



HARVEST
PRESCHOOL
& Kindergarten

Parent Handbook

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Welcome

Welcome to Harvest Preschool & Kindergarten! We are very excited to welcome your student into our classroom. In this booklet you will find information about our classroom guidelines and procedures. Please keep this handbook for reference throughout the year. If you have any questions, please feel free to ask! We are praying for an incredible year of learning and development for your child. We hope that they will find our classrooms comfortable and engaging.

Contact Information

Harvest Preschool & Kindergarten: 208-871-1661

Email: office@harvestpreschool.tv

Website: www.harvestpreschool.tv

School Office Hours: Monday – Friday, 8:30 a.m. – 12:00 p.m.

Harvest Preschool & Kindergarten Mission Statement

Harvest Preschool & Kindergarten works together with the home to provide a Christ-centered developmental program that will stimulate and strengthen the mind and the faith of children enrolled. Laying this spiritual, mental and physical foundation in a nurturing environment, we aim to set children up for success in their future academic and social pursuits, enabling them to one day take their place as role-model citizens, who will be a transforming influence in the world.

Philosophy

Harvest Preschool & Kindergarten's philosophy is rooted in the Bible and therefore encourages and promotes the Judeo-Christian worldview. The primary objective and purpose of the school is to train each student in the way of life presented in the Scriptures while providing a jump start in excellent, general education. If parents find themselves opposed to or at odds with the virtues, ethics and moral beliefs of Christianity, we encourage them to consider enrolling their children elsewhere.

The educational component is developed to provide students with the best possible foundation for future academic success. There is emphasis on the understanding of the fundamental building blocks of language, mathematics, arts and science. Our program will skillfully and intentionally focus on the development and exercise of these basic academic starting points.

The Bible and Religious Activities

In choosing Harvest Preschool & Kindergarten, parents are agreeing to have their students participate in curriculum that is based on Biblical truth and in religious activities that are a product of that truth. Outward expressions of our Bible-based curriculum include praying during the day and before meals, singing songs about God, memorizing scripture, teaching Biblical character traits, and celebrating Christmas, Easter, and more.

Admission and Enrollment

Harvest Preschool & Kindergarten offers a program for preschool and kindergarten. Preschoolers include children that are 3 years and above and the Kindergarten includes children that are 5 years old by September. The Kindergarten class is 5 days a week. The preschool allows families to pick the number of days their child attends as well as which set days of the week. This enables preschool parents to “build their own” schedule to fit their family’s needs. In order to thrive in the classroom environment, students must be fully potty trained. More details are outlined in the Restroom Usage section of this handbook.

Parents will submit an enrollment application and Harvest Preschool & Kindergarten’s office will schedule a tour to discuss admissions. Once admission is agreement upon by the parents and school director, the registration packet will be completed by parents, and the initial payment will be submitted. Initial payment includes the Enrollment Fees and the 1st month’s tuition.

If classroom availability is at capacity, a waitlist will be created and filled once space is available.

Term Dates

- School Term: September – May

Enrollment Dates

- Re-enrollment is available starting March 1st for the following school year.
- Enrollment for new students begins on March 8th for the following school year.

Enrollment Forms

- Payment Agreement
- Parent Handbook Agreement
- Release Forms
- Immunization Records or Exemption Form
- Release Forms

Fees and Payment Plan

Monthly Tuition

Tuition rates contracted at the time of enrollment and billed on a monthly basis.

Preschool: Simply pick the program and number of days needed. The minimum option is 2 days a week.

Kindergarten: Class is 5 days a week.

2021-2022 Monthly Tuition

MONTHLY RATES	2 DAYS A WEEK	3 DAYS A WEEK	4 DAYS A WEEK	5 DAYS A WEEK
Preschool (8:30-11:30)	\$180.00/mo.	\$225.00/mo.	\$260.00/mo.	\$300.00/mo.
Kindergarten (8:30-11:30)				\$315/mo.

Enrollment Fees

- Registration Fee - \$50
- Curriculum Fee -
 - \$40 Preschool
 - \$50 Kindergarten
- Activity/Supply Fee – \$50 (Includes classroom supplies, snacks, field trips, special projects)

Payment Due Policy

A financial agreement will be created according to the student’s schedule and signed by the parent(s)/guardian(s). The initial payment (1st month’s tuition and enrollment fees) must be made before the student’s placement in the class is secured. All subsequent payments must be received on or before the 1st of each month.

Payment Methods

- Check: Made out to “Harvest Preschool & Kindergarten” – may be given to office staff or placed in office drop box
- Cash – may be given to office staff or placed in the office drop box
- Credit Card through Square device – office staff or designated teaching staff may process

Late Payments

A late fee of \$20 will be charged for any payments not received by the 15th of the month. Tuition not paid after the 30th of the month may result in the forfeit of the student’s place in the class.

Late Pick-Up Fees

If parents are more than ten minutes late picking up their student, a \$2/minute late fee will be incurred.

Vacation and Sick Days

If the student will be absent from class for any reason, please call or text the Harvest Preschool & Kindergarten office at 208-871-1661. This includes days missed due to sickness or family reasons. This will alleviate the concern for the student due to absence. Tuition will not be adjusted due to sickness or vacation

reasons. Make-up days will not be allowed. Contact the school director if there is a special need or concern in this area.

Holidays

Harvest Preschool & Kindergarten will be closed on the following holidays: Labor Day, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, President's Day, Spring Break, and Memorial Day. See the Harvest Preschool & Kindergarten calendar for exact dates.

Preschool and Kindergarten will follow the Meridian School District schedule for all school holidays and breaks.

Rate Changes

Tuition rates are set from the beginning of each contract year and will remain unchanged until the beginning of the next contract year (September – August).

Terminating Child Enrollment

Harvest Preschool & Kindergarten reserves the right to remove a child from our school if:

- It is determined that a child is not developmentally ready for our program and cannot adjust to the classroom environment.
- A satisfactory solution cannot be agreed upon when dealing with discipline issues.
- Student is consistently defiant.
- Financial obligations are not current.
- Parents do not respond to communication from the school in a timely manner.

Early Withdrawal

If a parent chooses to withdraw their student from Harvest Preschool & Kindergarten, notification must be submitted in writing. Tuition will not be refunded for the current month.

Conflict Resolution

Any conflict developing between a family and the school needs to be taken to the director of the school. Issues will be mediated in a confidential manner.

Financial Assistance

Financial assistance is not offered at this time. Please speak with the school director if there are any questions about the tuition or if a donation to a scholarship is being considered.

Schedule Changes & Drop-In Days

It is the expectation that students only attend on the days included on their contract. This ensures appropriate student-to-staff ratios. Therefore, frequent schedule changes are not allowed.

If changes in the attendance schedule are required, please fill out a “Change of Schedule” form. This form may be obtained at Preschool & Kindergarten office. Schedule changes are subject to availability of space in the classroom. Schedule changes should be turned in by the 15th of the month with class updates taking effect on the 1st of the month, which coincides with the billing cycle. If an immediate change is needed, a \$25 fee will be added to the contract. Parents will be notified once the schedule has been approved and contract has been updated.

Drop-In Days

Occasional added school days are available to current preschool students. See the requirements below for details:

- Child is currently enrolled in the school
- Availability of space in the classroom
- At least 24 hours of advance notice given to the school director (or arranged on Friday for a Monday change)
- Drop-In Day form completed (forms found outside the school office)
- \$25.00 payment made BEFORE drop-in day.

Arrival

Parking is available near the Preschool & Kindergarten entrance. Students may be checked in 10 minutes before the start of class. A parent or guardian must log the child in using the check-in kiosk. Students must be brought into the drop-off classroom by the parent and the student must voluntarily stay in the classroom. Students should use the restroom before the start of class.

In order to provide a safe and secure environment, please use the south entrance with the designated Harvest Preschool & Kindergarten sign. Doors will be unlocked during drop-off and pick-up times.

Departure

During pick-up, parents and guardians must log students out using the check-out kiosk located in each classroom. **Students will only be released to authorized parents or individuals listed on the child’s release form.** Additional individuals may be added to the release form by the parent/guardian. Staff may ask for photo identification before releasing a child.

When arriving at Harvest Preschool & Kindergarten to pick up students, be sure to have proper identification. This enables the school staff to familiarize themselves with the visitors who enter the school and to ensure the safety and well-being of all the children.

Anyone without identification or any unknown person found loitering on the premises will be asked to leave immediately. Any person other than the parent or legal guardian picking up the child must have been previously cleared by the parent/guardian and listed on our release form in the child’s enrollment information. If notification has not been received, the child will not be allowed to leave the classroom until appropriate authorization has been given.

Please be prompt to pick up students. Parents should call if they will be late for any reason.

Parents have free access at all times to all areas of the center that are used by the students. Parents may only have unsupervised access to their own child.

Arrival and Departure Times

Morning Program: 8:30-12:00

Discipline

Harvest Preschool & Kindergarten recognizes that the responsibility for nurturing and discipline of all children is in their home. Harvest Preschool & Kindergarten is honored to assist the parents in cultivating Christian character in the child's life. In order to do this, children are corrected in love when behavior is in violation of proper and reasonable rules. The teacher will carefully consider and set well-defined limits for the class without undue curbing of individual initiative. This will give students the needed security and freedom as they understand what is expected of them.

Examples of Unacceptable Behavior

- Disruption of School: Any conduct that substantially disrupts a school function or is likely to do so, interferes with classroom instruction, or hinders another student's learning.
- Disobedience: A student who repeatedly fails to comply with directions of a teacher or staff member while that student is on the school premises.
- Undesirable Language: Sassing, profanity, hurtful speech, or name-calling.
- Damage to Property: A student shall not cause or attempt to cause damage to personal or school property.
- Threats, Bullying, and Assault: A student shall not cause or threaten any bodily injury to self, another student, or employee.

Methods of Discipline

- Time-Out (in view of staff member at all times).
- Loss of privilege of a specific activity that the child enjoys.

Usual Procedures of Discipline

- Staff members will ensure that the student understands all rules of proper school behavior before discipline is used.
- The first time a problem occurs, staff members will review rules and promise discipline the next time the problem occurs.
- The second time the problem occurs, staff members will remind the student of expected behavior and express that discipline is the next course of action.
- Decide on method and follow through by:
 - Asking child to verbalize understanding of the offense

- Explaining action to be taken
- Establishing a time limit
- Establish what actions/attitudes the child must adjust to resolve problem
- If the problem persists, teacher may discuss the situation with the school director.
- Parents will be contacted if deemed necessary by director to talk about corrective action needed and to find an agreeable resolution.
- Harvest Preschool & Kindergarten reserves the right to remove a child from the school if a satisfactory solution cannot be agreed upon.

Limitations of Discipline

- The child’s dignity will be protected when discipline is needed.
- No staff member or assistant may use abusive or humiliating language.
- Food will not be withheld.
- There will be no hitting or spanking of a child at any time.

Immunizations

In accordance with Idaho State Law, each child in attendance at Harvest Preschool & Kindergarten must have a current copy of their immunization records on file within the first two weeks of attendance.

Exemptions: Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. If claiming an exemption, a copy of the student’s exemption form must be kept on file. (IDAPA 16.02.15).

Illness

Maintaining a healthy environment for all of our students is a priority. Please do not bring the student to school if you think he/she may be sick. Staff will discuss any situations they observe as students arrive. Harvest Preschool & Kindergarten will not admit or retain in care any student who is displaying the following symptoms:

SIGNS AND SYMPTOMS	GUIDELINES FOR RETURNING TO SCHOOL
Fever - axillary temperature of 100° F or above	May return to school only when child’s temperature has been below 100° for a full 24 hours without Tylenol and/or similar product.
Conjunctivitis or Pink Eye - red eyes with itching, tearing or mucus discharge	May return to school after tearing and discharge have ceased AND after 24 hours of antibiotic treatment.

Contagious Skin Rash	May return to school after any sores are crusted over and dried OR after child's physician has provided written clearance for return to school.
Diarrhea - watery or greenish stools or more frequent stools than usual	May return to school 24 hours after all symptoms are gone OR after the child's physician has provided written clearance for return to school.
Vomiting	
Lice/Hair Infestation	May return to school after receiving a specified shampoo treatment AND all signs of infestation are gone.
Runny Nose - green or yellow discharge or associated with fever or cough with mucus secretion	May return to school after symptoms are gone OR after child's physician has provided written clearance for return to school.
Severe Cough	
Child is behaving ill - Lethargic, sleepiness, complaints of headache, complaints of stomach or ear ache	May return to school after symptoms are gone OR after child's physician has provided written clearance for return to school.

Illness at school

In the event of an illness at school, the following procedures will be followed:

- Student will be quarantined (within sight and sound of staff) to avoid spreading sickness
- Temperature check:
 - If temperature is within the normal range:
 - Student will rest in an assigned area.
 - Student will be observed for changes. If there is no change within 30 minutes, parents will be contacted.
 - If temperature is over 100° F parents will be notified to pick up the student.
- Staff will record symptoms and keep a copy of the report in the student file.

Decisions to dismiss a child from school will be based on the observations of the child and the best interest of the other children in the class. **A child must not be sent back to school unless he/she has been symptom-free without medications for 24-hours.** If the parent(s)/legal guardian of the child cannot be reached, the first person listed on the child's emergency contact list will be notified to pick up the child.

Parents or guardians should notify the school staff if the child has been diagnosed with a communicable disease. All parents will be notified in the event of a possible exposure to a communicable disease and advised on the appropriate measure to take if the child should become infected. Under rare circumstances school may need to be canceled if there is a serious outbreak of an infectious illness, per State of Idaho Law.

Injury

Minor Injury

- Staff will administer first aid as needed
- Staff will fill out an Accident Report describing the incident and the first aid administered
- A copy will be made of the Accident Report and given to the parent. The original report will be filed in the school office.

Serious Accidents

- A CPR/First Aid trained staff member will attend to the injured student
- Preschool & Kindergarten staff will:
 - Inform the school office
 - Call 911 when determined appropriate
 - Call parents (or emergency contact) and advise them of the emergency
 - Stay with student and administer any first aid possible and pray for the situation
 - Pull the student's medical release form to send with the student
 - Fill out an accident report form and distribute copies to the school office
 - Stay with student until the parent or guardian has taken them into their care

Medication Management

All Medications Require:

- Written instructions including: Name of student, name of medication, dosage, time to be given, method of administration, possible side effects, and date prescription was filled or medication's expiration date.
- The authorization form must be signed and filled out completely by the parent or guardian. Forms are found at the school office.
- All prescription medication must be in the prescription bottle and clearly labeled.
- Medication for students should be brought to the office staff or teacher on duty by a responsible adult.
- Prescription medications to be dispensed will be kept in the school office.
- Unused prescription medications must be picked up by the parent when treatment is complete. Medications left at school will be destroyed.
- Medication will be administered to the child by a staff member and recorded in the child's file.

Medications can be prescription or over-the-counter, including, but not limited to, vitamins and food supplements, eye, ear and nose drops, inhalants, ointments/lotions, aspirins, decongestants, antihistamines, cough drops, and antacids. Over-the-counter medications will only be administered according to the manufacturer's label for the age or weight of the child. If the medication is to be administered differently than the manufacturer's label recommends, a physician's written authorization is required.

Child Custody

The release of a child to a parent may only be restricted by court custody rulings. Documentation of such rulings must be submitted to the Harvest Preschool & Kindergarten office to ensure proper adherence to all rulings.

Emergency and Disaster Preparedness

All staff will be trained to follow our Harvest Preschool & Kindergarten Emergency Procedures, including responses to, fire, earthquake, or other natural disasters, and emergency lock down.

In the event that staff and students cannot return to the classrooms, everyone will be evacuated to a designated location near the campus. The head teacher, director or school office staff will contact parents or parents' designated emergency contact by phone to come pick up their children.

Dress Code

Students should wear comfortable play clothes that will be appropriate for preschool activities. Flat, comfortable, shoes that don't slip off easily are recommended for running and playing. Girls should wear shorts or leggings underneath dresses or skirts. All students must have shoes, pants/shorts and shirt to attend class. Hats are to remain in the child's backpack or cubby.

Each student needs to bring a labeled change of clothes to be kept in the student's cubby or backpack. This provides students with the ability to clean up after any messy classroom activities or restroom accident. If a restroom accident occurs and the student does not have a change of clothes the parents will be contacted and a change of clothes will need to be brought promptly. Please check the change of clothes periodically and switch out as student grows and seasons change.

Personal Items

Personal items or "treasures" should remain at home unless it is a show-n-tell day. This will help avoid items becoming lost or misplaced.

Restroom Usage

All students must be fully potty trained by the first day of class. Accidents do happen, but they should be the exception. If more than three accidents occur in one month, the parents and the director will discuss if the child is ready for preschool. Breaks are taken throughout the day and students will be regularly reminded by the staff to use the restroom. Students should have an extra change of clothing to be stored at school in case of accidents.

Definition of “Potty Trained”

- Communicate when he or she needs to use the restroom
- Independently use the bathroom facility without assistance
- Wear cloth underwear (Pull-Ups or diapers are not allowed)
- Can independently change clothes in case of an accident

Snacks

Harvest Preschool and Kindergarten will provide a standard snack that will be available to all students. Parents are welcome to send a healthy alternate snack for their student. Be sure to note any allergies to food products that your child may have in the enrollment information.

Food will only be served during the scheduled snack times. Students will not be allowed to bring food with them to finish during check-in time. Gum is not allowed during school time.

If a parent wants to send a special snack for a child’s birthday, check with the teacher for ideas and any information on food allergies in the class. All snacks brought must be store-bought.

Curriculum Overview

Harvest Preschool & Kindergarten’s curriculum is built to give the students the skills they need to succeed. The curriculum follows a weekly plan. Preschool students attending limited days will not have to worry about missing content as a theme continues throughout the week.

The preschool and kindergarten program is expanded with themes that are planned around the following content areas:

- Language Development: Alphabet Recognition, Phonemic Awareness, Early Word Recognition, Print and Book Awareness, Oral Language/Vocabulary Enrichment
- Pre-Writing Skills Listening & Speaking Skills: students practice alphabet recognition and phonemic awareness through class discussions, simple tracing and art activities.
- Math Concepts: Number recognition, shapes & colors, ordering, patterning, sorting, quantity, money, time, simple addition & subtraction
- Science: experiments, predictions, data gathering, problem solving
- Social Studies: Time Concepts (Past, Present, Future), maps, globes, stewardship, cultures
- Gross Motor: Jumping, balancing, kicking, throwing/catching, dribbling
- Fine Motor: Use of various writing materials, cutting, pincher motion, paper folding

Parent Communication

Depending on the communication, parents will receive email, handouts, and in-person communication. The office staff and the teachers are both available to discuss any issues or questions that may arise. If a one-on-one meeting with the teacher is wanted, simply schedule a meeting with them outside of classroom time.

School Closure Days/Snow Days

Harvest Preschool and Kindergarten will follow the guidance of the West Ada County School District for school closures due to inclement weather. If school closure is needed, notification would be sent via text and email to each parent.

In the event of a severe weather causing Harvest Preschool and Kindergarten to lose power for more than one hour, pick-up will be necessary. The school will remain closed until power is restored.

Field Trips and Transportation

The students will have one field trip opportunity in the fall and an end of the year event. Parents will be responsible for transporting and accompanying their own child during the entire field trip. Students that don't have the ability to be accompanied by a guardian may stay at the preschool facility and participate in normal classroom activities. Smaller walking distance field trips will occur during the year. Examples include Meridian City Hall, park, fountain, and post office. Parents will be notified of all local field trips.

Christian Values

It is important to us that we uphold Christian values at our school so that students and parents always know what their student is being exposed to. As such, we do not allow play or items (toys, backpacks, accessories) that portray violence, witchcraft, vampires, or other similar things. This includes Halloween celebrations or items.

Harvest Preschool and Kindergarten Contact Information

General Office Email: office@harvestpreschool.tv

Office Phone: 208-871-1661

Harvest Church Main Office: 208-345-0981

Preschool Director: Ben Butterworth

Email: ben@boiseharvest.org