

His House  
Preschool & Learning Center



# Parent Handbook

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# **His House Preschool Parent Handbook**

## **Table of Contents**

1. Welcome to His House Preschool and Learning Center
2. Hours of Operation
3. Payment Policy
4. Registration Fee
5. School Calendar/School Closing
6. Daily Check-In and Check-Out
7. Authorized Child Pick-Up and Arrangements
8. What Your Child Should Bring to His House
9. Student Dress
10. Hot Weather, Outdoor Play, and Sunscreen
11. Meals and Snacks
12. Infant Feeding
13. Naptime
14. Infant Sleeping Requirements
15. Immunizations
16. Medication
17. Medical Care Plan
18. Health Check and Illness Policy
19. Head Lice Policy
20. Accidents and Injury
21. Emergency Drills
22. Security and Safety
23. Behavior Guidance
24. Biting Policy
25. Potty Training
26. Learning Curriculum
27. Educational Philosophy
28. Educational Care Plan
29. Child Assessment
30. Chapel and Bible Curriculum
31. Open Door Policy
32. Classroom Parties and Special Events
33. Standards of Conduct for Staff and Parents
34. Child Maltreatment, Abuse, and Neglect
35. Withdrawal Policy
36. Nondiscrimination Policy

## I. WELCOME TO HIS HOUSE PRESCHOOL AND LEARNING CENTER

Thank you for choosing His House Preschool for your child. We realize that you have entrusted us with your most valuable treasure. Our entire staff is committed to promoting your child's physical, intellectual, emotional, social and spiritual development in a Christ-centered environment where each child is guided in growth through age-appropriate activities.

This Parent Handbook was written with you in mind. Please read it and become familiar with all of the sections. If you have any questions, please feel free to contact the His House office at 479-636-7165 or [hishouse@rogerfirst.com](mailto:hishouse@rogerfirst.com).

His House is fully licensed through the Arkansas Department of Human Services division of Early Care and Education Childcare Licensing Unit. His House is a 3 Star Better Beginnings program, providing the highest level of early care and education as determined by the State of Arkansas' quality rating system.

## 2. HOURS OF OPERATION

### Standard Day

Standard preschool hours are from 8:00 am to 2:00 pm. Children should arrive between 7:50-8:00am. Please give our office a courtesy call if you know you are going to be late or absent. Children may be picked up from 1:50-2:00pm. Accounts may be assessed a late fee of \$1.00 per minute for pick-up times beyond 2:00pm.

Children are not to enter their classrooms before 7:50am. Note that the beginning of a school day can be an exciting but difficult period for children. To facilitate a smooth separation from parents, encourage your child to play and relax with the other children upon arrival. It is desirable that parents not linger at the classroom door or windows unnecessarily. Maintaining an efficient drop-off routine with your child will help everyone in the class remain positive and allows class to begin on time. Know that we will do everything possible to comfort and sooth your child if he or she experiences separation anxiety.

### Extended Care

Extended Care hours are available for parents requiring earlier drop-off and later pick-up times. Extended care hours are between 7:15am and 4:00pm. Accounts may be assessed a \$1.00 late fee per minute for pick-up times beyond 4:00pm.

## 3. PAYMENT POLICY

All tuition fees are due by the 5<sup>th</sup> of each month and a \$20.00 late fee is assessed from accounts not current after the 10<sup>th</sup> of the month. His House charges a fee of \$25.00 for any returned checks. Your prompt payment each month is vital for the financial well-being of our preschool operations.

At this time, His House is only able to accept checks, cash, or checks sent through the account holders online bill payment system. All checks should be made payable to "His House Preschool" and include the child's name on the memo line. A black tuition drop-off box is located at the His House office area.

His House has determined the tuition price based upon hours per day, dates of attendance, and holiday breaks to come up with a comprehensive tuition, which is averaged out over a nine month period. This is why tuition payments are the same each month. August is the only month with pro-rated tuition.

Tuition is non-refundable for personal days, inclement weather, holidays, breaks, and staff professional development days.

#### 4. REGISTRATION FEE

A non-refundable registration fee is due at enrollment. Families who are new to His House will pay the new student enrollment fee upon their initial enrollment at His House. Each year, students must re-enroll into the program and the designated registration fee must be paid.

The registration fee covers your child's curriculum materials, certification of all His House staff members in CPR and First Aid, as well as, staff member background and child maltreatment checks.

#### 5. SCHOOL CALENDAR/SCHOOL CLOSINGS

His House follows the Rogers Public Schools calendar (with a few exceptions). See the His House school year calendar for details. School closings include professional development days, holiday breaks, and school closings due to inclement weather. Weather related closings will not be refunded and days will not be added at the end of the school year. Parents should tune in to local radio and/or television stations for weather-related school closing information. If Rogers Public Schools are closed for inclement weather, His House will also be closed.

#### 6. DAILY CHECK-IN AND CHECK-OUT

Each class has a sign-in sheet posted at the classroom door. Your child must be signed in and out upon arrival and departure. You will be asked to sign your name and time in the space provided along with any special instructions or notes your child's teacher will need for the day.

#### 7. AUTHORIZED CHILD PICK-UP AND ARRANGEMENTS

Because your child's safety is of the utmost importance to us, only adults listed on your child's authorized pick-up list may pick up your child, unless we receive a written note from you. All authorized individuals should be prepared to show picture ID. The His House office must have written consent for any changes to your child's pick-up list. Parents may call or e-mail the office for immediate changes.

#### 8. WHAT YOUR CHILD SHOULD BRING TO HIS HOUSE

His House requests that all items brought from home be stored in each child's cubby. It is important that everything brought from home be labeled with the child's first and last name.

Children are not to bring toys from home except for show-and-tell days. His House is not responsible for lost or broken toys.

Your child's teacher will communicate with you on the specific items needed for your child's class. They will also communicate with you concerning the replacement of any of the required items or other items needed for your child.

#### Needed Items:

1. Bottles or sippy cups, milk or formula, and juice (based on age of child)
2. Nutritious lunch following the USDA guidelines for the age of the child (see Appendix A)
3. Diapers or Pull-Ups (if needed)
4. Pacifier with pacifier clip (if needed)
5. Seasonal change of clothes, including socks and underwear (please label a zip-lock bag containing these items and place in your child's cubby)
6. Crib-sized fitted sheet and blanket for naptime (cribs or mats are provided)
7. Sunscreen
8. Coat or jacket in cooler weather

#### 9. STUDENT DRESS

His House requests that your child is sent to school in comfortable clothing. Dress appropriately for the weather, as we do go outside daily. Washable play clothes and tennis shoes are the most suitable.

A complete change of clothes, including underwear and socks, are to be kept in your child's cubby. Please label a zip-lock bag containing these items and regularly check to make sure the clothes are appropriate for the season.

#### 10. HOT WEATHER, OUTDOOR PLAY, AND SUNSCREEN

- a. In order to provide a safe outdoor experience in hot weather conditions, His House recommends parents apply SPF 15+ sunscreen prior to their children's arrival when weather requires. Parents are also asked to provide sunscreen that staff can put on children before going outside. If your child has a sunscreen allergy or sensitivity, please let your child's teacher know and provide sunscreen specific for your child to use.
- b. Our staff encourages children to play in shaded areas whenever possible and remind children to drink plenty of water as they can dehydrate quickly in hot weather. Children can bring a water bottle to take outside during play time.

- c. The length of time spent outdoors will be appropriate to the weather conditions and at the discretion of the Director. If the temperature outside is 90 degrees or above, outdoor playtime should be limited to 15 minutes for children ages 3-5 years old. If the temperature outside is 90 degrees or above, younger children need to be kept indoors for playtime.
- d. Play during extreme temperatures will be held indoors in our gym.
- e. When outdoor play occurs during the winter months and when temperatures are extremely cold, the time scheduled for outdoor play will be reduced or suspended depending on the temperature and other weather conditions.

## 11. MEALS AND SNACKS

- a. Lunches should follow the U.S. Department of Agriculture nutrition guidelines. Information regarding these guidelines may be found at [www.mypyramid.gov/kids](http://www.mypyramid.gov/kids) or in Appendix A. A cold pack should be sent in the child's lunch box. His House cannot microwave meals for children over 12 months of age.
- b. All allergies should be listed on your child's registration form. Please discuss any food allergies and/or dietary restrictions with the His House office and your child's teacher.
- c. His House is a peanut/nut free environment.
- d. Parents are to provide a snack for their child's classroom on a monthly basis, or as determined by the classroom teacher. A snack list and snack schedule will be available to sign-up for snacks. According to health department regulations, homemade snacks cannot be served to children. Other restrictions may apply according to each classroom.

## 12. INFANT FEEDING

Parents should provide all items necessary for the feeding of their infant while at His House including but not limited to bottles, formula, breast milk, cereal, baby food, and snacks. All bottles must be labeled with the child's name. Parents should make infant feeding instructions known to their His House caregiver to ensure each child is given the proper amount at the appropriate times.

## 13. NAPTIME

DHS Minimum Licensing requires that there shall be an opportunity for a supervised rest period. This rest period should be at least one (1) hour, but shall not exceed two (2) hours. If children do not fall asleep, they shall be allowed to participate in a quiet activity either on their mats or in a supervised area.

Each child should bring a crib sheet, blanket, and small pillow for nap time. These items will be sent home on Thursday or Friday to be laundered.

#### 14. INFANT SLEEPING REQUIREMENTS

His House will follow all specific guidelines listed from DHS Minimum Licensing for Infant Sleeping.

Infants (children 12 months of age and younger) shall be placed flat on their backs to sleep, in accordance with American Academy of Pediatrics guidelines, to lessen the risk of suffocation and Sudden Infant Death Syndrome. If a child rolls over on his/her own, the facility is not required to reposition the child. If there is a medical reason that a child cannot sleep on his/her back, and then a signed statement from the child's physician must be in the file stating the reason, the sleep position indicated, and the time frame this is required.

Infants' sleep space shall be free of loose bedding. If your child does need a light blanket, we ask that you supply us with a sleep-sack instead, as those lessen the risk of suffocation.

Swaddling infants shall not be practiced except as directed in writing by the child's physician. This includes use of swaddling blankets or other swaddling devices.

Pillows (including nursing or "boppy" pillows), bumpers/bumper pads, and stuffed animals shall not be placed in cribs. This does include any type of "lovie" for a child under the age of 12 months.

#### 15. IMMUNIZATIONS

All children must have proper immunizations, according to age. A current immunization record for your child must be kept on file in the His House office. His House follows the Arkansas requirements for immunizations. It is the parent's responsibility to provide verification of up-to-date immunizations in a timely manner as the child receives them. According to our minimum licensing requirements, a child has ten days to be fully immunized following enrollment. After the 15th day, your child may not attend class until record of the immunizations is turned in to the His House office. See the immunization schedule in Appendix B for a listing of required vaccinations. If your child has a medical exemption or adjusted immunization schedule, that must be provided to the office.

#### 16. MEDICATION

All medications, including over-the-counter medications, require written instructions and must be authorized by a parent or guardian. This form is available from the His House office and must be on file before medication will be given. This includes diaper rash cream.

All prescription medications must be in the original container, have a prescription label attached to it with the name of the prescribing physician, your child's name, the date issued, the name and strength of the medication, the dosage amount, and the time(s) of day it is to be given. Medications must not be expired and must be age-appropriate. If necessary, dosing instructions for prescription medications may be faxed from your physician's office.

## 17. MEDICAL CARE PLAN

Pertinent medical information about your child should be included on their enrollment form. If your child has a severe allergy or medical condition, a medical action plan from your doctor should be given to the His House office, along with any medication. A medication form should be filled out and placed with the medication. Staff members will be advised of your child's medical care plan in order to best serve your child. A confidential medical alert sheet will be in all His House classrooms. If your child requires an Epi-Pen, please bring one to the His House office so we will have it in the event of an emergency.

## 18. HEALTH CHECK AND ILLNESS POLICY

A daily health check of each child is made on the child's arrival to school. This check is carried out in the presence of the parent(s) by the classroom staff; it is a routine part of the greeting process. On occasion, this examination may lead to a decision that a child is not well enough to attend the program. We can only accept well children into our care. If a child is not well enough to play outdoors or take part in gym time activities, he or she must be cared for at home. You will be notified if your child becomes ill at school. We will provide short-term care until your child can be picked up.

The school is not licensed to care for sick children and neither the facilities, nor staff to care for them. Fever control medication should not be given to a child in order to attend school. If a child is found to be ill, the child is sent home with the parent or brought to the office for the parent to be called. The child may be readmitted when the illness clears up.

Your child may not attend class if he or she has:

1. Sudden change in behavior, such as: Lethargy or lack of responsiveness, unexplained irritability or persistent crying, difficulty breathing, a quickly-spreading rash
2. Fever over 101 degrees/oral or 100/auxiliary (or equivalent method)
3. Diarrhea, defined as watery/runny stools, if frequency exceeds 2 or more stools above normal for that child, and is not related to a change in diet or medication
4. Blood or mucus in stools (unless caused by hard stools)
5. Vomiting illness (2 or more episodes of vomiting in the previous 24 hours)
6. Abdominal pain which lasts more than 2 hours
7. Mouth sores with drooling
8. Rash with fever or behavior change
9. Purulent conjunctivitis or "pink eye"- with white, yellow, or green eye discharge and red ("bloodshot") eyes
10. Pediculosis (head lice), until the child is found to be nit free

11. Active tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend school
12. Impetigo, until treatment has been started
13. Strep throat, until 24 hours after antibiotic treatment has been started
14. Chicken pox, until all lesions have crusted (usually 6 days after the rash appears)
15. Rubella, until 6 days after onset of rash
16. Pertussis (whooping cough); until 5 days of antibiotic treatment
17. Mumps, until 5 days after onset of gland swelling
18. Measles, until 4 days after onset of rash
19. Hepatitis A, until 1 week after onset of illness or as directed by the health department

Parents or guardians of all children shall be notified of contagious illness as soon as possible. If your child develops a communicable illness or infestation at home (such as chicken pox, conjunctivitis, pin worms, fifth's disease, or head lice), notify the His House office as soon as possible.

## 19. HEAD LICE POLICY

If a child enrolled at His House is found to have head lice, the parent will be required to remove the child immediately. When the infected child is found to be nit free, he/she may be allowed back into the classroom.

## 20. ACCIDENTS AND INJURY

His House Preschool Staff monitors all children to reduce the risk of injury; however, accidents occur. If your child is involved in an accident, immediate attention and appropriate medical and emotional action will be taken to meet your child's needs. Parents will be notified of all injuries in writing. If the injury is moderate to serious, a parent will be notified by phone as well. Signed reports of the accident will be kept in the child's file.

## 21. EMERGENCY DRILLS

His House Preschool will hold fire and tornado drills monthly, per DHS regulations.

## 22. SECURITY AND SAFETY

- a. All volunteers and visitors are required to sign in at the His House reception desk. The entrance to His House will remain locked except during the times of arrival and dismissal.

- b. All staff members must have completed and approved applications, background checks, and child maltreatment checks on file.
- c. His House is equipped with on-site security cameras that can be viewed by the Director at any time.

## 23. BEHAVIOR GUIDANCE

His House Preschool believes that Behavior Guidance is not a punishment, but a way to help teach children appropriate ways to meet their needs and stop inappropriate behavior.

Behavior Guidance shall be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control.

The length of time a child is placed in time out shall not exceed one minute per year of the child's age. Time out shall not be used for children under two years of age. A child may be placed in a supervised area away from the group or in a crib or playpen while staff attends to the situation. Brief separation from the group is acceptable when the child's behavior places others at risk of harm.

Behavior Guidance techniques include:

1. Look for appropriate behavior and reinforce the child with praise and encouragement when they are behaving well.
2. Remind the child on a daily basis of the rules by using clear, positive statements regarding how they are expected to behave rather than what they are not supposed to do.
3. Attempt to ignore minor inappropriate behavior and concentrate on what the child is doing properly.
4. Use brief supervised separation from the group only when the child does not respond to a verbal command which instructs the child as to how he or she is supposed to behave.
5. When a misbehaving child begins to behave appropriately, encourage and praise small steps rather than waiting until the child has behaved for a long period of time.
6. Attend to the children who are behaving appropriately and other children will follow their example in order to obtain your attention.

## 24. BITING POLICY

Biting is a common occurrence in programs serving children under three years of age. When a child is bitten, he or she will receive the first attention and any necessary first aid is administered. The biting child is dealt with firmly but kindly and briefly. The child is told that

biting hurts and is not allowed at His House. Accident reports are filled out on all bites that leave a mark. If the bite should break the skin, the parent will be notified. If a child is biting repeatedly, the Director will set up a parent conference.

## 25. POTTY TRAINING

Potty training is worked on in the classroom beginning at age two, or as the child is ready. Staff members will try potty training with the child for 5 school days. If the child shows no interest, is fearful, or has too many accidents, the child will go back into diapers until the teacher and parent decide together that the child is ready to try again. Parents should communicate any potty training information to your child's teacher.

## 26. LEARNING CURRICULUM

The His House curriculum meets and exceeds all state standards and provides a strong foundation for a child's early years, inspiring a love for learning. We encourage learning by providing an environment that promotes higher order thinking skills and creativity. His House uses a comprehensive, developmentally appropriate curriculum- The Creative Curriculum. This curriculum includes objectives for children's development and learning, through teaching in ways that promote each child's optimal development. Our teachers are committed to providing strong family-school connections through regular communication and family participation in preschool activities.

With our Infants, Toddlers, and Two Year Olds, we are committed to:

- Building a trusting relationship with each child
- Providing individualized care
- Creating environments that support and encourage exploration
- Ensuring children's safety and health
- Developing partnerships with families
- Observing and documenting children's development in order to plan for each child and the group
- Recognizing the importance of social-emotional development
- Appreciating cultural, family, and individual differences
- Taking advantage of every opportunity to build a foundation for lifelong learning

With our Preschool Students, we are committed to:

- Child development and how children learn
- The individual strengths, needs, and interests of each child
- The cultures of each child's family and community
- Positive interactions and relationships with adults to provide a foundation for successful learning
- Ensuring social-emotional competence for school success
- Constructive, purposeful play to support essential learning
- Providing a physical environment for quality learning interactions
- Promoting teacher-family partnerships for each child's development and learning

## 27. EDUCATIONAL PHILOSOPHY

At His House Preschool and Learning Center, we value...

- A Christ centered learning environment
- Teaching children to have a biblical world view
- Each child, their individual needs, and learning style
- Children's thoughts, feelings, and ideas
- Family involvement in their child's early educational experience
- A positive early education experience for each child

At His House Preschool and Learning Center, we believe that children learn best...

- Through play
- Using authentic materials and through authentic learning experiences
- When they are actively engaged in the learning process
- By asking questions
- Experiencing the natural world
- Engaging in conversations with teachers and peers

At His House Preschool and Learning Center, we will strive to...

- Teach your child to early know and love the Lord
- Provide a safe and secure environment where each child knows they are loved and cared for by God and our staff members
- Provide authentic learning experiences that promote higher order thinking skills and creativity
- Guide your children in growth through age-appropriate activities
- Meet each child at their level and provide learning experiences that will enhance their growth and development in all areas of their life
- Partner with parents and families of children in our care to provide the best possible experience for each child
- Build each child's confidence, self-esteem, academic curiosity, and belief in God's love for them

## 28. EDUCATIONAL CARE PLAN

If your child requires an individualized education plan (IEP), please give a copy to the His House office. You are welcome to set up a conference with your child's teacher to discuss your child's plan and its role in the classroom. If your child requires early intervention services, we can work with you to accommodate those needs. We welcome therapists to come and work with your child at His House.

Early intervention services are provided by the Northwest Arkansas Education Co-op for qualifying children. If you have concerns about your child's development, please let a His House staff member know and we can arrange for early intervention testing. The testing is free and services are free for qualifying students. See the Director or your child's teacher for more information about these services.

## 29. CHILD ASSESSMENT

All His House children will be given two forms of assessment during the school year. The Ages and Stages assessment is a developmental assessment. The Framework Assessment is an assessment in support of learning. Assessment results will be shared with parents during conferences in October and February.

The Ages and Stages assessment is composed of 21 questionnaires designed to be completed by parents at any point between 1 month and 5 ½ years of age. These questionnaires can identify accurately infants or young children who are in need of further assessment to determine whether they are eligible for early intervention services.

The Framework Assessment is based on the Arkansas State Frameworks for Early Childhood Education. These assessments are designed to evaluate children's progress in the areas of social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies, and the arts. The assessment is based on observations, anecdotal records, and classroom performance.

## 30. CHAPEL AND BIBLE CURRICULUM

All His House students attend Chapel each month and participate in regular Bible lessons and activities in their individual classrooms. At His House, we use the Fruits of the Spirit to teach children how to show love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control through their words and actions. These are integrated into our daily activities and behavior guidance strategies. Each month, during Chapel, students receive a "His Kid in Action" award for showing a particular Fruit of the Spirit at school. Throughout the month, Bible stories and activities are done with the children in their classrooms. These stories and activities show examples of how we can live out the Fruits of the Spirit in our daily life.

## 31. OPEN DOOR POLICY

His House maintains an Open Door Policy. Parents and family members are invited to visit their child's classroom at any time. We encourage families to participate in all His House activities. We welcome families to assist in the classroom with special projects, story time, etc. See your child's teachers for opportunities to get involved.

## 32. CLASSROOM PARTIES AND SPECIAL EVENTS

Birthdays, holidays and special events that occur during the school year are recognized in each child's classroom. If you wish to provide a "Birthday treat" you must schedule this in advance. Due to Health Department rules homemade treats are NOT permitted. Holiday and special events will have sign-up sheets prior to the event. Please remember that His House is a peanut/nut free environment. Other restrictions may apply according to each classroom.

### 33. STANDARDS OF CONDUCT FOR STAFF AND PARENTS

We believe it is vital to your child that close communication exists between our teachers and parents. We will strive to treat each other with respect and courtesy, give encouragement and support, and show each child that he or she is our first priority. Parents will be allowed admittance to His House at any time during the school day and given immediate access to their children. You are invited to ask for a conference with the staff any time you feel it is necessary or desirable.

### 34. CHILD MALTREATMENT, ABUSE, AND NEGLECT

His House Preschool is a mandated reporter of suspected child abuse and/or neglect. Our staff will report anything we may suspect as being abuse under the child abuse laws. The staff will consult the Director, and will be directed to the proper authorities. Arkansas law allows a DHS representative to interview a child without obtaining parental consent. If you have any questions or concerns about this, please ask the Director for more information. The child Abuse Hotline number is 1-800-482-5964

### 35. WITHDRAWAL POLICY

It is our policy that a 2-week written notice is given for withdrawing a child. His House reserves the right to refuse service to any child and/or family member for any reason including those exhibiting unacceptable behavior.

### 36. NONDISCRIMINATION POLICY

His House Preschool admits students of any race, color, national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

# HIS HOUSE PARENT HANDBOOK ACKNOWLEDGEMENT

*Please sign and return to the His House Preschool Office*

Child's (Children's) Name: \_\_\_\_\_

I, \_\_\_\_\_, acknowledge that I have received and read the His House Preschool and Learning Center Parent Handbook. I agree to follow all procedures as stated within it.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: This Acknowledgement will be placed in your child's (children's) file in the His House Office. An updated Parent Handbook Acknowledgement will be needed each school year.

