

Preschool Policies & Agreements

for Heritage Hall Christian School

CHILD CARE



form HH-CC

year 18-19

The following agreements must be on file to comply with requirements from the Bureau of Child Care Division of Family

TRANSPORTATION POLICY

Heritage Hall will use a bus to transport children ages 3, 4, and 5 to the gymnasium every day for lunch, gym time, and for field trips. Our bus drivers have their CDL and use caution and safety in transporting children at all times.

I understand my child will ride the bus if he/she goes to lunch, to gym, or on field trips.

Date _____

Parent Signature _____

SAFE TRANSPORTATION OF FOOD POLICY

Food must be brought to the facility in clean, insulated, sanitizable containers, which keeps cold food at 41° F or below and hot food at 135° F or above. Containers must be clearly labeled with the child's name and date of preparation.

Upon receiving the food from the parents, the facility shall verify the temperature of the food. When potentially hazardous food temperature is not correct, the facility will not accept the food.

Upon accepting the food, the facility shall maintain correct food temperatures until served.

PARENT AGREEMENT

I, _____ (Parent's Name) will provide food for

_____ (Child's Name).

I take full responsibility for the safety of my child's food during preparation, storage, and transportation to the facility.

Date _____

Parent Signature _____

DISCIPLINE POLICY

Our Preschool Discipline Policy as stated in our handbook for offenses such as hitting, pushing, kicking, and refusing to obey instructions is as follows:

Goal: To lovingly and patiently train boys and girls to behave in a way that pleases God.

Method: Training, with consistency and effective consequences.

Procedure:

6.1.1 Visualized warning in each classroom

6.1.2 Third Offense in one day

6.1.2.1 First time: Along with giving them an age-appropriate time to sit and calm themselves, a note will be sent to the parents explaining offenses and asking for their support in reinforcing the importance of following acceptable conduct.

6.1.2.2 Second time: Phone call to parent explaining behavior and discussing suggestions for improvement.

6.1.3 If problem persists:

6.1.3.1 Parent will be asked to come pick up the child upon third offense of the day

6.1.3.2 Dismissal from school for the day

You will receive a pink sheet each Friday indicating your child's behavior for the week. If an incident occurred that was out of the ordinary, you would hear from us that day. Most children adapt quickly to our structured and loving environment. The first six weeks of school we consider to be mostly training as many of the students have never been to school before. Occasionally this discipline plan will need to be modified for children of varying ages and abilities.

I have read and understand the discipline policy of Heritage Hall Preschool.

Date _____

Parent Signature _____