



Parent Handbook

2023-2024

Contents

Welcome	5
Harvest Preschool Contact Information	5
Harvest Preschool Mission Statement	6
Philosophy	6
The Bible and Religious Activities	6
Admission and Enrollment	7
Term Dates	7
Enrollment Dates	7
Required Enrollment Forms	7
Fees and Payment Plan	8
Monthly Tuition	8
Enrollment Fee	8
Payment Due Policy	8
Payment Methods	8
Late Payments	8
Vacation and Sick Days	8
Holidays	9
Rate Changes	9
Terminating Child Enrollment	9
Early Withdrawal	9
Conflict Resolution	9
Financial Assistance	9
Schedule Changes and Drop-In Days	10
Drop-In Days	10
Arrival/Drop-Off	11
Staggered Arrival Times	11
Departure/Pick-Up	Error! Bookmark not defined.
After-School Care	12
Discipline	12
Examples of Unacceptable Behavior	12
Methods of Discipline	12
Usual Procedures of Discipline	13
Limitations of Discipline	13

Immunizations	13
Illness	14
Illness at school	15
Injury	15
Minor Injury	15
Serious Accidents	15
Medication Management.....	16
Child Custody	16
Emergency and Disaster Preparedness.....	16
School Closure Days/Inclement Weather	16
Dress Code	17
Personal Items	17
Restroom Usage.....	17
Definition of “Potty Trained”	17
Snacks.....	17
Curriculum Overview	18
Parent Communication.....	18
School Administration Software: Curacubby	18
Christian Values	18

Welcome

Welcome to Harvest Preschool! We are very excited to welcome your student into our classroom. In this booklet you will find our school guidelines and procedures. Please keep this handbook for reference throughout the year. If you have any questions, please 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.

Harvest Preschool Contact Information

General Office Email: harvestpreschool@boiseharvest.org

Office Phone: 208-880-1098

Website: www.harvestpreschool.tv

Preschool Director: Kasi Taylor

Email: kasi@boiseharvest.org

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

Harvest Church Main Office: 208-345-0981

Harvest Preschool Mission Statement

Harvest Preschool works together with families to provide a Christ-centered developmental program that stimulates and strengthens the mind and the faith of each student. Harvest Preschool lays this foundation in a nurturing environment which aims to set children up for success in their future academic and social pursuits. This enables them to one day take their place as role-model citizens, a transforming influence in the world.

Philosophy

Harvest Preschool'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 as presented in the Scriptures. If parents are opposed to or at odds with the virtues, ethics, or moral beliefs of Christianity, they are encouraged to consider enrollment elsewhere.

The educational component is developed to provide students with the best possible foundation for future academic success. There is an emphasis on understanding the fundamental building blocks of language, mathematics, arts, and science. Our program skillfully and intentionally focuses on the development of an excellent general education.

The Bible and Religious Activities

In choosing Harvest Preschool, parents agree 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 this 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 other events relevant to the Christian faith.

Admission and Enrollment

Harvest Preschool is a school for 3- and 4-year-old, fully potty-trained children. Parents may build their own schedule to fit their family's needs by choosing specific days of enrollment.

After parents submit an enrollment application, the Harvest Preschool's office will schedule a tour to discuss admissions. Once admission is agreed upon by the parents and school director, parents will complete the registration packet and submit their initial payment. The initial payment includes the enrollment fees and the first month's tuition.

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

Term Dates

- School Term: August 23, 2023 – May 25, 2024

Enrollment Dates

- Re-enrollment is available February 1
- Enrollment for new students begins on March 1

Required Enrollment Forms

- Payment Financial Agreement
- Parent Handbook Agreement
- Immunization Records or Exemption Form
- Release Forms: Medical, Transportation, Release Authorization/Emergency Contact
- Copy of Driver's License

Fees and Payment Plan

Monthly Tuition

Tuition rates are contracted at the time of enrollment and billed monthly. Contract options are listed below. The minimum option is 2 days per week.

2023-2024 Monthly Tuition

MONTHLY RATES	2 DAYS/WEEK	3 DAYS/WEEK	4 DAYS/WEEK
Preschool (8:30-12:00)	\$216.00/mo.	\$270.00/mo.	\$315.00/mo.

Enrollment Fee

There is a one-time enrollment fee of \$150 per child.

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 (first 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 first day of each month.

Payment Methods

- Checks are made out to “Harvest Preschool” and given to office staff or placed in office drop box.
- Cash is given to office staff or placed in the office drop box.
- Credit Card or ACH (Auto-Pay) is submitted through Curacubby.

Late Payments

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

Vacation and Sick Days

If the student will be absent from class, including days missed due to sickness or family reasons, please call or text the Harvest Preschool office. This communication alleviates concern for the student due to absence. Tuition will not be adjusted due to sickness or vacation, and make-up days are not allowed. We do not offer make-up-days for shorter weeks due to holiday school closings, breaks, or for inclement weather. Contact the school director if there is a special need or concern in this area.

Holidays

Harvest Preschool follows the West Ada School District schedule for most holidays and breaks. Preschool will be closed for Labor Day, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, President's Day, and Spring Break. See the Harvest Preschool calendar for exact dates.

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 (July- May).

Terminating Child Enrollment

Harvest Preschool 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.
- Discipline issues cannot be agreed upon satisfactorily.
- The 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, 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 currently. Please speak with the school director if there are any questions about the tuition.

Schedule Changes and Drop-In Days

Students may only attend on the days included in their contract. This ensures appropriate student-to-staff ratios. If changes in the attendance schedule are needed, parents must fill out a Change of Schedule Form from the office. Schedule changes are subject to availability of space in the classroom. A request for a schedule change must be turned in by the 15th of the month. 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. The requirements are as follows:

- The student is currently enrolled in the school.
- There is available space in the classroom.
- 24 hours advanced notice is given to the school director (by Thursday for Monday change).
- A Drop-In Day Form is completed (forms found at the school office).
- A \$25.00 payment is made before drop-in day.

Drop-Off & Pick-Up

Harvest Preschool has a drive-thru style drop-off and pick-up for all students with staggered drop-off and pick-up times (see map below).

Parents enter the property off Main Street and proceed down the alley to the South entrance of the building. Parents remain in their vehicle while school staff help students in and out of the vehicle. Student are checked in/out using a QR code and the last 4 digits of their phone number and PIN. If more time is needed to assist students, parents will be asked to pull forward and park on the West side of the building.

There may be times when parents will not be able to drop-off during their designated time but are encouraged to adhere to this schedule as much as possible.

Staggered Arrival Times

8:15am-8:25am Last name: A-H 8:25am-8:30am Last Name: I-Z

Staggered Pick-Up Times

12:00pm-12:10pm Last name: A-H 12:10pm-12:20pm Last Name: I-Z

***Students not picked up by 12:20pm will go to after- school care on campus. After-school care rates are \$7 per hour.**

SCHOOL DROP-OFF AND PICK-UP MAP



After-School Care

Harvest Preschool offers an after-school program from 12pm-3pm. The charge is \$7 per hour, billed separately each month. Please contact the school office if you would like to sign up for ongoing after school care.

If you wish to use after-school care on an occasional basis, please contact the school office at least 24 hours in advance. This allows time to schedule adequate staff. If an unexpected need arises, parents should contact the school office as soon as possible to see if space is available.

Discipline

Parents bear the responsibility of nurturing and disciplining their children at home. Harvest Preschool is honored to assist parents in cultivating Christian character in their children's lives by using the following principles of discipline. Harvest Preschool believes that when students understand what is expected of them in the classroom it creates security, freedom, and a rich learning atmosphere.

The teacher will carefully set well-defined limits for the class without undue curbing of individual initiative. Children will be corrected in love when behavior is in violation of these proper and reasonable rules.

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:** causing or attempting to cause damage to personal or school property
- **Threats, bullying, and assault:** causing or threatening any bodily injury to self, another student, or employee

Methods of Discipline

- Time-Out (child will always remain in view of a staff member)
- Loss of privilege of a specific activity which the child enjoys

Usual Procedures of Discipline

Staff members ensure that students understand the rules of proper school behavior before discipline is used.

- The first time a rule is broken, the teacher will remind the child of the rule, redirect the student, and issue a warning.
- The second time a rule is broken, the teacher will remind the student of expected behavior and apply the disciplinary measure. The teacher will:
 - Ask the child to verbalize the offense.
 - Explain to the child the discipline being given.
 - Establish and inform the child of the time limit.
 - Reaffirm the child's expected behavior.
- If a problem persists, the teacher may choose to discuss the situation with the school director.
- Parents may be contacted to discuss corrective action and an agreeable solution.
- Harvest Preschool reserves the right to remove a child from 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 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 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 our students is a priority. Please do not bring a child to school if he or she may be sick. The teaching staff will discuss any situations they observe as students arrive. Harvest Preschool will not admit nor 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° F for a full 24 hours without fever-reducing medication.
Conjunctivitis (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 Vomiting	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.
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 Severe Cough	May return to school after symptoms are gone OR after child's physician has provided written clearance for return to school.
Child is behaving ill - Lethargic, sleepiness, complaints of headache, complaints of stomach or earache	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 view of staff) to avoid spreading sickness.
- Temperature check:
 - If temperature is within the normal range, the student will rest in an assigned area and observed for changes. If the child is not better within 30 minutes, parents will be contacted to pick up their child.
 - If temperature is over 100° F, parents will be notified to pick up their child.
- 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 or she has been symptom-free without medications for 24 hours.** If the parent 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 should notify the school staff if their child has been diagnosed with a communicable disease. All parents in the school will be notified in the event of a possible exposure to a communicable disease and advised on the appropriate measures to take. Under rare circumstances, per Idaho State Law, school may be canceled if there is a serious outbreak of an infectious illness.

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 of the Accident Report will be given to the parent. The original report will be filed in the school office.

Serious Accidents

- A staff member trained in CPR/First Aid will attend to the injured student.
- A staff member will:
 - Inform the school office.
 - Call 911 when determined appropriate.
 - Call parents (or emergency contact) and advise them of the emergency.
 - Stay with the student and administer any first aid possible and pray for the situation.
 - Have the student's Medical Release Form pulled to send with the student.
 - Fill out an Accident Report form and provide a copy to the school office.
 - Stay with student until the parent has taken them into their care.

Medication Management

Medications require:

- Written instructions including the 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.
- An Authorization Form signed and filled out by the parent (provided by the school office).
- The original and clearly labeled prescription bottle.
- An adult to bring the medication to the office, a staff member, or teacher on duty.
- Staff to properly store, dispense, and record administered medications in the school office.
- Unused prescription medications to be picked up by the parent when treatment is complete. Any medications left at school will be destroyed.

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 office to ensure proper adherence.

Emergency and Disaster Preparedness

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

If staff and students cannot return to the classrooms, everyone will be evacuated to a designated location near the campus. School staff will contact parents or designated emergency contact by phone to pick up their children.

School Closure Days/Inclement Weather

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

In the event of a severe weather causing the school to lose power for more than one hour, parents will be contacted to pick-up their children. School will remain closed until power is restored.

Dress Code

Students should wear comfortable play clothes that are appropriate for preschool activities. Flat, comfortable, shoes that do not slip off easily are recommended for running and playing. Girls should wear shorts or leggings underneath dresses or skirts. Shoes and clothing are required for attendance. Hats are to remain in the child's backpack or cubby.

Each student will 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 a restroom accident. Parents will be contacted to bring a change of clothes if a restroom accident occurs and the student does not have a change of clothes. Parents should update their child's change of clothes periodically to accommodate child growth and the change of seasons.

When weather permits, students may go outdoors for recess. During cooler months, parents should send a coat to school with their children for their outdoor activities.

Personal Items

A child's non-essential personal items should remain at home unless it is a show-n-tell day. This includes toys or stuffed animals of any kind. 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. 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. If an accident occurs and the child is not able to change clothes independently, the parent will be contacted to assist their child. If more than three accidents occur in one month, the parents and the director will discuss if the child is ready for preschool.

Definition of "Potty Trained"

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

Snacks

Harvest Preschool provides a standard snack available to all students. Parents may send a healthy alternate snack for their student. If parents wish to send a special snack for a child's birthday, they should check with the child's teacher. All snacks brought must be store-bought. Food will only be served during the scheduled snack times. Students will not be allowed to finish eating food during check-in time. Chewing gum is not allowed at school.

Curriculum Overview

Harvest Preschool curriculum is built to give students the skills they need to succeed. The curriculum follows a weekly plan. Class themes continue throughout the week so that students attending limited days will not miss vital content.

The preschool 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 and Listening and Speaking Skills: Alphabet Recognition and Phonemic Awareness, Tracing, Art Activities.
- Math Concepts: Number Recognition, Shapes and Colors, Ordering, Patterning, Sorting, Quantity, Money, Time, 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: Writing (various materials), Cutting, Pincher Motion, Paper Folding

Parent Communication

Parents may receive text, email, paper handouts, or in-person communication from the school. The staff and teachers are available to discuss any issues or answer questions that may arise. Parents may schedule one-on-one meetings with teachers outside of school hours.

School Administration Software: Curacubby

The Curacubby administrative software is used for parent communication, permission forms, student/family information, and for paying tuition and fees.

Christian Values

Harvest Preschool works to uphold Christian values in every area of the school. As such, we do not allow any items (clothing, toys, backpacks, accessories) that portray violence, witchcraft, vampires, Halloween references, or any item interpreted by staff as contrary to Christian values.