



The Lighthouse

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

Handbook
2021-2022

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 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 me!

Sincerely,

Brenda Reynolds,
Preschool Coordinator
bgreynolds500@gmail.com
256.566.1436

Lighthouse Policies

Registration

Registration is open to children ages 6 months to 5 years. The Lighthouse registration fee is \$60. Registration fees will be used to purchase all student materials, a t-shirt, classroom materials, and party supplies (Thanksgiving, Christmas, Valentine's, etc). A registration form **must** be on file before the child can be left at The Lighthouse, and its information should be kept current. Immediate notice of change of address or phone number is requested.

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, 2021

3 year old class - turn three before Sept. 1, 2021

4 year old class - turn four before Sept. 1, 2021

Monthly Tuition Rates

One-Day per week: \$95.00 per month

Two-Days per week: \$150.00 per month

Three-Days per week: \$175.00 per month

* A tuition discount is given to the second (or more) child living in the same household.

Tuition of is due on a monthly basis by the 5th of each month. A late fee of \$10 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 cash or 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; there will be a discount for lump sum payments. A receipt will be sent home with each payment and a tax statement for childcare will be provided each year in January.

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
- Any contagious disease such as chicken pox, mumps, rubella or roseola

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. Teachers are certified in CPR and use of the defibrillator, which we have at the church building. 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 (including socks) at all times. PLEASE DO NOT ALLOW YOUR CHILD TO BRING TOYS FROM HOME INTO THE SCHOOL. We will have a "show and tell" day and a theme day during each month. They can bring items from home for those special days. We will always let you know early of any upcoming events and fun days. The facility is not responsible for lost items so you may not want to bring any one of a kind items. For babies or toddlers a special item to be used for comforting is allowed, such as a blankie.

All removable garments as well as book bags and lunch boxes should be marked with child's name.

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 Coordinator 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. If your child is upset upon drop off, we will check in with you later to ease your concerns.

Dismissal

The Lighthouse will dismiss for the day at 12:30 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. Please send enough drink for lunch and snack time. 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 will celebrate your child's birthday. If you would like, you can bring a special treat for their class or all of the school for their special day. Birthdays will be celebrated after lunch or at snack and you can visit during that time during their special day. Please let the teacher know a couple of days beforehand what you would like to do. The student will have an extra special day at school on their birthday. Also, if their birthday is during the summer, we will schedule a day toward the end of the year to celebrate it with them.

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 coordinator, 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 stamp every day concerning their behavior. 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.

Parents are asked to write a note telling the teacher of any daily situations, out of the ordinary that might affect the child's behavior. Especially, for all of the babies and toddlers, let us know of anything that might help with your child's care.

Toilet Training

We understand that toilet training can be an interesting time for you and your child. Please rest assured that our teachers in toddlers and twos are glad to help with this process in any way we can.

Please let us know as soon as you begin the training process so we can reinforce it in the classroom.

Please inform your child's teacher specifically in writing of all toilet training needs. This includes, but is not limited to, the following: Does your child indicate a need and how does he indicate it, or does he or she just need to be taken regularly? How does your child prefer to use the toilet--sitting alone or with supervision? For boys, sitting or standing.

Curriculum

At the Lighthouse, we realize children develop, grow and mature at their own pace. Our curriculum takes into account the individuality of each child, and their special interests and identifies goals in these areas of development:

- **Spiritual/Social/Emotional:** All of the students will have joint daily Bible stories and songs led by all of the teachers. They will also have stories and be encouraged concerning social-emotional skills such as sharing, playing with others, obeying, etc. Through the curriculum, the teachers will help children develop independence, self-confidence and self-control; to follow rules and routines; make friends; and learn what it means to be part of a group.
- **Physical:** To increase children's gross motor skills--balancing, running, jumping, throwing and catching and fine motor skills--in their hands to do tasks like buttoning, stringing beads, cutting drawing and writing.
- **Cognitive:** To acquire thinking skills such as the abilities to solve problems, to ask questions, and to think logically--sorting, classifying, comparing, counting, and making patterns while learning to use materials and their imagination.

The teacher will provide a warm, loving environment in which each child may play, explore and develop independence while being introduced to developmentally appropriate math, science, language art, and physical exercise. Under the leadership of qualified teachers, our classes will include a balance of activities: creative artwork, music, outdoor play, exercise, conversations, story times, dramatic play, stations and group activities. Each child will be encouraged to grow in independence, spiritual and social development, and the development of his or her own unique talents and abilities.

Information about your child's day will be sent daily for the toddlers and two year old classes with a short note in their backpack. The 3 and 4 year old classes will receive a stamp daily on their monthly behavior chart which will be in their folder/backpack. The theme and other notes concerning the week will be sent home on Monday.

Toddler Class Learning Objectives:

- Daily story time and Bible Time with stories and songs
- Encourage self-esteem
- Develop listening skills through use of stories, finger plays and songs
- Encourage socialization skills
- Encourage development of sensory skills
- Learning to play with others
- Develop a longer attention span
- Follow simple instructions
- Encourage development of fine and gross motor skills
- Encourage more vocabulary and using correct names for some objects
- The student will be exposed to numbers, colors, shapes, and letters

Two Year Old Class Learning Objectives:

- Daily story time and Bible Time with stories and songs
- Encourage self esteem
- Develop longer attention span
- Encourage listening skills through use of stories, finger plays and songs
- Begin to recognize basic colors, numbers and shapes
- Begin to recognize some letters and sounds
- Develop language and fine motor skills, gross motor skills, sensory skills, and movement activities
- Follow instructions
- Sing the days of the week

Count orally 1-10

Encourage socialization skills

Encourage more vocabulary and recognizing correct names for objects

Three Year Old Class Learning Objectives:

Encourage recalling of some stories and nursery rhymes when prompted

Encourage self-esteem

Develop a longer attention span

Recognize colors, shapes and concept of numbers 1-10

Develop visual perception skills such as recognizing difference in sizes, shapes, and colors

Practice and encourage fine motor skills such as coloring, using scissors and pencils

Count orally 1-20

Encourage to name days of the week, months of the year and seasons

Encourage gross motor skills with free play time and structured exercise time

Recognize and spell first name and practice writing

Encourage play and learning through work and play stations

Encourage students to recall and sing a variety of songs and fingerplays

Recognize alphabet letters and practice beginning writing skills

Four Year Old Class Learning Objectives:

Daily story time and Bible Time with stories and songs

Encourage recalling of several stories and nursery rhymes when prompted

Encourage self esteem

Develop a longer attention span

Recognize colors, shapes and numbers 1-20 while understanding the concepts

Develop visual perception skills such as recognizing difference in sizes, shapes, colors, and classification

Practice and encourage fine motor skills such as coloring, using scissors and pencils

Count orally 1-50

Encourage to name days of the week, months of the year, seasons and weather concepts

Encourage gross motor skills with free play time and structured exercise time and planning of these activities

Encourage beginning writing skills

Recognize and spell first and last name and practice writing

Encourage play and learning through work and play stations

Encourage to recall several Bible stories, books, nursery rhymes, finger plays and songs with prompted

Recognize letters, both small and capital, and words objects beginning with each letter

Recognizing left to right as a pre-reading skill

Sequence stories and events in order

Recognizing letters and numbers are made from top to bottom

Improve listening skills

Recognize some clock time concepts

Encourage students to lead songs, be a helping hand with scheduled activities in group and circle times

Please check book bags DAILY for notes, your child's work and the behavior calendar.

Parent Signature Pages

Please detach these sheets, Parent Signature Page and Medical Form, sign, and return it to your child's teacher.

1. By signing below, you are stating that you agree to abide by The Lighthouse's policies.

Child/Children's Name(s) _____

Parent's Signature _____

Date _____

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

____ Yes ____ No

Parent Signature _____

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

Parent Signature _____

4. I agree that The Lighthouse in association with Hartselle Church of Christ along with any staff or employees shall be free and harmless of any claims, demands, or suits arising from the giving of consent for medical treatment of my child or children given by licensed medical providers and/or transportation of my child/children during such an emergency whether by the school's staff, employees, or emergency vehicles/technicians.

Parent Signature _____

Medical Consent and Emergency Form 2021-2022
The Lighthouse at Hartselle Church of Christ

In the event _____ becomes ill or sustains an injury while participating in The Lighthouse program of Hartselle Church of Christ, Hartselle, Alabama, I, the undersigned, give my permission to those in charge to take whatever steps are necessary to stop bleeding and to administer first aid, including emergency transportation if I, or the emergency contact, cannot be reached immediately.

I also consent to an x-ray examination, anesthesia, medical or dental or surgical diagnosis and treatment and hospital care, and the administration of drugs or medicine to be rendered to my child under the general or specialized supervision, and upon the advice of a duly licensed physician and/or surgeon. I agree to be responsible for any medical expenses incurred.

Signature _____ Date _____

Any special health concerns? _____

Any special health/medical instructions? _____

What medications does your child take? _____

Please list all allergies and reactions:

Child's Doctor: _____ Phone: _____

Insurance Carrier: _____ Policy: _____

Hearing Loss/Speech Difficulties: _____

Other Illnesses: _____

Is your child enrolled in therapy? If so, what kind?

Parent/Guardian Name: _____ Phone: _____

Emergency Contact Name: _____

Relationship: _____ Phone: _____