking up the child on any given day.

If, for any reason, someone other than those previously authorized will be picking up the child, the parent must leave a written note with the Preschool Director when they drop off their child in the morning. The representative will be asked to show proper identification.

All drivers should use extreme caution when backing up and/or driving through the parking lot, observing all traffic and directional signs and safety cones. Please park in designated zones only. Parking or stopping in any unmarked area is not permitted. Parents should hold their child's hand while in the parking lot.

## EXTENDED ABSENCE

If a child is absent from preschool for more than one month without a parent notifying the school office as to the reason, the child may be dropped from the preschool program to make room for another child.

## ILLNESS OR ACCIDENT

For the health of all children, please do not send a sick child to preschool. If he/she has symptoms such as fever, swollen glands, rash, or runny nose, keep them home until the symptoms are no longer present. When a child is ill, they need to be with their parents for special one-on-one attention.

Any child running a fever of 100.1° degrees or higher must be picked up by an authorized person immediately. The child will be allowed to return to school only when they are fever free *without* the use of fever-reducing medicine, and when they are able to fully participate in all programs.

Each child should be checked at home each morning before they associate with other children in the preschool. Parents should report to us upon arrival any rashes or viruses to which their child may have been exposed. The Preschool Director has the authority to refuse a child if signs of illness are present.

One-third of our program is outside, so a child who is not well enough to be outside should not attend. We cannot provide one-on-one care.

If a child is hurt, the following will be done:

1. If the injury is not serious, simple first aid will be administered by the preschool staff.
2. If the injury is serious or requires a doctor's attention, the parent will be contacted.
3. If the injury is life-threatening, 911 will be called and the parent will be contacted.

## **SIGN-IN & SIGN-OUT**

State law requires that each child be signed-in and signed-out each day by the person authorized to do so. We are not responsible for a child until the child is signed-in and the child's presence is acknowledged by a teacher. Procure Digital Check-In iPads or sign-in sheets are placed in each child's classroom or in the school office. Authorized persons dropping off or picking up a child **MUST** digitally check-in/out or sign their legal first and last name. Signed initials or "mom/dad" are not acceptable or legal. Failure to comply will result in a fine per incident.

# DISCIPLINE

## **BITING ISSUES**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age.

Biting can occasionally be a problem among toddlers or young children who might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. Teachers supervise children closely, and still, it is possible for this to occur in a group care situation.

Teachers will make every effort to prevent biting in the classroom. There are three levels of biting behavior and the subsequent discipline method for each listed below.

### **LEVEL ONE**

If a child bites one time, they will be told, "No, biting hurts" and then redirected to another activity. Attention will be given to the injured child. The parents of both children will be notified of the biting incident. Appropriate forms will be filled out.

### **LEVEL TWO**

If a child bites three times in one day, the same discipline method will be followed each time. In addition, the parent will be required to pick the child up from school. The child may return the next day.

### **LEVEL THREE**

If a child reaches Level Two again in the same week, the above methods will be followed. In addition, the child may not be able to return to school the next day. Any child exhibiting Level Three behavior for three consecutive weeks may be removed from the preschool program.

At no time will the school share information about the child biting or the child bitten with any parent other than their own.

## **DISCIPLINE TECHNIQUES**

Corporal punishment, humiliation, or frightening techniques are never used at our preschool. We also never associate punishment with food, rest, toilet training, or isolation for illness. We strive to provide an environment, for all children, which is happy and safe from dangers and unnecessary stress.

Disciplinary problems are prevented or handled in these manners:

1. Re-direction to avoid a problem.
2. Giving recognition for positive achievement.
3. A privilege may be denied.

The parent will be contacted if a problem exists that is persistent, serious, or detrimental to the well-being of the child or other children in the preschool; or in some cases, if a child does not appear to be adjusting to our program. We will expect parental cooperation in such a matter. It may be necessary for a parent to remove the child for the remainder of the day or, as a last resort, remove the child permanently from the preschool.

# ENROLLMENT

## FINANCIAL RESPONSIBILITY

We are a non-profit organization funded primarily from tuition. In order for our preschool to operate effectively, it is necessary that tuition accounts are kept current at all times.

Our preschool teachers are hired on the assumption that a specific number of children will be attending our preschool. When parents meet their financial obligations to our preschool in a timely manner, it enables our preschool to responsibly meet its obligations.

Our preschool does not get involved in financial disputes between custodial parents. Tuition payments and financial responsibility must be worked out between parents.

## REGISTRATION & TUITION

- ◆ Our preschools are year-round. The Traditional School Year begins the Monday before Labor Day each August and continues through mid-June. The Summer Program runs mid-June through the end of August.
- ◆ Registration is an annual fee. It is first due at the time of enrollment and each year thereafter during the re-registration period.
- ◆ The registration fee is non-refundable. The registration fee covers office records, student accident insurance, and consumable supplies.
- ◆ Tuition rates are reviewed each year. New rates go into effect each year at the start of the Traditional School Year.
- ◆ Tuition is a monthly fee and is the same regardless of how many days or weeks are in a month. Monthly tuition fees are the same regardless of sick days, vacation days, holidays, or mandated temporary closures or periods of quarantine or isolation.
- ◆ A two-week written notice to the school office is required upon withdrawing your student. Mid-month withdrawals will be subject to a tuition pro-rate only if the required two-week written notice is given to the school office. Families withdrawing their students on the last day of the month who do not give the required two-week notice to the school office will have their account charged two week's pro-rated tuition.
- ◆ Parents who need to add a day without changing their program will be charged the daily rate if there is availability on the desired day. There is no swapping of paid days.
- ◆ All tuition payments and incidental fees will be automatically drafted from the preferred payment method on the 1st of the month.
- ◆ When making a payment, the payment will first be applied to any outstanding balance on the account, and the remainder will then be applied to the current balance.

- ◆ Accounts that are not paid in full by the end of each month may result in the student being disenrolled.
- ◆ A service charge will be assessed for each returned payment. After two returned payment occurrences, *only* cash or money orders will be accepted for future payments.
- ◆ A fine per minute for late pick-up after closing will be assessed and due with the next tuition payment. Habitual tardiness could be grounds for dismissal from the program.
- ◆ A fine will be assessed each time a parent does not use their full name to sign their child in and out.
- ◆ A charge will be assessed for each occurrence of the preschool providing a clean blanket and sheet to the student.

# INFANT & TODDLER PROGRAM

Some of our campuses have an Infant Center and/or Toddler Program. Our Infant Centers are open to children ages 6 weeks to 24 months. Our Toddler Program is open to children ages 18 months to 30 months. If your child is enrolled in our Infant Center or Toddler Program, please note the following information:

## THINGS TO BRING

1. **A large bag of diapers.** We will inform you when your supply is getting low.
2. **A pail** (if using cloth diapers). You must provide a pail for your exclusive use.
3. **Wipes, ointment, powders.** Anything you wish to be used while diapering your child.
4. **Extra clothes.** We need a complete change of clothes including socks and shoes.
5. **Food and Formula.** Send only enough prepared food for one day at a time. Any left-over prepared or opened food will be sent home or discarded at the end of the day. You may send unopened cereal boxes and baby food jars to be stored at the preschool.
6. **Milk bottles.**
7. **Favorite blanket and toy.** We will supply sheets and bibs for children in the infant program.

## THINGS TO KNOW

1. Please label all bottles, food, clothing, and any other personal items with your child's name.
2. Parents with infants and toddlers must label all food and bottles with the child's name and date.
3. Please fill out the daily form when dropping off your child to inform us of any special care your child might need that day.
4. Please fill out the "Needs and Services" form as needed, indicating the foods and liquids being introduced to your child.
5. You will receive a daily report of feeding, liquid intake (infants only), diapering, and napping.
6. All toys and equipment are sterilized each day in order to prevent the spread of germs.
7. All infants, waddlers, and toddlers will spend a portion of their day out-of-doors to explore their world in a safe environment.

## TRANSITIONAL KINDERGARTEN

Transitional Kindergarten (TK) is offered at several of our campuses. TK serves as a bridge for children to move into Kindergarten and be ready to have an incredibly successful experience! TK is known as the “**gift of time.**”

In the TK learning environment, students receive high-quality instruction that promotes social, emotional, physical, linguistic, and cognitive development of all students. Curriculum, instruction, and assessments are research-based and are engaging, yet playful and appropriate for young children and responsive to the diverse background and experiences of our students. Well-equipped to know what to teach these young learners, and how to teach it at this level, our TK teachers provide each student with learning experiences that are developmentally appropriate and based on each child’s individual needs! Routines and transitions are structured to promote interaction, communication, and learning. TK students also benefit from the auxiliary classes offered on the elementary campus with exceptional instruction in Spanish, Physical Education and Music.

## ELEMENTARY AND JUNIOR HIGH

In addition to preschools and infant centers, **Heights Christian Schools** also operates three elementary campuses and one intermediate/junior high campus for our families who decide to continue with Christian education. Extended Day Care is available at each campus.

# SUMMER FUN PROGRAM

Our elementary campuses each operate a Summer Fun Program for kids *entering* grades K-7<sup>th</sup>. The program runs the length of summer break and is open to all children in the community.

Our Summer Fun Program is a high-level activity program incorporating on-site activities, field trips and academics. Inquire in the school office for more details and a Summer Fun Program flyer.

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# HEIGHTS CHRISTIAN SCHOOLS

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HCS–Intermediate/Junior High  
HCS–Brea • HCS-Chino Hills • HCS-La Mirada  
HCS-Brea Preschool and Infant Center • HCS-Chino Hills Preschool  
HCS-La Habra Heights Preschool and Infant Center • HCS-La Mirada Preschool  
HCS-Ramona Campus Preschool

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