

Woodland Heights Christian Preschool



2021-2022 Parent Handbook

*WHCP is designed to allow children to grow and develop as Jesus did—
“in wisdom and stature, and in favor with God and man” (Luke 2:52)*

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2021-2022

Woodland Heights Christian Preschool

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Welcome to the weekday early education program of Woodland Heights Baptist Church.

Our program exists for you and your child. We strive to be your partner in providing the loving care and guidance that your child needs as he/she grows and develops. As parents, you play a vital role in our ministry to your child. You are always welcome to visit, ask questions and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. This handbook is designed to help you understand our program, its mission and the guidelines under which we operate as we work together to help your child through a successful year in our weekday early education program.

ORGANIZATION

Woodland Heights Christian Preschool (WHCP) was established 30 plus years ago to extend the ministry of Woodland Heights Baptist Church by providing Bible-based teaching, care and education. We support the parents in teaching children the Christian principles of God's Holy Word, incorporating the ideals in the publication *Baptist Faith and Message, 2000*. WHCP is a non-profit program, in session from September through the latter part of May (operating on the Conway Public School schedule - we follow their guidelines for holiday schedules, etc.).

We are a weekday preschool for ages 6 weeks – Pre-K. We currently offer the following schedule of classes:

- Monday, Wednesday & Friday; 8:30 am to noon
- Monday, Wednesday & Friday; 8:30 am to 3 pm
- Monday-Friday; 8:30 am to 3 pm
- Tuesday/Thursday 8:30 am to 3 pm

with early care from 7:30 am and late care from 3 – 4 pm with an additional charge.

The Director, under the Administrator of Woodland Heights Baptist Church, along with the WHCP Committee govern the WHCP.

Our philosophy is to teach children through a variety of experiences, actively engaging them in the learning process through creative, imaginative and active play. WHCP is designed to allow children to grow and develop as Jesus did---"in wisdom and stature, and in favor with God and man" (Luke 2:52).

Woodland Heights Christian Preschool admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin or religion in administration of its educational policies, admissions policies and other school-administered programs.

GOAL

The goal of WHCP is to assist parents in preparing children for kindergarten in the following learning strands: Social and Emotional Development, Cognitive Development, Physical Development and Health, Language Development, Emergent Literacy, Mathematical Thinking, Science and Technology, Social Studies, Creativity and Aesthetics and Spiritual Awareness and Growth, by providing learning and developmental experiences consistent with the Christian principles of God's Holy Word.

OBJECTIVES

The curriculum is appropriately designed to the age groups as well as the individual child's stage of development. Each child will participate in a variety of learning center activities that can include art, books, blocks, puzzles and manipulatives, nature, dramatic play and writing. Monday is our special Physical Education day; Wednesday is our Music day; and Friday is Spanish instruction day for our 2, 3 and 4 year olds. Social skills are developed through sharing, taking turns, thinking, reasoning, and problem solving.

WHCP curriculum is Adventures in Learning, Adventures for Toddlers and Connecting With Infants (published by DHS, Arkansas). Lesson plans include literacy, math, science, art, play, movement, books, Bible stories, Bible thoughts and verses for each teaching unit that will encourage each child to:

- Grow in trust, independence and initiative
- Encourage self-esteem
- Experience God's love for him through loving relationships with other children and adults
- Enjoy happy times at church and school
- Explore the world around him/her
- Develop small muscles through art, puzzles, block and home living activities
- Exercise large muscles through movement activities indoors and outdoors
- Enjoy creative expression through music, art and other play activities
- Think and make choices through individual and small group activities

STANDARDS

To help provide a quality, safe environment for your child, WHCP is licensed with the Arkansas Department of Health and Human Services, Division of Child Care and Early Childhood Education. The Faulkner County licensing agent and the Conway Fire Department inspects WHCP regularly.

Woodland Heights Christian Preschool has been designated a “Better Beginnings” preschool (a higher level of quality standards) - simply stated, after extensive scrutiny and inspection, the State of Arkansas acknowledges that WHCP goes above and beyond the Minimum Licensing standards and has obtained a level of excellence that warrants a “Quality” designation.

According to the State of Arkansas Minimum Licensing Requirements, any enrolled student may be subject to interviews by the State Licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental notice or consent.)

The Statewide Child Maltreatment “Hot Line” number is 1.800.482.5964 and the Licensing Central Office number is 501.628.8590 or 1.800.445.3316.

GENERAL INFORMATION

ADMISSION

WHCP accepts children aged 6 weeks to Pre-K. Classroom placement will depend on birthdates – the age of the child on August 1st will be the determining factor for the 2, 3 and 4 year old classrooms, while physical development will be the largest determining factor in the younger classrooms (eg., child moves from baby room to the toddler room when the child masters walking).

Members of Woodland Heights Baptist Church and any currently enrolled students and their families will be offered the first opportunity of enrollment in WHCP programs in the next year’s program.

Finally, enrollment will be opened to any child in the community, providing the school can meet the needs of the child, on a first come, first served basis.

If classes are full when a completed registration form is turned in, the child’s name will be placed on a waiting list to fill vacancies as they occur (no registration fee is required to be placed on the waiting list).

CLASS ASSIGNMENT

Every effort will be made to place children in classes that will be developmentally appropriate. Therefore, your child may be reassigned to a new class should it be determined that another class would better suit his or her abilities or personality.

CLOTHING

Washable play clothes are necessary. You must provide a complete change of clothes that your child may need during the day. Please be sure to send a jacket or coat if the weather is cool. Mittens and a hat are a necessity when the weather is cold. **All clothing and other belongings should be labeled with your child's name.**

All children must have appropriate footwear. Children need good sturdy footwear with closed toes and heels to enable them to run and play without fear of tripping and falling. They will not be able to ride the tricycles without closed-toed shoes.

Please ensure that all clothing is modest - no short shirts that show off the midriff; no short shorts; and if your daughter will be wearing a dress or skirt, please have her wear shorts underneath - we sit on the floor a lot and go up and down ladders and slides on the playground.

WHCP short-sleeved t-shirts for the children are available for purchase.

CONFIDENTIALITY OF RECORDS

The children's records are open only to the child's teacher, WHCP Director, the child's parent or legal guardian, and the State's Licensing Specialist during inspections.

DEPARTURE WITH PERSONS AUTHORIZED TO PICK UP YOUR CHILD

If circumstances arise that prevent the parent or regular caregiver from picking up a child, the parent's responsibility will be to:

1. Notify the school by phone, providing the correct code word and identify the person who will be picking up the child,
2. Provide the code word to the individual who will be responsible for picking up the child and
3. Extra key tags will be available for purchase for \$1 each.
4. This person will need to sign your child out, with full signature and time stamp.

The individual who picks up your child will need to see the Child's teacher, give the code word, and/or present the security key ring and personal identification. A person is authorized to pick up your child by adding that name to your list on the "Code Word" form. Code words are confidential and not available to anyone but the Director, the Receptionist, and the child's teacher.

**NO CHILD WILL BE RELEASED TO THE CUSTODY OF ANY INDIVIDUAL
WITHOUT THE APPROPRIATE KEYTAG AND IDENTIFICATION
OR CODE WORD RESPONSE AND IDENTIFICATION WHEN ASKED!**

DISCIPLINARY POLICY

Proverbs 10:17 tell us “He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.”

It is our desire for Woodland Heights Christian Preschool students to be the salt and light in the world, showing the way to live and not lead others astray!

Discipline Policies and Procedures

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult, other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encourage children to use their words when having a disagreement with another child. Facilitate children in their attempts to settle their own disputes.
2. Redirect behavior when this seems potentially effective.
3. Separate a child from the group (Time-Out) – one minute away for each year of age for children over 2 years of age.
4. Counsel children individually about their behaviors.
5. Make parents aware of disciplinary concerns (not every action, but true concerns).

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff.
- Inflicts physical or emotional harm on other children, adults or self.
- Disrespects people and materials provided in the program.
- Consistently disobeys the rules of the classroom.
- Verbally threatens other students and/or staff.
- Uses verbal or physical activity that diverts attention away from the group of children.

Discipline Procedures for disruptive behavior:

- Disruptive Behavior will be addressed in a meeting with the parents. A report will be shared with the parents and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved.
- If the child's behavior continues to be inappropriate, consistently disruptive and/or dangerous, it may be necessary for the child to be sent home for a time determined by the Director, or removed from the preschool program altogether.

Children cannot become self-disciplined unless adults teach them right from wrong. At Woodland Heights Christian Preschool, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our school. This is in line with God's relationship with us. He has given us His Word so that we may know how to live, and He has promised to discipline us if we belong to Him. Proverbs 3:11-12 "My son, do not despise the Lord's discipline and do not resent His rebuke, because the Lord disciplines those He loves, as a father the son He delights in."

AT NO TIME WILL CORPORAL (PHYSICAL) PUNISHMENT BE ADMINISTERED BY ANYONE ASSOCIATED WITH THIS FACILITY.

A copy of this Discipline Policy was made available to the parents/guardians at the Parent Orientation meeting or at intake (if the student did not start at the beginning of the year). That signed copy is retained in the student's file and this copy in the Parent Handbook will remain with you.

FIRST AID

In the event of a common bump or bruise, a completed copy of the accident/injury or incident form (a Minimum Licensing required form) will be available for the parent's/guardian's signature at pick-up time which, once signed, will be kept in the child's file and the original will be sent home.

In case of slight injuries, a staff member will administer first aid and an injury report will be available to pick-up time for the parent's signature which will be kept in the child's file and a copy will be sent home.

If injuries of a serious nature occur, the parents will be notified immediately and the necessary steps will be taken to obtain medical aid. The child's Emergency Permission to Treat form (in the enrollment packet) serves as a guide in case of illness or injury.

HEALTH

Each child must be current in their immunization schedule before they may attend school unless they have a doctor's note for a delayed immunization schedule or a DHS waiver for exemption. In these cases, a non/late-immunized child may be asked by the Director to refrain from attending school if a serious outbreak of a disease is rampant throughout the community (eg. whooping cough, measles, etc.). Any allergies should be noted on the health form at registration and brought to the attention of the teacher. If your child has a severe allergy that may require the administration of life-saving medicine (e.g. Epi-pen), please provide the teacher with this medicine and clearly written instructions on how and when to use it - which we will lock in a medicine box in the classroom for easy adult access. An additional Medical Treatment Form needs to be completed and kept in your child's file.

A sick child may not return to school until twenty-four (24) hours after he/she is free of temperature above 101 orally or 100 axillary or symptoms (without the aid of medicine). An infant younger than 2 months with any increased temperature shall get urgent medical attention, within the hour. An infant younger than 6 months with any increased temperature shall be medically evaluated. Any child that has more than two (2) bouts of diarrhea (2 more than is normal for that child) in one 24 hour period needs to be kept at home until he/she can last at least 24 hours without more than 2 occurrences of diarrhea (that cannot be explained by a change in diet or medication) or if an episode of diarrhea results in the child's clothing being soiled. Any child that has more than two (2) vomiting episodes within a 24 hour period needs to stay home.

No child who arrives noticeably ill, with a rash, or with fever 101 degrees orally or 100 degrees axillary or more shall be admitted for that day. Should a child become ill during the day (including, but not limited to the above list of ailments), he/she will be isolated and supervised until a parent or authorized person arrives to take the child home.

Parents of all children will be notified, as soon as possible, of any contagious illness that has come into your child's classroom. Any sick child will not be allowed to return to school until the period of contagion has passed. A doctor's note is required that explicitly states when the child can be allowed back into school. The list of these conditions includes, but is not limited to: Chicken Pox, Fifth Disease, Hand and Foot, Impetigo, Influenza, Measles, Pink Eye and Scarlet Fever (including Strep Throat). Parents should likewise notify the school when children are exposed to a disease outside the program. Our classrooms are thoroughly disinfected after each school day, but extra disinfection will be done whenever a contagious outbreak occurs.

Please notify the school, if possible, before 9 am to let us know that your child will not be attending that day – whether it is because of a health issue or not.

COVID-19

*These precautions will be implemented as directed by the Arkansas Department of Health.

To follow DHS requirements and Arkansas Department of Health guidelines, the following extra precautions have been put in place: Our rooms will be cleaned and sanitized throughout the day, as always, but then at the end of the day, each room will be “fogged” with an electrolyte solution that will kill all germs and bacteria on hard and soft surfaces. If you want more info on the Mist machine that we are using, go to geneontech.com and watch the video under the “Science” tab. At each entrance door (front and playground), the staff and children will walk over a “sticky mat” (think clean room in a hospital) where by the time we walk across the mat, all dirt and bacteria will be removed from the bottom of our shoes.

You will be met at the front doors by a staff member who will take your child’s temperature and ask you 3 questions each day:

1. Is your child showing any signs or symptoms of COVID-19 (fever, cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell)?
2. Has your child been out of the state in the last 14 days or to a town in the State of Arkansas that has a widespread transmission outbreak? and
3. Has your child been in contact with anyone who has tested positive for COVID-19 or has been exhibiting symptoms of COVID-19?

This information will be recorded and kept in your child’s file for the next 3 years. Anyone with a temperature over 100 degrees (F) or has a yes answer to the above questions will not be allowed into the school. Anyone who becomes ill through the day and has a temperature over 100 degrees (F) will be separated from other children and supervised in a separate room until a parent or guardian can come and pick up that child.

Parents can always make an appointment to come into the school to speak to the teacher or Director, but daily pick up and drop off shall be done outside the doors.

Babies are asked to drop their children off at the Baby Room Ramp (south side of the building next to the playground).

All parents should have received an invitation to join our HiMama community. WHCP will be using this software platform to check the children in and out each day and communicate more readily with the parents (all daily notes like diaper changes and nap time for the “littles” will be recorded this way).

The group sizes in each classroom will be limited to 10 people (children and teachers). This is an attempt to keep transmission of any disease at a minimum. That means if the teacher is reading a story to a group of children, the teaching aide will be doing a different small group activity with the other half of the class and then they will switch activities. Our nap mats will be placed 6' apart. For any mats that we can't get to that distance, there will be a clear sneeze guard between the cots to ensure that germs cannot get to the next child. All of the adults will be wearing masks when they are close to the children. All our children who are over the age of 2, and can comfortably put masks on and take them off by themselves, will wear masks when they are out of the classroom. Masks are not allowed to be worn on the playground. WHCP received a grant at the beginning of the summer and one of the items we purchased was 2 masks per person – if a mask is taken off through the day, their names are screen printed on each mask so there will be no “accidental sharing” of masks. At the end of the day, all masks will be washed and the 2nd mask will be ready to use the next day plus there will be an extra mask on hand if one gets soiled before the end of the day. Please keep other masks at home so we don't get confused on whose is whose. Hand sanitizer is a poisonous material, therefore please do not let your child carry the small individual hand gels in or on their backpacks. We will be encouraging all children to sneeze or cough into their elbow.

ISOLATION / QUARANTINE

According to the Arkansas Health Department, your child will have to stay home from school in quarantine for 14 days if he/she has been exposed to anyone who has tested positive for COVID-19; if your child tests positive and is asymptomatic or the symptoms are mild/moderate, he/she will have to stay home from school in isolation for 10 days from the date of their test; 20 days of isolation if the symptoms are severe or if they have a weakened immune system.

HEALTHCARE

If your child is in need of medical insurance, you can check your eligibility for State insurance at: <http://www.arkidsfirst.com> .

If you need to find a quality physician for your child, you can visit:

Conway Regional Health System www.conwayregiona.org

Baptist Health in Conway www.baptist-health.com

AR Children's Hospital www.archildren.org

EXTENDED CARE

Optional extended care is available for students from 12:00 noon until 3:00 pm. This is a time when the children bring their lunch and enjoy an afternoon with their friends and teachers. If possible please notify the Receptionist 24 hours prior (or before 8:00 A.M. day of to ensure adequate staffing). Reservations are not necessary. Parents should send \$20.00 (cash or checks made out to WHCP) in the child's lunchbox. A cot, sheet and blanket for rest time will be provided by WHCP. All sheets and blankets are washed at least each week (with ALL Free and Clear laundry detergent and dryer sheets, or similar, suitable for sensitive skin). Crib sheets will be washed each day.

INCLEMENT WEATHER POLICY

If Conway Public Schools close or dismiss early due to weather conditions, our school will also close at the same time. Please listen to the local radio and TV stations for local school closings. As WHCP will not specifically be listed, please follow the guidelines for Conway Public Schools.

In the event of violent storms while the children are in school, all children will remain in the church with the teacher and/or Director until their parents arrive and present their security tag key rings. Please refer to Appendix A for our Emergency Plan.

In the event of rain, it will be rainy day pick-up. Drive under the awning to pick up your child. Please have the child's name displayed in the windshield of your car.

SNOW DAY MAKE UP TIMES

When Conway Public Schools close the District due to inclement weather, WHCP is also closed. CPS has built Make Up Days into their schedule, both during the school year and after the expected last day of school. WHCP will make up any inclement weather days that are scheduled within the normal school year, but WILL NOT add days onto the end of our year.

OUTDOOR PLAY

In suitable weather, all children will participate in outdoor play. The children should wear or bring suitable outerwear at all times. During unsuitable weather, the preschool will provide active indoor play. As a general rule of thumb, assume we will be going outside; therefore, send appropriate clothing (jackets, mittens, hats – **labeled with child's name, please!**) every day.

Arkansas State licensing requires that all children have time outdoors each day that the weather permits. If a child is too ill to play or sit outdoors, the child should remain at home.

TOYS

Occasionally, your child's teacher may request a specific "Show and Tell" item to be brought for class participation. **Toys should not be brought except when requested by the teacher.**

COMMUNICATION

Parents are encouraged to visit the program and observe the learning environment, with the understanding that the children come first during class time. Children get very acclimated to their schedule and may not understand when a parent leaves and it is not the end of the school day. We would never discourage you from visiting the preschool (especially if you have any concern), but we do not like to see inconsolable children, if at all avoidable. The teachers will be happy to talk with parents when the children are not present. To help teachers coordinate parental visits and to maintain school security, please check in with the Director before entering the classroom. **NOTE:** This policy of parents visiting the classroom has been put on hold while the State of Arkansas is in the COVID-19 pandemic. Once the state of emergency is over, parents will be welcomed to visit again.

Parents will be notified of any unusual incident affecting their child. Parents should notify the preschool of any changes that might also affect their child. Such situations might include an anticipated birth in the family, illness or death of a family member or close friend, separation or divorce, etc.

The parent is responsible for notifying the Director of any change in telephone number or address that is different from previously submitted information on the Personal History forms.

These will be sent home in a Communication Folder provided to send your child's work home in the backpack. Notes from home that can't be communicated through the HiMama app can be included in the folder – please ensure that your child's backpack/diaper bag will comfortably hold a 9" x 12" folder.

All teachers have cell phones which are used only in the case of emergency. They will not be used during work hours except for emergencies. Please respect this policy – if an immediate reply to any request is required, please call the main office and one of the front staff will help provide supervision to the classroom while this teacher's attention is on this other matter. Communication will happen through the HiMama app. Please contact the Director if you require assistance with this.

SUGGESTIONS OR CONCERNS

If you have a suggestion or concern:

1. Express it promptly. Keeping it to yourself can cause ill feelings and friction, which decreases our effectiveness.
2. Tell it to the right person. Concerns regarding policy or operations should be expressed directly to the Director of the program.
3. Express your concern clearly. Make sure the person to whom you are expressing your concern knows all the details of the situation; exactly what you are concerned about and why. Misunderstandings could lead to further problems and needless hard feelings.
4. Pray about it. Ask God to help you make your suggestion in such a way that it will result in the betterment of our programs.

Please keep in mind that all decisions will be made with the best interests of your child and the effective operation of Woodland Heights Christian Preschool as our priority.

FIELD TRIPS

Parents will be informed of field trips in advance through a permission form sent home for each trip. This permission form must be completed and on file before any child may accompany the group on an excursion. **Some field trips may require an activity fee.

NOTE: All field trips have been put on hold while the State of Arkansas is in the COVID-19 pandemic. Once the state of emergency is over, we will go on field trips again.

Because of seatbelt and car seat safety laws for children (Act 470 of 2001), each child must ride in a car seat or booster seat. WHCP has State-approved, 5-point harness child restraints to use in the church buses; however, they are only rated for children less than 40 pounds. If your child is more than 40 pounds, please provide a booster seat for him/her to ride in. As the parent, you are responsible for installing the car seat in the bus. Please ensure that the car seat is appropriately labeled (provided) to ensure each child uses the correct car seat.

PET VISITS

Any time a dog or cat is brought onto our premises, there must be documentation from a licensed veterinarian that this pet is current in their vaccination against rabies. Pet visits usually occur in the Spring during our Pet Unit, but are welcome anytime that is convenient for you and the teacher/classroom.

DIAPERS, WIPES AND BOTTLES AND SIPPY CUPS

If your child is in diapers or pull-ups, you will provide a generous weekly supply of diapers (suggested amount is one package – that package needs to have the child's name written on it). Your child's supply will be stored in the classroom and a note will be sent home through the HiMama app when additional supplies are needed. The same policy applies for wipes, if your child is not yet potty trained – please send in a box/package with your child's name written on the front and we will send a note when more are needed.

If your child is using a bottle, please provide enough ready-made bottles for that day (labeled with the child's name). We will store them in our refrigerator and warm them (as per your instructions) in a bottle warmer as needed.

Any solid food your baby will need that day shall be sent each morning in their diaper bag. The food will be stored, if necessary, in the refrigerator, so each lunch box/food item must be labeled with your child's name. If you send an insulated lunch box with a frozen ice pack in it, that will save us fridge space, as the lunch will stay cold until lunchtime.

Some of our younger children may like the comfort of their own sippy cup from home. These are not necessary, but if you do send one (even in the lunch box), that cup must be labeled with the child's name – according to DHS policy, we cannot accept a sippy cup into the school that is not properly labeled.

PAYMENT OF WHCP TUITION

Tuition is due by the first of each month. A \$25.00 late fee will be charged after the 5th of that month, and the child may not attend until tuition and late fees are paid. It is very important that tuition be paid on time. WHCP is a non-profit organization and is operated on tuition paid by the parents. Tuition may be paid prior to the first of each month, as well as several months at a time, if you desire. Automatic withdrawal from your checking account.

No refunds will be given for vacation days, early withdrawals or illness. There will be no reduction in tuition for days missed due to inclement weather. Tuition is set by adding up all teaching days for the year and dividing them by the number of months. Even though there are a different number of teaching days in each month, the tuition remains constant to allow for easy budgeting and bookkeeping.

In the event that your child must withdraw from the program, tuition must be paid up-to-date as well for the month following the withdrawal.

EXCEPTION: If a new student immediately fills your child's position in his or her class, you will not be obligated for the next month's tuition.

TUITION AND FEES

2-MORNINGS (TUESDAY, THURSDAY, 8:30-12:00 pm)	
One-time yearly, non-refundable registration fee	\$50.00 (Early bird amount) \$75.00 after April 1
Monthly tuition (payments due the first of each Month)	\$285.00/month (Babies & 1s) \$265.00/month (2s) \$235.00/month (3s and 4s)
2-DAYS (TUESDAY, THURSDAY, 8:30-3:00 pm)	
One-time yearly, non-refundable registration fee	\$50.00 (Early bird amount) \$75.00 after April 1
Monthly tuition (payments due the first of each Month)	\$380.00/month (Babies & 1s) \$345.00/month (2s) \$330.00/month (3s and 4s)
3-MORNINGS (MONDAY, WEDNESDAY, FRIDAY, 8:30 am-12:00 pm)	
One-time yearly, non-refundable registration fee	\$50.00 (Early bird amount) \$75.00 after April 1
Monthly tuition (payments due the first of each month)	\$385.00/ month (Babies & 1s) \$350.00/month (2s) \$335.00/month (3s & 4s)
3-DAYS (MONDAY, WEDNESDAY, FRIDAY, 8:30 am-3:00 pm)	
One-time yearly, non-refundable registration fee	\$50.00 (Early bird amount) \$75.00 after April 1
Monthly tuition (payments due the first of each Month)	\$485.00/month (Babies & 1s) \$450.00/month (2s) \$435.00/month (3s & 4s)
5-DAYS (MONDAY-FRIDAY, 8:30-3:00)	
One-time yearly, non-refundable registration fee	\$50.00 (Early bird amount) \$75.00 after April 1
Monthly tuition (payments due the first of each month)	\$655.00/month (Babies & 1s) \$625.00/month (2s) \$615.00/month (3s & 4s)

ARRIVAL AND DEPARTURE

DAILY ARRIVAL

Arrival time is 8:30 a.m. (unless you are paying for Early Care).

To encourage the children's independence (ages 2 through 5) and for parents' convenience, the Director, receptionist and aides will be available at the front entrance from 8:25 until 8:45 to assist and supervise children as they arrive and go to the classroom. Please drive through the parking lot, past the entrance, then turn north (facing Prince Street), approach the drive-thru area, and wait for assistance.

****DHS REGULATIONS**** Every child, every day, **MUST** be signed in (and out) – whether on paper or electronically. At arrival, a tablet will be brought to the driver's window for you to sign. Initials are acceptable as long as they are used consistently and can identify you.

EARLY DEPARTURE

For your child's safety, any parent or caregiver leaving with a child before 12:00 (or 3:00 pm) will need to see the Director or Receptionist and show the security key ring or provide the Code Word. The Director or Receptionist will go to the classroom to bring the child to the front doors.

DAILY DEPARTURE

To assist in an orderly and safe departure each day, children aged 1 – 5 will be dismissed from their classroom or the playground. Children in the Babies will be picked up from their classrooms. Children will be released to the parent or caregiver with the security tag key ring. Parents or caregivers must wait at the door or playground gate (**outdoor footwear is NOT allowed into the Baby Room**), and have the security tag key ring to show to the teacher, aide or Director before the child will be released. Every child **MUST** be signed out.

SECURITY MEASURES

Each exterior door is locked throughout the school day. To gain admittance to the building, simply press the intercom button and someone in the office will unlock the right-hand glass door. Exiting through the left-hand glass door will require you to press the green Exit button; the other 3 glass doors can just be exited from when you press the exit bar. **SAFETY ISSUE** Please do not allow your child to press the green Exit button – this is an adult job – the children need to exit only when an adult/guardian is ready to leave the building. **NOTE:** During this COVID-19 crisis, all visits must be made by appointment only.

LATE DEPARTURE FINE

Because your child needs the confidence and security of your promptness, a fine of \$1.00 per minute after the designated time (12:05 pm or 3:05 pm, as applicable) will be charged

“Appendix A”

Emergency Plan

Designated Relocation Site

In the event that the Woodland Heights Christian Preschool (“WHCP”) students will have to be relocated to a Safe Place (in an emergency where there has been structural damage (fire, flood, tornado, etc.) or the environment has become unsafe (gas leak) or emotional trauma has occurred (hostage or shooting incident), or any other threat that the Department of Emergency deems to warrant as a hazard, the staff will take the children to:

Pleasant Grove Baptist Church (at the corner of Prince and Country Club),
3255 Prince St. Conway, AR 72034.

Phone: 501-327-2214

Contact: Alan Williams

OR

Jim Stone Elementary School (tornado shelter)
4255 College Ave., Conway, AR 72034

Phone: 501-450-4808

Contact: Principal Mark Lewis.

Evacuation Route and Procedures

The students will be loaded onto the Woodland Heights Baptist Church (“WHBC”) buses and transported to Jim Stone Elementary School if the emergency is a tornado warning. If the emergency has made the building unstable for occupancy, we will transport to Pleasant Grove Baptist Church. In the event that one or more of the buses is unavailable for use, or there are more students than seats in the bus, teacher vehicles and or WHBC staff vehicles will be used to transport the students.

Notifying Parents

The parents will be contacted by HiMama app, text, phone call or Facebook notice to keep you as up-to-date as is safely possible throughout the evacuation process. It is imperative that the parents notify WHCP whenever there is a change in phone number (especially cell phone number). It is also highly recommended that you ensure you are connected via the WHCP Facebook page.

Family Reunification

Wherever your child will be picked up (at the preschool, elementary school or Pleasant Grove church), pick-up procedures will be followed: someone will either have to show the security key ring to identify proper authorization to pick up that child, provide the code word, or you must contact either the child’s teacher or the Director by cell phone

(teacher's number is given at Parent Orientation, Director's cell number is 501-208-1425) to let them know someone else is picking up your child and they will be using the key ring or the code word. You must provide the code word that is on file over the phone and then the authorized person who is picking up the child must also provide that same code word. The Director will have the list of code words to provide for each individual child.

Please note: As per Conway School Board policy, the tornado shelter door will **not** be opened by any Jim Stone employee until their staff has been notified by Central Office that they have the "all clear" to exit. If you want to pick up your child in the event of a tornado watch, you must arrive before we enter the shelter – no staff will be left behind at the preschool to wait with your child.

Needs of the Children

As per a normal school day, the needs of your children will be met to the best of our ability. The staff will care for and ensure the child's comfort to the best of our ability in whatever situation we find ourselves. Some examples would be continued restroom or diapering assistance; snacks or water provided; distractions from the event like game playing or book reading; lots of hugs and reassurances.

Annual Training

This Emergency Plan is included in the WHCP staff manual and is covered in our annual training that occurs each August before the school year begins. In the event of a new employee beginning after that August training, the Director will go over the staff manual, including this plan, with the new employee. All staff are offered CPR/First Aide and fire extinguisher training

Notifying Local Authorities

As soon as is safely possible, the local authorities will be contacted to let them know the nature of our emergency. If the children have been relocated, we will let them know where they are currently located. For your further assurance, the Conway Fire Department, Conway Police Department, the Arkansas Department of Emergency and the local Department of Human Services ("DHS") all have a copy of this Emergency Plan as well as a diagram of our facilities outlining each classroom and the typical number of students to be found in each classroom.

Evacuation Diagrams

Each room at WHCP (classrooms, playroom, Work Room and Resource Rooms) has an Evacuation Diagram just inside their door which shows where to evacuate or congregate in the event of a fire (or fire drill) or tornado (or tornado drill).

Monthly Fire, Tornado and Earthquake Drills

As per DHS regulations, WHCP practices a fire drill and a tornado drill each month. A record is kept in the Director's office and is checked by the DHS Licensure Agent each time we have an inspection (usually twice a year). The fire department comes in each year to inspect smoke detectors, emergency lighting and drill records. We will be conducting earthquake drills, as well.

Evacuation Packs

One Evacuation Pack per age level is ready and stored in the appropriate classrooms to be carried by the teacher or the aide in the event that we have to move the students to a safer location. The contents of these Evacuation Packs are designated by the Minimum Licensing Manual of DHS.

PARENT AGREEMENT

I, _____, whose child _____
is enrolled in the 2021-2022 school year of the Woodland Heights Christian Preschool, have
received a copy of the Parents' Handbook. I have read and understand the policies and
guidelines as described in the handbook, and I agree to abide by them.

(Signature of parent/guardian)

(Date)

****Please return this form to the WHCP office****

Woodland Heights Christian Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. (As printed on page 2.)