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Introduction

Heroland Preschool is a ministry that offers children exceptional learning and social opportunities while being cared for by loving and capable Christian teachers.

Our philosophy is to “train up a child in the way he should go” by beginning a strong foundation for emotional, social, intellectual, physical, and spiritual development. It includes partnering with parents to help them and their preschoolers discover the child's God-given destiny and to prepare them to face the challenge of fulfilling that destiny. This is achieved by recognizing that each child is a unique expression of the image of God and by immersing the children in a loving, safe environment that is enticing to them.

The program's teaching emphasis is on spiritual and academic development. Children are offered Bible stories, memory verses, worship, arts & crafts, reading readiness, number recognition with math concepts, character development, games, supervised play and lots of fun.

Our goal is to provide a safe, healthy, and happy environment for the children, parents and staff. To attain this goal, we must be governed by the policies on the following pages.



Days & Times of Preschool

Heroland Preschool is a two-day Preschool Program. Preschool meets on Tuesday and Thursday of each week from 8:30 a.m. to 2:30 p.m.

Reservations are made on a permanent basis through the Preschool Administrator or Preschool Director.

Preschool ends at 2:45 p.m. If a child is not picked up by 2:45, they will automatically be taken to the late class in the Aquarium. There will be a late charge of \$2.00 until 3:00 as that is when the late class ends. If you pick up after 3:00, there will be a \$5.00 charge. Please be considerate of this schedule, as our staff needs to leave on time. In case of a delay because of an emergency, please notify the Director at 940-627-6131.

Heroland Preschool will provide a school year calendar with the days we will meet and closings for breaks and holidays.

Classroom Placement

Classroom placement will be by age groups. Each room has a limited capacity with the following child/teacher ratios: 7/1 for two-year old's, 8/1 for three- year old's, and 10/1 for four and five-year old's. Promotion from one room to another is handled by the Director. Activities in each room are developmentally appropriate and geared to the child's age level.

Enrollment & Information Forms

New applicants to Heroland Preschool will need to complete an Enrollment Application. A Registration fee will need to be turned in with the application.

The enrollment application has forms asking for general family information, allergy information and medical release forms. Enrollment packets may be obtained from the Preschool, or online at tfc.org/preschool.

New enrollment applications and application fee must be submitted for each child every year. For the well-being of your child, we must have the requested forms completed for your child to be registered in Preschool.

Cancellations

Every child in Heroland Preschool must be properly enrolled. Reservations are made on a permanent basis.

If your child will be absent because of illness or for other reasons, please notify us as soon as possible.

If you wish to withdraw your child from Preschool, notification must be made to the Preschool Director by the parent. Otherwise, you will continue to be charged until the notification of withdrawal is made.

Fee Schedule

Tuition is due by the 10th of every month. There will be a \$15 late fee applied to your bill if paid after the 20th.

Receiving and Dismissing

Children must be signed in and out of the classroom by the parents, and authorized adult, or the Preschool Director. This is for the safety of your child. A sign-out sheet will be available at pick up. If someone new is to pick up a child, the parent must notify the Preschool Director. ID's will be checked.

Closing Time

Class will end at 2:30 p.m. If a child is not picked up by 2:45, they will automatically be taken to the late class in the Aquarium. There will be a late charge of \$2.00 billed at months end. Late class ends at 3:00. If you pick up after 3:00 you will be billed a \$5.00 charge. In case of a delay due to an emergency, please notify the Preschool at 940-627-6131.

Lost and Found

Before you leave each day, please make sure you have all of your child's things. Should you leave something behind, check with your child's teacher or the Preschool Director. Our lost and found will be located at the front desk. Please label all items – coats, backpacks, cups, lunch boxes, etc.

Illness

Children with fever, unusual rashes, matted eyes, diarrhea, colds and/or other symptoms of illness will not be accepted.

To avoid a relapse or the spreading of an illness, a child that has been ill within the preceding 24 hours should not be brought to Preschool. Please let your judgment be on the side of caution.

If your child becomes ill during Preschool, you or the person whose number you left with us will be contacted to take your child home.

Medication

Teachers are permitted to administer non-prescription or prescription drugs **only** if authorized by the parent. A permission slip must be completed by the parent at the school and witnessed by the teacher or Preschool Director.

Medication must be sent in the original container with the child's name and dosage printed on the bottle. Medication must be kept in the Director's office or Administrative Assistant's locked drawer or refrigerator to prevent any misuse.

Meals

Lunch

Please send a lunch of non-microwavable finger foods, plus a caffeine-free drink. We request that you limit the number of sweets you send in your child's lunch. Label the lunch box, sack and beverage container with your child's name. Sending your child with a sippy cup each day is highly recommended.

Snack

There will be a morning snack for all children. If parents bring snacks we do request that the snacks not be candy or sweets. You will not need to bring drinks with the snacks. The snacks we provide are as follows: Goldfish & Pretzels unless it is for a special event, and at that point we will notify the parents.

Chewing Gum

No gum is allowed in the childcare rooms. Please dispose of it before entering the building.

Nap Time

Children are required to have a quiet, inactive rest period. You will need to bring a nap-mat/bedroll, or a small blanket and small pillow. Be sure their names are on these items. The teacher will inform you if she permits a stuffed animal.

Older classes take rest time instead of naps.

Clothing

You must bring an adequate supply of disposable diapers each day, if applicable. We recommend pull-ups for children in the process of being potty trained.

Children must bring a labeled Ziploc bag with a complete change of clothes, including socks and underclothes. The extra clothing will avoid embarrassment for your child if they have an accident. These clothes will remain in your child's nap bag or backpack.

Please label each piece of clothing brought to Preschool (coats, hats, etc...). We will not be responsible for any lost clothing or other belongings.

Heroland Preschool does not have any extra clothes available, so please make sure to provide your own.

Emergency Procedures

The safety of our faculty and students is our number one priority. We pursue safety and security in many ways. One of these ways is by practicing various

safety drills throughout the school year. We operate in a very secure facility and keep close communication with our full campus security staff.

We are blessed to first and foremost rest in the Lord and His safe arms and security. We are also blessed with a great church facility to be good stewards of safety for your children. If you have any questions regarding safety and security, please don't hesitate to ask.

Inclement Weather

Heroland Preschool will follow the inclement weather decisions correlated to Decatur ISD decisions/procedures. Should it become necessary to delay opening or to cancel Preschool due to inclement weather, we will contact parents by email, text and/or phone by 7:00am. Snow days will not be made up.

Water Issues

Heroland Preschool at Trinity Fellowship church has its own well, if DISD closes due to water issues, Heroland Preschool will not close.

Meet n' Greet

At the beginning of the school year teachers will host a Meet n' Greet in their classrooms to review school policy and build the teacher/parent/child relationship. This date will be announced at the beginning of August of each school year.

Curriculum

Heroland Preschool has established age-appropriate objectives to be taught to each classroom. Various quality curriculum materials and resources are used to introduce and/or master these objectives. Their instruction includes Character

Training, Bible, Language Arts, Number Recognition and Math Concepts, Worship, Music, Science, Safety and Manners. Children are assessed twice a year to gauge knowledge retention. If you are interested in viewing a list of objectives for each class please let the Preschool Director know.

Addressing the Teachers

In order to establish respect for those in authority, we will address the teachers by their first name preceded by "Miss" (example – Miss Julie). We will also address all other members on staff the same way. The pastors are addressed by first name preceded by "Pastor" (example – Pastor Valerie). We would appreciate this reinforcement from the parents when addressing the Preschool staff.

Because we care. . .

Please feel free to inform your child's teacher or the Preschool Director of any circumstances that may affect your child's happiness. The more we know about your child and "their world," the better we are able to care for them.

Discipline

The word "discipline" comes from the word "disciple," which means "learner". We believe that God has given parents the ultimate responsibility in the training of their children. It is the goal of Heroland Preschool to assist in that process, teaching students to possess self-control, respect, obedience, and honesty.

We will commit to:

- Confronting wrong behavior.
- Training children using scripture and firm direction.
- Praying for and invoking help from Holy Spirit.
- Employing pre-approved methods of behavior modification such as time-outs or moving up or down on the behavior chart.

When wrong behavior repeatedly occurs, we will:

- After three warnings, the child will be taken to the Director.
- If she determines it necessary, the parent will be called.
- The parent will be asked to come as soon as possible to the school to discipline their child. We ask that you do **not** take your child home if this occurs.

Criteria for involving parents:

- If a teacher's instruction is hindered.
- If the other children's experience is hindered.
- If the child repeatedly responds poorly to authority.

- Aggression to other children.
- If a child continually requires one-on-one attention.

If a child's behavior hinders normal function of the classroom, we reserve the right to set up a parent-teacher conference to discuss a resolution.

Biting Clause

When it comes to biting at Heroland Preschool we want to work with our parents and children as much as possible, while still creating a healthy and safe environment for all who attend.

- After a child bites a fellow student, the child who bit will be taken to the Director.
- The parent will be called and notified of the incident and a report will be written.
- When the child is picked up, the report must be signed by both the Director and the parent.
- The second time a child bites, the Director will set up a meeting to discuss the behavior with the parents. A behavior modification plan will be set in place to help the child be more successful in the classroom.
- The third time a child bites, the child will be taken to the Director and the parents will be called, a report will be written and signed by both the Director and the parents at pick-up time.
- The Fourth time a child bites they will be asked to leave the program as this is a safety concern for other students. Once the biting behavior ceases, the child's re-enrollment can then be assessed.

Traffic Control

Because there will be many cars in and out of our parking lot, please be especially careful to watch for children and other vehicles backing out of parking spaces. This is especially true on Tuesdays and Thursdays when Preschool is in session.



Heroland Preschool Mission

1. To put God's Word first in the lives of our children and parents.
2. To teach that Jesus Christ is the Truth, Way and Life, and that He lived and died so that by faith we might eternally be reconciled to the Father.
3. To teach our children and parents to "love the Lord your God with all your heart, and with all your soul, and with all your mind" – Matthew 22:37 (NAS).

4. To emphasize the Holy Spirit and the necessity for the Holy Spirit as Teacher, Helper and Comforter.
5. To teach the children and parents that we should all “love your neighbor as yourself” - Matthew 22:39 (NAS).
6. To teach our children love and respect for their parents, and to lay groundwork to prepare the children to be parents.
7. To assist parents, when necessary, to turn their hearts to their children and to promote family life.
8. To provide a quality education that prepares our children to function in the world and in the employment market, and to function as social, spiritual and physical beings.
9. To teach the children to care for their bodies, and to provide them physical activities and training.
10. Recognizing that our country was founded by men and women who had put their trust in God, to teach the children to appreciate and respect our nation and its form of government.

“Then Jesus called a little child to Him, set him in the midst of them, and said, “Assuredly, I say to you, unless you are converted and become as little children, you will by no means enter the kingdom of heaven. Therefore, whoever humbles himself as this little child is the greatest in the kingdom of heaven. Whoever receives one little child like this in My name receives Me.”

Matthew 18:3-5 (NKJ)

“Then little children were brought to Him that He might put His hands on them and pray, but the disciples rebuked Him.

But Jesus said, "Let the little children come to Me, and do not forbid; for such is the kingdom of heaven."

Matthew 19: 13-14 (NKJ)

Train up a child in the way he should go [teaching him to seek God's wisdom and will for his abilities and talents], Even when he is old he will not depart from it.

PROVERBS 22:6

