



The Lighthouse

at Hartselle Church of Christ
Preschool & Mother's Day Out

"Learning to Walk in God's Light"

Handbook
2019-2020

Dear Parents,

We would like to take this opportunity to welcome you and your child to The Lighthouse at Hartselle Church of Christ! We are so excited to be a part of this very important time in your child's life! Please take time to read through this packet as it was prepared to give you a better understanding of our program and policies. If you have any questions, please feel free to contact us!

Sincerely,

Phillip Hines, Minister

Talmage Reynolds, Preschool Elder

Sandra Shaneyfelt, Preschool Coordinator, 256-773-6124

The Lighthouse's Program

Your child will participate in a variety of activities such as:

- Learning to share, take turns, work and play with others
- Using manipulatives such as play-doh, crayons, blocks, paints, pencils, etc.
- Learning letter names and sounds, numbers, shapes, and colors
- Enjoying early literacy through the hearing of stories
- Learning Bible stories and morals through "Bible time" every day

Policies

Registration

Registration is open to children ages 6 weeks to 5 years. Registration fee is \$60. A registration form must be on file before the child can be left at The Lighthouse, and its information should be kept current. Also, a current "blue card" immunization record must be kept on file for each child.

Children will be placed in classes according to their ages and will stay in the same class throughout the school year.

2 year old class - turn two before Sept. 1, 2019

3 year old class - turn three before Sept. 1, 2019

4 year old class - turn four before Sept. 1, 2019

Medical Information

A current immunization report "blue card" must be provided and kept updated according to the Alabama Department of Public Health.

Children will not be permitted at our school with any of the following conditions:

- Fever of 99.5 degrees or higher
- Vomiting twice or more within 24 hours
- Three or more watery stools within 24 hours
- Draining rash or undiagnosed rash lasting over 24 hours
- Eye discharge or pink eye
- Open or oozing sores and scabs, unless properly covered
- Head lice - until treatment is effective and a follow-up check has been made

Your child must be kept at home until he/she has been free from symptoms and fever for 24 hours. This is for the protection of the other children and teachers.

If your child becomes sick at school, he/she will be isolated and parents or emergency contact will be called.

In case of a minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented on an "Ouchie Report" and reported to parents when the child is picked up at the end of the day.

In case of an injury or illness requiring immediate professional care, the staff will administer first aid or call 911, as appropriate. At this time, parents or emergency contacts will be notified.

Clothing and Belongings

Children should wear comfortable clothing that is easy for them to manage. We will have playtime every day that might involve running, so shoes with a back or back strap are required.

Each child needs a COMPLETE change of clothes at all times.

Please do not allow your child to bring toys from home into the school so no toys get lost or "borrowed". A special item to be used for comforting is allowed, such as a blankie.

Tuition

One-Day per week: \$60.00 per month

Two-Days per week: \$115.00 per month

Three-Days per week: \$140.00 per month

Tuition of is due on a monthly basis by the 5th of each month. A late fee of \$5 will be charged after the 5th. Months with holidays or days when your child is absent will have the same monthly rate as other months. Please send your child's tuition in

the provided envelope with checks made out to The Lighthouse at Hartselle Church of Christ (The Lighthouse at HCoC). Tuition can be paid monthly or in a lump sum. A receipt will be sent home.

Parking Lot

Please enter our parking lot at the church's digital sign on Sparkman Street and drop-off/pick-up under the overhang in front of the auditorium.

Arrival

The Lighthouse will open its doors at 8:20 am. Children are to be dropped off under the overhang in front of the newer auditorium. Children must be delivered to a teacher or the director and be signed in by a parent/guardian. Full signatures are required. If this policy is not adhered to, the school staff cannot be responsible for the child in any way.

Dismissal

The Lighthouse will dismiss for the day at 12:20 pm, and children should be picked up at that time. Children will be waiting for their rides at the same entrance as drop-off. Your child will have to be signed-out by a parent or another person on your contact list. Staff will ask to see an ID to verify who is picking up your child if they are not familiar to us.

Food

Children will need a lunch sent from home every day. Please remember that lunchtime is limited, so your child's lunch needs to be easy to eat without much assistance. Also, please send food that doesn't need to be heated or kept refrigerated. You may send sippy cups, juice boxes/pouches, and silverware. Please label your child's items that need to be returned home with his/her

name. Please do not send carbonated drinks because they can easily make a mess.

Birthdays

We would love to celebrate your child's birthday! If possible, please let your child's teacher know a couple days beforehand if you would like to bring a special treat for your child's special day! Birthdays will be celebrated after lunch.

Calendar and Inclement Weather

We use the Hartselle City Schools calendar and will observe all holidays that they do. Also, when there is inclement weather, watch for Hartselle City Schools closures. In the event of a late start for Hartselle City Schools, The Lighthouse will be **closed**. If we need to close early, your child's teacher, the director, or office staff will notify you or an emergency contact. In the case of a tornado warning, our "safe place" is in the minister's office in the basement.

Behavior Management

The Lighthouse reserves the right to dismiss any child from enrollment if the staff determines that the program is not meeting the child's needs or if the child's behavior poses a threat to the wellness of others.

3's and 4's will have a behavior chart that should stay in their folder. Your child will get a sticker every day if they have behaved nicely. If there have been any behavior issues, you will get a note explaining what happened.

We understand that young children are learning what appropriate behavior is, and we will use every opportunity to teach and direct them in what is acceptable. Lighthouse staff will redirect

inappropriate behavior and use time out as a consequence. Corporal punishment and harsh words will never be used.

Curriculum

The Lighthouse will use the curriculum ABC Jesus Loves Me in the 2's, 3's, and 4's classes. Each week your child's teacher will send home a weekly overview of what is being taught. The objectives that will be taught are as follows:

2 Year Old Objectives

- be introduced and know several Bible stories, Memory Verses, Nursery Rhymes, Finger plays, and Songs which they can recall when prompted
- know his/her first, middle, and last name along with his/her dad's, mom's, and sibling(s) names
- know the name of his/her home town and state
- say each letter of the alphabet in order
- be exposed to pointing and counting numbers 1-10
- be exposed to various colors and shapes
- be introduced to many books
- increase in fine and gross motor skills
- understand basic manners and self-care points

3 Year Old Objectives

- know several Bible stories, Memory Verses, Nursery Rhymes, Finger plays, and Songs which they can recall when prompted
- know the names of all of the uppercase and lowercase letters
- know the phonetic sound of all of the letters
- be able to correctly trace all uppercase and lowercase letters with their finger
- know by name and be able to correctly trace the numbers 1-15 with their finger
- be able to identify various colors and shapes

- be able to demonstrate spatial concepts, sorting, and AB and ABA patterns
- be able to say the letters of their first name as well as write them using all capital letters
- be introduced to many books
- increase in fine and gross motor skills

4 Year Old Objectives

- know several Bible stories, Memory Verses, and Songs which they can recall when prompted
- know the name of each letter in the alphabet - lowercase and uppercase
- know the phonetic sound of all letters
- be able to correctly write the lower and uppercase letters of the alphabet
- know by name and be able to correctly write the numbers 1-25
- be able to identify various colors and shapes
- be able to demonstrate spatial concepts, sorting, sequencing, and patterns
- be able write both their first and last name using a capital letter for the first letter of their name
- be able say their full name, address, and phone number
- be able to politely answer the phone and call 911
- be introduced to many books
- increase in fine and gross motor skills along with visual perception skills

The infant and toddler classes' main focus is on socialization. These classes will have a good amount of playtime during which sharing and taking turns is stressed. They will also have time devoted to a Bible lesson, a story, and singing.

Parent Signature Page

Please detach this sheet, sign it, and return it to your child's teacher. By signing this, you are stating that you agree to abide by The Lighthouse's policies.

Child's Name _____

Parent's Signature _____

Date _____

The Lighthouse has permission to photograph my child for newspaper articles, slide shows, and to decorate our classrooms.

_____ yes _____ no

Parent Signature _____

I understand that The Lighthouse is not regulated by the Department of Human Resources.

Parent Signature _____