

WELCOME!

We at Heritage Christian Preschool extend a warm welcome to you and your family. We consider it a privilege to assist you in the awesome task of raising your child. We see our role at Heritage as coming under and supporting you in the areas of your child's education, social development and spiritual training.

Scripture teaches the value of early childhood training as is evident in Proverbs 22:6 - "Train a child in the way he should go. When he is old, he will not turn away from it (NIRV)." Ephesians 6:4 - "train them (your children) and teach them the ways of the Lord as you raise them (NIV)," points to the parent's responsibility for nurturing their children.

Kelowna Christian Center wants to share this responsibility with you, as we strengthen and support parents in their God-given assignment. Heritage Christian Preschool can also play an important role in your child's early development.

We are dedicated to the education of your child to enable him/her to grow to their fullest potential. We endeavor to bring out the unique and individual strengths of each child in our loving environment. Our goals are to see each child experience balanced independence as they learn to cooperate with other children.

Heritage Christian Preschool's enrollment is open to families from all churches and backgrounds. It is a ministry of Kelowna Christian Center, a non-profit organization. HCP integrates Christian principles and Biblical values into all areas of learning including stories and songs at circle time, learning about God's creation through science, prayer at snack time and throughout the day, and however else the Lord leads.

Please acquaint yourself with the policies and procedures in this handbook as these will help us to provide the best quality care for your children.



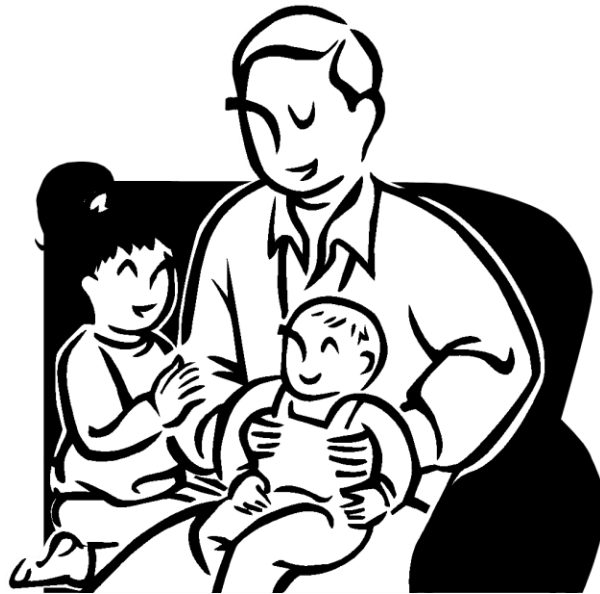
OUR OBJECTIVES

OUR PRESCHOOL MOTTO

*Children come first at Heritage Christian Preschool
where they play, learn and grow with Christian Values.*

GENERAL OBJECTIVES FOR THE CHILDREN

1. To provide opportunities for growth of Christ-like behaviors and the teachings of Jesus Christ as Friend, Saviour and Lord; specifically that He loves and values them and that they are so special to Him;
2. To provide opportunities and activities to help the children develop a positive self-concept which includes self-acceptance and a healthy sense of confidence in his/her own talents and abilities;
3. To provide experiences and activities which fulfill the child's basic individual needs in all areas of their development: spiritual, emotional, intellectual, physical and social;
4. To provide guidance in assisting the child to become a responsible individual, respecting the rights and feelings of others; and to develop problem-solving skills;
5. To provide experiences and activities which stimulate an interest in future schoolwork, broaden an aptitude for learning, and develop kindergarten skills.



ENROLLMENT AND FINANCIAL POLICIES

SCHOOL YEAR

School begins in the fall with a one hour orientation class on the 5th – 7th of September. Full classes start in the second week. A confirmation letter is sent to the parents in late August with the details of these times.

The Preschool year follows the basic elementary school calendar for all statutory holidays. The exception to this is public school professional development days, during most of which the Preschool will remain open. Our teachers will attend Christian Professional Development on October 4-5, 2012 during which our classes will be closed. There will not be classes on December 22nd, 2012 through January 6th, 2013 for Christmas holidays; March 16th-24th, 2013 for Spring Break and March 29th and April 1st, 2013 for Good Friday and Easter Monday. Other holidays include October 8th, 2012 for Thanksgiving, November 12th, 2012 for Remembrance Day and May 20th, 2013 for Victoria Day. Classes end June 21st, 2013 (the third week of June). We will host a Family Fun Day/Open House in June also.

These dates are subject to change

SCHEDULE

The following classes are available, pending enrollments:

8:30 - 11:15 am	Monday and Wednesday Mornings	Tuesday and Thursday Mornings	Friday Morning (by itself or as third class)
	<i>pre-Kindergarten (4 yrs.)</i>	<i>three & four years old</i>	<i>three & four years old</i>
12:15 - 3:00 pm	Monday and Wednesday Afternoons		
	<i>three & four years old</i>		

****Subject to change based on enrollments****

Please indicate a first and second choice on the registration form. Tours of our facility are available prior to registration. Call to arrange an appointment.

PROGRAM

The basic preschool program is the same structure for all classes. Instruction time varies, class to class, dependant on the attention spans and interests of each specific group of children. All options are available to all children in each class.

AGE

Children must be at least three years of age by December 31st, 2012. Arrangements for a developmental assessment can be made with the manager. Children must be potty-trained. Parents may be called during class time if their child needs extra toileting assistance.

REGISTRATION PROCEDURE

The Registration Form must be completed, signed and returned accompanied by the registration fee of \$25.00. This fee is non-refundable and is a one-time fee per child. If two or more children from the same family attend in the same year, only one registration fee is collected.

TUITION

Yearly fees 2012	One class only per week	Two classes per week	Three classes per week
		\$550.00	\$1100.00
Monthly fees Sept. 2012 – June 2013			
	\$55.00	\$110.00	\$155.00

Tuition is payable through Pre-Authorized Debit (PAD). This will be automatically debited from your account on the 21st of each month: September 21st, 2012 through June 21st, 2013. PAD forms must be completed with a voided cheque and submitted together with the registration form. PAD forms are available from the manager or the director.

Any changes to the debit must be made by the 10th of the calendar month. For changes or termination of the Pre-Authorized Debit, a signature is required. Please see the manager or director to arrange this.

Tuition may be pre-paid at any time. For other payment options, contact the manager or director. There is a \$30.00 fee for all returned cheques/payments.

All fees are collected by the manager in the classroom or the director upstairs at the church office.

Arrangements for late payments must be made in **writing** to the preschool director. If arrangements are not made and fees are not collected by the twentieth of the month, notice will be given to withdraw the child by the end of the month.

For families with more than one sibling enrolled in the same year, the tuition is reduced by \$10.00 per month for the number of additional classes per week. For example: for two children attending two classes per week, the monthly tuition for the second child is reduced by \$20.00 (two additional classes) for a total of \$200.00.

Note: The monthly tuition fee represents payment for each calendar month, September to June, regardless of the number of school days in the month.

Duplicate Tax Receipts for Child Care Expenses are given by the end of February next year for income tax purposes. If someone other than the parent is paying, the receipt will be issued to the payee.



GOVERNMENT SUBSIDY

B.C. Government Subsidy for preschool is available for lower income families. Check with your social worker or go to the child care subsidy eligibility evaluator at <http://www.childcaresubsidy.gov.bc.ca/ChildCareSubsidyEvaluator/Step00.aspx> to *estimate* if you qualify for subsidy and to get the forms for applying. Having children attend preschool is a priority in government funding.

Subsidy is based on family income and is assessed on an individual basis. Subsidy application forms are available at the Kelowna Child Care Resource and Referral, #4-1890 Ambrosi Rd., Kelowna, Tel: 250.762.3536 or www.kelownachildcare.com; by calling 1.888.338.6622; or online at <http://www.mcf.gov.bc.ca/childcare/application.htm> . Caregiver Information forms (Child Care Arrangement) must be completed by the preschool.

If you will be applying for subsidy, inform the preschool director immediately.

Authorization for subsidy must be received **before** the first day of school. If it is not available, full payment must be made and, when authorization is received, may either be reimbursed or applied to the remaining account.

Subsidy renewal is the responsibility of the parent/guardian. If subsidy is not renewed on time, full payment must be made and, when authorization is received, may either be reimbursed or applied to the remaining account. Full payment for days not covered by subsidy is required.

WITHDRAWAL INFORMATION

Termination of care requires a minimum of **one month's** written notice by either party (except in the case where payments are not made, see note under Tuition).

Once written notice of the intention to withdraw the child from preschool is submitted, arrangements are to be made through the preschool director for the termination of the Pre-Authorized Debit.

Note: All changes to the PAD must be submitted by the 10th of the calendar month.



GENERAL INFORMATION AND POLICIES

FACILITY

Our facilities are within the church building of Kelowna Christian Center and meet or exceed all the standards and requirements of a licensed Preschool. Washrooms are located in the Preschool and the playground is designated for Preschool use.

STAFF

All our teachers are fully qualified, having an Early Childhood Education certificate or diploma, and are licensed by the B.C. Provincial Government. They have also received first-aid training and participate in ongoing professional development.

All the teachers have received Jesus Christ as their personal Saviour and Lord and have a deep love for children with a desire to provide for the children's needs.

All assistants in the classes have a genuine love for children, meet the requirements for licensing and are pursuing a career with children.

Prior to hiring, documentation is completed on each staff member including a criminal record check, reference checks, and an orientation to the preschool, etc. New staff members receive support and supervision until they are familiar with the children, facility, policies, and procedures.

College Students: In order to meet practicum requirements from a College Early Childhood Education Course, students may participate in our program throughout the year.

COMMUNICATION BETWEEN HOME AND SCHOOL

General information for parents will be posted on a designated bulletin board and/or provided in the monthly newsletter (available in print and by email from childcare@kcc.net). Weekly information regarding classroom activities is listed on the whiteboard outside the classroom. Parents are encouraged to visit the Preschool and to discuss the progress of their child with the teachers. A progress report indicating your child's growth in several different areas is distributed at the end of the school year.



PARENTAL ACCESS POLICY

Parents are welcome to join us at any time throughout the preschool program to observe or participate. Please arrange a mutually agreeable time with the teachers. If the parent will be attending on a regular basis, i.e. for the health needs of a child, a volunteer package must be completed including a Criminal Record Check.

Several times during the year, parents are invited to special classroom parties. Details will be in the monthly newsletters.

FIELD TRIPS

1. For the purpose of extended learning and enjoyment, field trips will be planned throughout the year. The children will be under supervision at all times. Parents are asked to sign a *Field Trip Permission Form* for each outing. This is posted with the sign-in/out forms.



2. Occasionally the children will go to the Heritage Christian School campus for library, gym or other activities with other classes.

3. Parents are responsible to get their child to and from the field trip location unless otherwise notified. Parents are welcome to accompany their child on field trips and will be asked to share in the responsibility of caring for all the children during the field trip. Some siblings may be able to attend if we do not exceed the number of children allowed by licensing. Prior arrangements must be made with the teacher.

FUNDRAISING

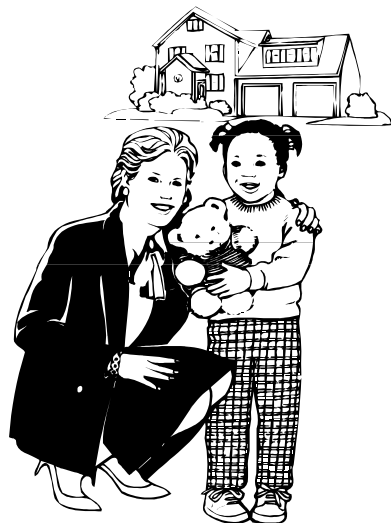
Throughout the year various fundraising projects will be run. Funds raised go toward specific projects or general operating costs. Your support and that of your friends and family is greatly appreciated.

PHOTOS

Individual and class photos will be taken throughout the year. Please indicate on the registration form if you do not wish your child's photo to be taken or used in advertising.

SIGN-IN PROCEDURES

It is the licensing policy that *all* children are signed in and out by the parents or an appointed guardian, and have been greeted by the teacher before the parent/guardian leaves. This requires the parent/guardian to make eye contact with the teacher and/or verbally make sure the teacher knows the child has joined the class. This also applies during field trips.



Please record any pick-up changes, days your child will be away, or any other specific detail you would like us to know about in the 'Special Instructions' column on the Sign-In form.

ATTENDANCE

In order for your child to obtain maximum benefits of the program, punctuality and consistent attendance is very important. This includes prompt arrival and departure times. If your child will be late or absent, please inform the teacher as soon as possible: 250.980.5607.

CHILD PICK-UP/LATE FEES

1. Only adults who are authorized on the Registration Form may pick up the child. Please make *written* prior arrangements if a change is to be made. Photo I.D. will be required of all unknown adults who come to pick up a child. We also require you to communicate directly to the teacher prior to or on the affected day for pick-up/drop-off changes. This should be done verbally and recorded on the sign-in sheet under "Special Instructions."



2. It is important to a child's feeling of security and trust that he/she is picked up on time. Co-operation in this regard is greatly appreciated as the teachers need time for class preparation and clean-up. Any time over and above the allotted class time is charged as **overtime**. The fee is \$10.00 if you are more than 5 minutes late to pick up your child. If you are more than 15 minutes late, you must pay the teacher \$20.00 and so on per 15 minutes (natural disasters excluded).

The teacher will first attempt to call the parents/guardians, and then the emergency contacts on the registration form. If the child is not picked up within **60 minutes**, the

A verbal reminder will be given and then, if necessary, a written reminder.

**** Please pay the teacher directly ****

teacher is required by law to contact the Ministry of Children and Family Development to take the child until the parents can be located.

Late Fees	
5 - 15 minutes late	\$10.00
15 - 30 minutes late	\$20.00
30 - 45 minutes late	\$30.00

3. We will not release a child to an adult who appears to be under the influence of drugs or alcohol. We will let the parent know that we are concerned about them driving. We will then ask the parent if we can call a taxi or a contact

person on the registration form to come and pick up the child. We are under legal obligation to inform the Ministry of Children and Families and the RCMP.

ABSENTEE

Please notify the Preschool as soon as possible if your child is going to be absent for any reason. In the event of absenteeism due to illness, vacation, etc., the parent is responsible for full payment. (See withdrawal information on previous page.)

WITHDRAWAL INFORMATION

The parent is responsible to pay for the days the child is registered, regardless of attendance.

Withdrawal forms are available in the Preschool classroom or from the director. If you are moving, please give your forwarding address to the preschool so that we can mail your year-end income tax receipts, etc.

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CLOTHES

Children should be dressed in *easy-wash* play clothes. **Please label ALL your child's belongings.** The children must have a pair of indoor running *shoes* (not slippers) to wear and leave at the preschool. These shoes are also worn if we use the gymnasium and when we have a fire drill and must leave the building. Your child should be able to put on and take off shoes independently, as the children participate in daily outdoor play. Please dress them appropriately for the weather. Please send a complete extra set of clothing in a large Ziploc bag labeled with your child's name for the case of emergencies.

TOYS FROM HOME

Toys from home are not always conducive to co-operative play. As toys may get misplaced, etc., they should be **kept at home**. On occasion, the child may bring a toy to be shown at arrival time and then returned home with the parent. We will have special "Show and Tell" days for your child to share their special treasures with the class.

SNACK

Please send a nutritious snack for your child each class. Please include 2-3 items from the Canada Food Guide. Thank you for not sending candy, chips or other junk food! The children will be encouraged not to share their snacks with other children unless it is a birthday celebration. (Many other sharing opportunities present themselves during the preschool day.)

Please provide a water bottle/cup for your child. Purified water is available in the classroom.

For Birthdays, you are welcome to bring plain rice crispy squares; we have found this to be the best treat that also avoids all allergies.



Allergy Alert

Please make the teachers aware of any food allergies your child may have.

There may be specific allergies to consider in each class; the teacher will make the families aware of other foods that need to be avoided. Heritage Christian Preschool is a "nut-free zone". All snacks brought in must be free of nuts or nut products. Some children can be dangerously allergic to foods even if they are just in the room or near someone who has just eaten them. Should there be a life threatening allergy, we ask for your cooperation in avoiding these foods.

HEALTH AND SAFETY

Illness and Injury Policies



1. If a child is not well, parents are asked to keep him/her at home and call the preschool 250.980.5607 to inform the teacher.

Reasons for this include:



- a. Any type of **fever** at all;
- b. **Vomiting** or **diarrhea** within the last 24 hours;
- c. **Contagious** illness (please inform the teacher);
- d. "Hacking" **cough** or difficulty in breathing;
- e. Any coloured **discharge** from the nose;
- f. **Conjunctivitis** (pink eye) that has not been treated;
- g. The presence of **nits** or **lice** in hair.

Children are very generous when sharing germs with other children, family members, and teachers. In order to stop this cycle and in the best interest of all concerned, please keep your child out of the classroom when any of the above symptoms are present.

2. If the child should become ill while at preschool, the teacher will notify the parent to come and take the child home.
3. If an accident occurs to a child while in our care requiring the attention of a physician, we will attempt to inform the parent immediately, then the doctor or ambulance. If the parent cannot be reached, we will call the doctor or ambulance. The parent/guardian is responsible for the ambulance fee.
4. Medications will be administered *ONLY* as prescribed by the child's physician, and/or provided by the parent/guardian in the original labeled container and will be kept in a locked box. Administration of the medicine will be recorded on a medicine administration chart.
5. The preschool is required by licensing to have a record of who has been immunized. If you have chosen not to immunize your child, please indicate so on the registration form. (If an outbreak occurs to which your child may be at risk, a medical health officer will determine when the child may return to class). There is no tuition refund available in this event.
6. Since the health of each child is very important, please notify the teacher of any special circumstances regarding your child's health. We appreciate knowing about hurts, bruises and emotional upsets that occur away from the Preschool or if anything changes through the year concerning their health or well-being.
7. If your child has any speech, hearing or eyesight difficulties, we recommend your child be assessed by a physician. The Central Okanagan Child Development Association 250.763.5100 exists to serve children with special needs from birth to school entry. Feel free to contact them directly if you have any concerns.

8. We are required by law to report any suspected neglect or abuse to a child. It is our responsibility to protect the children from any ill-treatment of any form.
9. Our preschool is a smoke-free-zone. Smoking is not permitted on the church or school property at any time. We would appreciate you refraining from smoking on the premises. Thank you.

FIRE DRILLS

In keeping with the Provincial Law, our Preschool is inspected periodically and is fully equipped with the necessary chemical extinguishers required by law. Fire evacuation drills are held monthly.

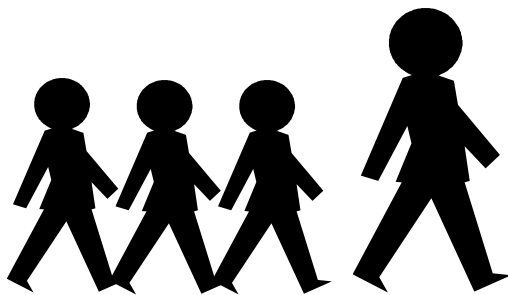
The teachers escort the children outside the building to a safe meeting place next to the open field where roll call is taken. The children wait there until we receive permission to re-enter the building.



EMERGENCY EVACUATION

Local Evacuation (within a few city blocks)

In the case where an evacuation of the neighborhood is required, we will exit the building as in the fire drill. We will proceed (walk) with the children to the McDonald's Restaurant on the corner of Highway 33 and Hollywood Road.



We will then attempt to call the parents or contact persons on the emergency cards to come and get the children. We will then await a message via TV, door-to-door or radio as to further instructions. It is our responsibility to stay with the children until they have been picked up.

Community Evacuation

In the case where an evacuation of the Rutland area is required, we will exit the building as in the fire drill. We will proceed (with available transportation, i.e. city bus or other) with the children to the Parkinson Recreation Center. We will then attempt to call the parents or contact persons on the emergency card to come and get children if possible. We will then await a message via TV, door-to-door or radio as to further instructions. It is our responsibility to stay with the children until they have been picked up.

REPORTING ABUSE

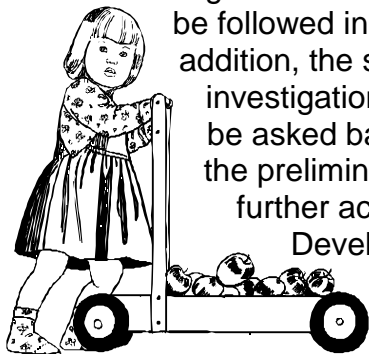
All children in our care have the right to be free from abuse (physical, emotional, and sexual) and neglect.

The preschool recognizes its responsibility to ensure the safety and well-being of all children within its care. The staff recognize their privileged relationship with the children and also that this relationship must not be exploited in any way. Our staff treats the

children with respect and dignity at all times. They will not put themselves in any situation where they may be open to allegations of child abuse.

Procedure for Reporting Abuse

Any suspected or disclosed abuse or neglect will be reported to the Ministry of Children and Family Development and subsequently reported to the licensing officer of the facility. All disclosures will be documented in an objective manner with the recording of facts i.e. times, dates, and manner in which we became aware of the situation. A copy will be given to the Social Worker and we will keep a copy in the preschool files. Child abuse can be: physical, sexual, emotional or neglect.



If the alleged offender is a staff member, reporting and investigation procedures will be followed in the same manner as for persons outside the preschool. In addition, the suspected staff person will be immediately suspended until the investigation of that individual has been concluded at which time they will be asked back or dismissed based on the findings of the investigation. If the preliminary investigation indicates that the report is unfounded, no further action will be required. The Ministry of Children and Family Development along with the preschool director will be responsible for ensuring that the parents of children who have been affected are notified of the investigation proceedings and outcome.

PERSONAL INFORMATION PRIVACY POLICY

In compliance with the Federal Government's Personal Information Privacy Act (PIPA, governing the collection, use, retention and management of individual's personal information), Heritage Christian Preschool is committed to protecting the confidentiality of your personal information.

We require your personal information for the following purposes:

- * Program planning and implementation, to meet the needs of your child
- * Billing and year-end tax receipts
- * Building our clientele
- * Class lists
- * It is to be used within the Kelowna Christian Center Society only and for Health Care Officials or extra Care Providers, i.e. Child Development Center, etc.



Heritage Christian Preschool will not collect, use or distribute your personal information beyond the above-mentioned purposes without your consent unless required by law. Your personal information is available to you at any time. **Please keep your information as up-to-date as possible** in the event of an emergency.

If you have any questions or concerns regarding the privacy of your information, please contact the preschool manager or director.

If you wish to opt out of any of these uses, please notify the preschool in writing.

GUIDING AND CARING /DISCIPLINE POLICY

The word discipline is derived from the word disciple. To disciple means to teach. As children explore their ever-expanding world, they need limits and consistent, loving guidance. Studies reveal that the way in which adults provide discipline is crucial to the child's later development.

Discipline guidelines benefit everyone. Children benefit from the security of knowing what is expected and experience the natural benefit of learning to follow authority in their lives. Discipline is essential in a group setting; without order, learning is quenched. For you as parents, we hope to be a team member with you and be a positive reinforcement to the discipline you have at home.

How Do We Discipline?

We approach this area with the understanding that each child is unique, coming from different backgrounds and experiences. As children learn and grow, they naturally test rules. It is normal for children to test a rule by breaking it. From the beginning, we inform the children of the expected behavior. We remind them when they 'forget' the rules and give them opportunity to redirect their behavior. Our approach is to be supportive rather



than punitive. The preschool does not use corporal punishment as a form of discipline. This is not our role as a preschool and we believe that this should not be applied outside of the parent-child relationship.

Our Techniques

1. Respect - Respect for the child is conveyed by talking to them in a quiet, calm voice away from the other children if possible. The exceptions to this would be in potentially dangerous situations. For example: A child is pushing another child at the top of the playground equipment. In this situation, a fast, direct response is obviously more important. Once the immediate danger has passed, then the child is quietly taken aside.

2. Reminding - Sometimes children need specific instructions that are more easily attainable. For example, at 'Clean-up Time' restating that it is clean-up time may be necessary because children tend to get distracted easily! "Please put the trucks on the top shelf," would be more direct and attainable for the preschooler who can easily follow one or two directives at a time. Rather than just "Clean up the room."

Sometimes children need to be reminded of the classroom rules. The teachers will restate the rule: "The rule is no running in the classroom." Then they will ask the child to state the rule: "What is the rule about running?" The child will answer, "No running in the room." The teacher then puts the decision back to the child: "So what are you going to do now?" The child responds, "Walk."

3. Redirection - The child may be asked to choose an alternative activity or redirected to one if needed, while at the same time the teacher is verbalizing what is appropriate behaviour. This is done in a positive, matter-of-fact manner.

4. Problem Solving - Sometimes, the best guidance is to step back and enable the child to work out a resolution. As we are needed, we offer help. Stating the problem is sometimes needed for clarity and therefore comforting to the child in being understood. For example: "Johnny, I see there is a problem. Tom, when you are done with the truck, can you give it to Johnny?" Johnny is assured, and he can relax.

5. Natural and Logical Consequences - Natural consequences state the inevitable. For example, "If you go outside without mitts, your hands will get cold." Logical consequences mean we are enforcing a consequence related to the situation. For example, "When you spill your drink, then you will wipe it up."

6. Time Out/Body Break - This is used to help the child calm their body down and or, regroup and think about his/her behavior and how he/she can make restitution. The time frame used here is approximately one minute per year of age; not more than five minutes in total. It is communicated to the child that it is the behavior that is unacceptable and not them as a person.

7. Modeling – Caregivers model appropriate Christ-like behaviors in all areas of our program because they know what they do *will be* modeled back.



8. Restitution - Restitution is the primary philosophy of behavior that we hope to convey. The *Golden Rule* says, "Do unto others as you would have them do unto you." This is communicated in a kind and respectful manner, (like we would want to be spoken to). For example, a child has told another child that they are not allowed to play house. The teacher will sit down with this child and ask, "Would you like someone to say this to you? How would it make you feel?" Children readily acknowledge that they would not like this either. To make amends it is asked of them, "Is there something you can do to help this person to feel better?" If needed, they are given suggestions.

9. Positive Reinforcement and Building Self-Esteem - "Johnny, I see you sharing with Max, that is kind." "Sarah, I see you putting the puzzle away when you are done." A verbal acknowledgment or a smile does wonders for communicating acceptance. We consistently look for ways to reinforce the child by acknowledging their efforts. When Ashley asks, "Do you like my picture?" the teacher will ask Ashley to tell her about her picture or ask, "What do you think about your picture?" Most often the child will respond, "I like it." And with that response a light of confidence goes on in the child.

10. Sharing - We promote the Christian value of sharing. The child is encouraged to ask, "May I have a turn?" The other child is encouraged to answer that child and say whether it is okay or not and when they can have a turn, either in five minutes, or when they are finished.

By recognizing that each child is unique, we support their individuality and thereby increase their positive feelings about themselves - ultimately creating in them a desire to do the things they know that are right and praiseworthy.

OUR PROGRAM

CHRISTIAN LIVING AND LEARNING



God made us and everything that exists. He continues to care not only for us, but for everything He has made. Our Heavenly Father loves everyone and we are very special to Him. We know our God loves us because He sent His Son, Jesus Christ, into the world to be our Saviour. Christian Living and Learning presents God as we know Him from the Bible and especially Jesus Christ as the child's personal Friend and Saviour. All of the major Christian festivals are observed and explained in the light of our Christian faith.

In this area, we will have Bible stories, present-day stories, puppets, and other creative media that enhance learning about God's love. Time will be provided for singing, sharing, and praying.

LEARNING CENTERS



Parents often think that children are not learning in a preschool setting because the teaching is not prominently evident. To the contrary, young children are learning through the experience of what we call play: exploring, discussing, creating, pretending and copying. Through their senses they learn from the results of their actions by seeing, tasting, touching, smelling and hearing. They follow good role modeling to learn appropriate social skills as desired behavior is reinforced and they learn the simple rules. As their teachers play, listen, talk with them and enjoy their company they learn that they are valued and loved. At preschool, children *do* learn. The following list of activities and learning centers

demonstrate the many aspects of learning that occurs when children are at play. These are all pre-reading and number skills which are fitting for preschool age children.

Manipulative Center

Eye-hand coordination, small muscle development, colours, size comparison, space relationships

Play Dough and Finger Painting

Sensory experience, experimentation, small muscle development, tension outlet



Creative Art Center

Small muscle development, left-right orientation, color discrimination, shape exploration

Large Block Center and Construction Toys

Eye-hand coordination, balance, recognition of 3-D shapes, number concepts, dramatic play

Dramatic Play and Dress-Up Center

Act out life roles, emotional experience, social experience, stimulates the imagination

Book Center and Storytelling

Language development, left to right orientation, learning to listen, appreciation of books

Sensory Table

Sensory experimentation, number-volume concepts, satisfying solitary or parallel play, small muscle exercise

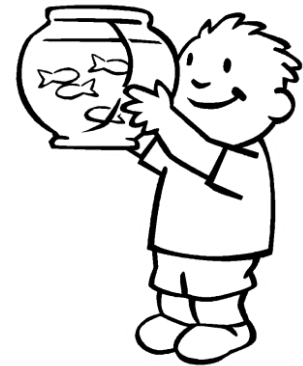


Music and Movement Activities

Sound and rhythm discrimination, vocabulary development, speech development, body-part awareness, left and right awareness

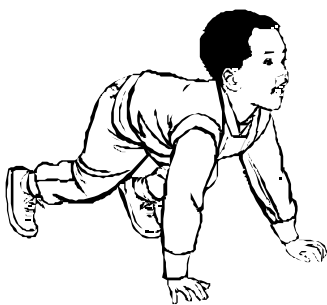
Science Table

Satisfies curiosity about the world around them, enhances observation skills



Concrete Learning Center

Modeled after the Montessori teaching style; various life skills and sorting activities that have a specific order and outcome



Outdoor Climbing Equipment

Large muscle development, coordination, self-confidence

Clean-Up Time

Self-confidence, categorization, develops a sense of orderliness

Self-Care

Experience of taking care of self, promotes independence

Snack Time

Social skills development and awareness of manners, language development through conversation, healthy eating habits

KINDERGARTEN READINESS

We have designed a specific class for four-year old children who will be going to Kindergarten the following year, in order to help prepare them for Kindergarten academics. This class will include more involved crafts and games, a longer story time and a specific time period for working on pre-math and pre-reading activities. The times for these classes are on page three.

OUR PHILOSOPHY OF PLAY



When children play, they learn more about themselves, other people and the world around them. They become more creative thinkers and are better able to cope with challenges and change.

While every child's play is unique, play typically includes the following descriptive types: 1) Solitary Play - playing alone; 2) Parallel Play - playing beside others; 3) Cooperative Play - playing with others; 4) Complex Play - playing with others, as in cooperative play, but usually including more imaginary themes, longer time, and more detailed agreements and rules. Areas of development are

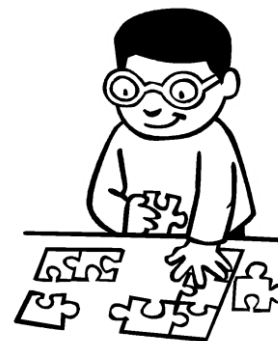
social, physical, intellectual, cognitive, and emotional. We strive for excellence in our program planning by including activities in all these areas.

We believe play is the child's work; impacting their total development as it stimulates thinking. Preschoolers are naturally active because their rapidly growing bodies require activity for healthy development. The brain requires movement for development.

Play leads to problem-solving. We are often too quick to solve their problems for them. Children learn far more if not intervened too quickly. They tend to communicate mostly with actions, expressing their thoughts and feelings through play. From a child's play we can gain an understanding of how he/she sees and construes the world, what his/her interests are, and what his/her strengths and weaknesses are. A child's play reflects what words cannot.

Uninterrupted play also helps to develop the attention span. The ability to imagine what is not present (imaginative play) leads to skills in problem-solving in areas of math and science.

Studies have shown that children who were good 'players' showed a better ability to take on the perspective of others and showed fewer signs of fear, sadness, and fatigue. The good 'players' showed more empathy toward others, less aggression, and were, in general, more socially and emotionally adjusted.



Our goals in the preschool are to encourage all kinds of play that will stimulate and promote the healthy development of your child; through planned developmentally appropriate activities that meet the wants, needs and interests of each child individually and the class as a whole.

DAILY SCHEDULE

The following outlines our basic daily schedule, which is very flexible according to the needs of the children.

PLAYTIME - 8:30-9:45 am; 12:15-1:30 pm

Free choices: The children are free to choose from the learning activities at various centers during this time.

CLEAN-UP - 9:45-9:55 am; 1:30-1:40 pm

Here is a wonderful opportunity to develop organizational skills, cooperation and ultimately a sense of pride in their school.

RAINBOW ROOM CIRCLE - 10:00-10:20 am; 1:45-2:05 pm

The group time may involve songs, finger plays, puppets, or stories. Often the children are involved in creating the stories.

The Rainbow Room Group Time is a group time designed for a variety of activities and may include the following:

- Calendar
- Letters of the week and their sounds
- Cooperative games
- Show and Tell (the first Wednesday, Thursday or Friday of each month)
- Music: movement, instruments, singing
- Bible Story: puppets, drama, storytelling
- Praising God with singing, dancing, instruments, etc.
- Prayer



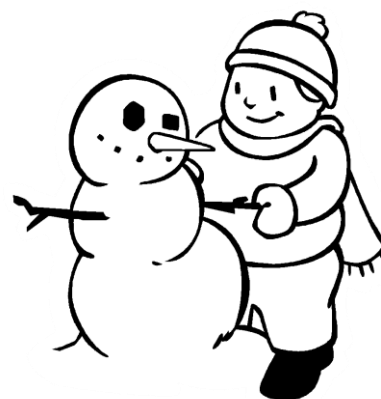
SNACK TIME - 10:20-10:40 am; 2:05-2:25 pm

The children develop a reverence for prayer as they thank God for His provisions (food). Social skills are reinforced as they converse during snack time.

OUTDOOR PLAY TIME - 10:55-11:15 am; 2:40-3:00 pm

Playground time is for exercise and fun. Licensing requires that the children be outside for part of the Preschool program, weather permitting. Please bring your child prepared for outdoor play. The Preschool has a fenced playground. This is used for our daily outdoor activities. Short walks around the church grounds may occur as well for extended experiences outdoors.

If weather keeps us indoors, we may conclude our day with cooperative games.



LIBRARY

Once a month we go to the Heritage Christian School Library where the children hear great stories. Parents are welcome to sign out books with their child to take home. We appreciate the sense of community we have at Heritage Christian Schools and hope you become aware and a part of what God is building here.

HOW PARENTS CAN HELP

You can help your child adjust in the following ways:

Encourage him/her to look forward to each day of school as a wonderful and exciting event.

Listen to your child when he/she is ready to share with you his/her experiences of the day. Help your child tell you about their day by asking for specifics. For example: "Did you hear a story or paint today?" And then help him/her remember what it was about. You'll find daily information of the stories, etc., on the white board.

Involve yourself with your child's interests and achievements in the preschool program. Your involvement will help them attain their maximum potential.

Parents are welcome to bring their own expertise and knowledge to our preschool. Children respond warmly to visitors. If you would like to share in the program in some way, feel free to make arrangements with the teacher.

Thank you for entrusting your child to our care at Heritage Christian Preschool.

