



Welcome to Hansel and Gretel Educating Hearts

Welcome

On behalf of Hansel and Gretel Educating Hearts, we would like to welcome you to our family. The family working together can accomplish great success to provide the children with an amazing future.

Center Hours of Operation

Monday through Friday 6am- 6:30pm

Philosophy

At Hansel and Gretel Educating Hearts we provide a faith-base program that helps provide care for children from birth to school age and also provide a fun, safe, helpful, home-like environment for children to enjoy an after school program. The purpose of the program will be to ensure quality care for child in the facility along with connecting families with the resources and education needed to continue quality care in their

homes. The creation of this program is based on the constructivist view by intertwining the environment for learning while building cognitive skills.

Vision

At the Hansel and Gretel Educating Hearts we are committed to provide a stimulating safe environment and provide tools that children and families need to become successful. We believe that the heart of a child is only reached through tender loving guidance, affirmation and positive meaningful experiences to grow and mature to be successful in life. This success is experienced through highly experience Christian loving teachers educating the whole child physically, Socially, cognitively, emotionally, and spiritually and a community that cares about their seniors by providing the best environment possible for learning.

Mission

To teach, guide, and love children in the maturation of their physical, spiritual, social, emotional, and cognitive skills in becoming successful for their purpose in life.

Core Values

The Holy Bible is our foundation for success.
At Hansel and Gretel we aim to accomplish the following:

- Provide curricula that will ensure academic success in school
- Provide an environment that will assist children in building social and behavioral skills to be successful

- Empower families to increase their financial independence through education
- Support surrounding communities to have a strong impact on quality care for children and families
- Network with organizations to provide resources to children and families
- Strong commitment to provide Godly counsel for guidance in resolving conflicts and building healthy relationships in families.

Student Records

State law requires that a certified record (the original) of your child's health (yellow form) and immunization (blue form) record be kept on file at the school within 30 days of your child's enrollment. These forms must be kept updated at all times.

To access your student records please provide a letter and allow 24 hours to receive your records.

Enrollment Records

Please notify us immediately of any changes in your address, telephone numbers, and hours of work and custody issues.

Sick Child Policy

These are only a guideline to help you know when you cannot bring your child to school.

As a parent, you know your child better than anyone, and you know when he or she really needs you!

A child cannot come to school when:

- They have open oozing sores that cannot be covered
- Diarrhea

- High Fever
- Unidentified rash
- Lice
- Vomiting
- Pink eye

Policy regarding Administering Medication

- All prescription medications must be in the original, labeled container.
- All necessary information, such as times for dosages, amount of dosages, and how it is to be administered must be filled out on the proper form according to prescription. A parent signature and the dates the medicines are to be given must be completed or we will not give your child medicine that day.
- Forms for medication can be obtained at the front desk.

Today doctors do offer different dosages and time release. Please speak to your physician about other options where medications could be given at home. We will only administer medications for children that are at risk of not breathing or emergency situations as prescribed by doctors.

Although we are not experts we will call you to pick up your child if we feel that they are too sick to be at school. Please remember that we are not only protecting the other children we are also protecting your child. If your child is sent home please understand that they will need to be **one-day symptom free** before returning.

Policy for Call in's

We ask that you call us if your child is not coming to center, or if they do not need to be picked up from the Elementary School in the afternoon. We do not leave the schools until all children are accounted for, and if we have to wait looking for your child, and he/she is not there, it puts us late for other school pick-up, throwing off our tight schedule. We also have a child teacher ratio, and need to plan how many teachers we need for the day.

We are implementing a new fee for not calling in you school age child. The first time you will be charged \$3.00, the second time you will be charged \$5.00, and the third time and thereafter, you will be charged \$10.00. All parents will pay this fee. It will be added that week to your payment on the computer.

Discipline Policy

At Hansel and Gretel Educating Hearts we believe that it is all about a child's heart; therefore, we use Godly principles to guide your child with caring and loving positive guidance. Our staff have been trained through the curriculum of "Second Step" use to help relax child to problem solve and Becky Bailey "Conscious Discipline" in techniques that will assist your child to work through their conflicts. We use scripture verses to help guide them back into decisions of a peaceful heart. We also use redirection and time away for thinking and alternative behaviors, which are inappropriate. If the child continues to persist in defiant or inappropriate behaviors you will first receive a note in their planner, secondly you will receive a phone to discuss with your child on the telephone appropriate behavior, third you will receive a phone call to come pick up your child for the remainder of the day. All cases of conflicting behavior will be discussed and handle on a case by case not excluding withdrawal from the program.

The ultimate goal is to guide your child's heart so that they will make loving appropriate decisions on their own.

My signature below verifies that I have read and understand the discipline policy at Hansel and Gretel Educating Hearts and will help guide my child's heart.

Parent Names

Parent Signature

Financial Agreement

As a parent I agree to pay all tuition, fees, and registration for center related cost including field trips.

Registration and tuition fees are non-refundable.

Payments are expected each Friday in advance prior to the child attending with **no exceptions.**

There will be late payment fee of \$20. 00 if tuition is paid after 6pm on Friday. Which will be automatically added if not paid by close of each Friday.

Payments are due the Friday before the week of attendance. The child will not be allowed to come without payment of the incoming week.

No child will be allowed to stay more than 10 hours on a daily basis unless prearranged with program director.

As part of your financial obligation you are required to use a full signature in and out on a daily basis. If you send someone to pick them up they are also required to use a full signature in and out for your student.

I understand that I am responsible for fund-raising to assist the school with increasing

literacy. If I decide to not participate I understand that I will be responsible for the non-participation fee.

I understand and agree to make all payment applicable to the agreement of this contract and understand the consequence if not followed.

Parents Name

Parent Signatures

Attendance Policy

Regular school attendance is mandatory if you want your student to be successful. If your child is unable to attend because of an illness please send in a notice of absence. If your child is out three days or more we will need a notice of absence from the physician for your child's absence time. (Florida Statue 232.09) immediately following the day of absence.

If there needs to be an absence due to extraordinary circumstances a death or an illness in the family please send in a written notice of absence for absence with your child, upon return of the next day.

VPK students with 3 consecutive days or more without written notice of absence will be withdrawn from the program.

SR students with 5 consecutive days or more without a written notice of absence will be with drawn from the program.

I _____(Print Name)_ understand the attendance policy and

will adhere to follow procedures to turn in a notice of absence if and when necessary.

Parent Signatures:

Child's Name _____

Date: _____

Field Trip Guidelines

Parents and approved family members over the age of 20 are eligible to be chaperones for Heart of a Child Learning Center.

Those who attend field trips are to abide by the following guidelines:

- Arrive on time and ready to go at meeting location.
- NO SMOKING is permitted of any kind during field trip on site or at field trip site at all.
- Be willing to supervise other students responsibly.
- Monitor and report any inappropriate student behavior to the teacher or Director in charge.
- Stay with the group at all times, unless you sign out with the teacher.
- We are all about families and if you bring siblings please make sure they are also following the rules set for students.
- Your child is a gift from God, enjoy them for as long as you can.

Thank you😊

I have read and understand and will adhere to the guidelines set above.

Chaperone Name Print _____

Chaperone Name Sign _____

Holidays

Our center will be closed on the following Holidays please see Calendar for exact dates:

- New Years Day
- Rodeo Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas Eve –Early
- Christmas Day

**subject to change depending on calendar dates- please obtain a yearly calendar from center

Even though we are closed these days full payment is required.

Must be enrolled 4 months before vacation can apply.

We give a two-week vacation every year without charge, (Monday thru Friday). Most centers charge ½ for the week but we want you and your family to have a GREAT vacation. Please notify the Director in advance of your vacation. VPK students already have their vacation time built into their schedules therefore vacation policy does not apply.

CLOTHING AND PERSONAL ARTICLES:

We ask that you send a complete change of clothes to be left in backpack labeled if your child has accidents. Things do happen and we do not have extra clothes. If your child does not have clothes then we will have to call you to come and get them. Please make sure that all articles are labeled with your child's name on them.

Please label all jackets. Every one tends to shop at the same store and we will have 4 or 5 of the same size and color. If your child's name is not inside we cannot be responsible.

No toys or personal items will be permitted.

Uniform Policy

To help children concentrate on the development of their mind, soul, and spirits. Students will wear their logo school shirts with appropriate length shorts (Knee length), pants, and skirts. Girls wearing skirts (knee length) must wear shorts under their skirts. Pants, skirts, shorts, and skirts will be khaki in color.

Shoes must be closed toe shoes to protect their toes from the environment.

On Fridays Only: Students can wear jeans and a t-shirt of their choice for a \$1.00 per each Friday. Please add the dollar to the Friday tuition payment.

Release of Children Policy

Children can only be released to those persons whose names are listed on the enrollment form. Identification will be required of the person that is picking up your child.

It is mandatory that you sign in and out your child. The Department of Children and Families requires this.

Accident/Incident

We are required to fill out accident forms. Please make sure that you sign and leave the form on the desk. It will be put into your child's folder. If we fill that it is necessary for you to come pick your child up we will call you. We will not call you for scrapes, scratches or bites. I want to tell you that we try very hard to get these forms filed out before you arrive. BUT...Sometimes we get so busy taking care of your child that time

passes quickly, so we ask for your patients. Also, please remember that sometimes your child does not share with staff that something has happened and therefore have no knowledge of the incident. We asked that you help your shy children to please share with their teacher when something has occurred.

Volunteer Policy

For any volunteer there is a volunteer forms that must be filled out following Department of Children guidelines before volunteering

Student Assessments:

Children will be assessed and a continual basis throughout the year and parents will be notified to attend a parent teacher conference for results.

Fire Emergency Policy

Each month we practice Emergency and Fire Drills and the children learn how to be safe. In the facility there are a pull station please supervise your child(ren) while you are entering and exiting the building. If your child(ren) pull the fire alarm please understand that you will be charge \$250.00 fee for that pull station.

Weather Policy

In case of bad weather, Hansel and Gretel Educating Hearts will be following the Osceola County School guidelines.

Therefore; if they cancel school for Osceola County we will be closed. If bad weather should occur during school hours we will implement the emergency call/text necessary to contact families for pick ups therefore please remember to make sure your emergency contacts list is always up to date at all times.

Hansel & Gretel Preschool
Parking Lot Safety Policy
Parking Lot Policy

- Please hold child(ren) by the hand while exiting and entering your vehicles and entering and exiting the building.
- Please make sure child(ren) are in appropriate car restraints whether car seat, booster, and or seat belt before movement of your vehicles.
- Please make sure you look several times before backing from the parking lot, while listening for children and families walking behind your vehicle.
- Turn radio's down low while entering and exiting the parking lot for safety.

Biting Policy

1. Staff will tend to the victim to assist in any first aid or TLC to help the child that was bitten.
2. Staff will remove the biting child to explain that biting hurts and we may not bite our friends, then staff will explain the assessed circumstances of the situation teaching the child the appropriate way of responding instead of biting.
3. Staff will come up with an action plan to help the child's biting behavior be redirected to reinforced correct behavior building language skills needed to respond appropriately. Parent will be informed of action plan for joint strategy for change.
4. If biting continues to become aggressive parent will be called to pick up child from preschool for the remainder of the day.
5. If the biting continues to be aggressive child will be withdrawn from center.



Hansel and Gretel Parent Policies

I _____ (please print) have read and

understand the Parent Handbook located at hanselandgretelpreschool.com website. I also understand that that I am responsible for reading any letters, notes and or messages that may be in planners, daily agendas, doors, sign in computer or hand delivered.

Name of child (ren) _____

My signature on this form shows that I have read and will adhere to policies above.

ParentSignature: _____ Date: _____