



# The Lighthouse

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

## Handbook 2022-2023

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](mailto:bgreynolds500@gmail.com)

256.566.1436

## Lighthouse Policies

### Registration

Registration is open to children ages 1 year to 5 years. The Lighthouse registration fee is \$60. Registration fees will be used to purchase student materials, 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 changes of address, phone number or any other vital information 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, 2022

3-year-old class – turn three before Sept. 1, 2022

4-year-old class – turn four before Sept. 1, 2022

**(We may have to adjust dates a little to keep the classes even.)**

### 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 7<sup>th</sup> of each month. A late fee of \$10 will be charged after the 7<sup>th</sup>. **Months with holidays, days out of school 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. As soon as possible, 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 daily. We will have a "show and tell" day and a theme day during months throughout the year. 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 and pacifier.

All removable garments as well as book bags and lunch boxes should be marked with child's name. Please put your child's name on everything in their backpack including any cup, pacifier, blankie, lunch box/bag, etc. in case there is a substitute that is not familiar with their items.

### **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 8:25 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.

***PLEASE EMAIL OR CALL THE DIRECTOR IF YOUR CHILD WILL BE ABSENT FOR ANY DAY OR ANYTHING WILL BE DIFFERENT FOR THEM THAT DAY.***

### **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. Of course, you can use a cold pack for anything needing to be kept cold. 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, due to now having virtual days in the school calendar, we might have to close on those due to the teachers having young children at home that cannot stay by themselves. 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 considers 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 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, 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/month will be sent home.

### **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/emotional 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: (Appropriate for this age level)**

Daily story time and Bible Time with stories and songs

Encourage self esteem

Develop longer attention span

Encourage listening skills through use of stories, fingerplays  
and songs

Begin to recognize basic colors, numbers and shapes

Begin to recognize some letters and sounds

Develop fine motor skills, gross motor skills, sensory  
skills, cognition skills and movement skills appropriate  
for this age level

Follow instructions

Count orally 1-10

Encourage socialization/emotional skills

Encourage more vocabulary and recognizing correct  
names for objects for language and literacy skills

**Three-Year-Old Class Learning Objectives: (Appropriate for this age level)**

Daily story time and Bible Time with stories and songs

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

Introduce and encourage recall of name days of the week, months of  
the year and seasons



Encourage gross motor skills with free play time and structured exercise time  
Recognize first name and practice  
Encourage students to recall and sing a variety of songs and fingerplays  
Recognize alphabet letters and practice beginning writing skills  
Develop sensory skills, cognition skills and movement skills appropriate for this age level

**Four-Year-Old Class Learning Objectives: (Appropriate for this age level)**

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 1-15 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 1-30  
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  
Develop sensory skills, cognition skills and movement skills appropriate for this age level  
Encourage to recall several Bible stories, books, nursery rhymes, finger plays and songs when 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  
Develop sensory skills, cognition skills and movement skills  
appropriate for this age level

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

Parent Signature Pages 2022-2023

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

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 2022-2023  
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: \_\_\_\_\_ Best phone #: \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_