

Heartland Preschool Parent Information



Heartland Preschool Program Goals

The Early Childhood Education Program is designed for high school students to obtain experience in working with preschool age children. This course will better prepare them for higher education in the area of Early Childhood Education and a future career after graduation. High school students come to Heartland Career Center from Wabash, Southwood, Northfield, North Miami, Peru, Manchester, Oak Hill, and Huntington North schools.

The high school students will work directly with the children in a teaching capacity. The preschool children benefit from a low teacher/student ratio, which ensures that each child gets the attention he/she needs. The safety and education of each preschool child is our number one priority.

Listed below are the curriculum goals for the children enrolled in HCC Preschool:

1. Each child is an individual who should be permitted to develop at his/her own rate.
2. The environment and activities planned will help the child prepare for future educational successes.
3. The environment and activities planned will encourage the intellectual, social-emotional, moral, and physical development of each child.

Routines and Procedures

1. Heartland Preschool is open to any child ages 3-5 who is potty trained, and can use the restroom without any adult assistance. **Space is limited.**
2. Parents are responsible for bringing their children into preschool upon arrival and signing them in. Tuesday, Wednesday, and Thursday are preschool days. The morning preschool is open from 9 -11 AM. The afternoon preschool is open from 12:30-2:30 PM. If you arrive earlier than the above stated times please stay with your child until preschool is open. Be sure to sign your child in and out each day. The sign out sheet will be located inside the preschool classroom.
3. It is very important that your child be picked up on time. The high school students leave shortly after preschool is over and there will be no one available to care for your child after preschool. Repeated failure to abide by this regulation may result in the withdrawal of your child from the program.
4. Heartland preschool will cost \$30.00 a month. Payment is due the first day of each month. If preschool is not in session on the first of the month then payment is due the first day we are in session for the month. Make checks payable to Heartland Career Center.
5. Please dress your child appropriately for play on preschool days. The children will be doing a variety of physical activities and sometimes messy activities. Keep a spare outfit in your child's locker in case of accidents.
6. If your child is sick and has a fever over 100 degrees we ask that you do not bring them to preschool until they are feverless for 24 hours.

7. To report absences call Heartland Career Center at
260-563-7481 extension 1241

8. Preschool is closed on Mondays, Fridays, and on official school holidays.
Please keep you preschool calendar for the duration of the school year.
During bad weather stay tuned to your radio or TV for school closings. If
Heartland Career Center is closed, there will be no preschool. If
Heartland Career Center is on a two hour delay there will be no morning
preschool.

To complete registration please have the following items turned in prior to the first day of preschool:

- Application
- Copy of up to date vaccination record
- Liability waiver
- Discipline policy
- Consent to photograph and/ or videotape
- First installment of \$30.00

Consent to photograph and /or videotape

Throughout the year we occasionally take pictures or videotape the class. They sometimes appear in news letters or school papers for parents and students. We have also used some of them for a power point presentation during our senior certificate ceremony. Anything we use is for school purposes.

This consent includes permission for any display, distribution or use of the material for the purpose of providing information to the public about the school program or activity or for any other educational purpose.

Parent Consent for Child

I certify that I am the parent/guardian of _____
and I agree to the terms of this consent.

Date: _____

Parent/Guardian _____

Address _____

City, state, Zip _____

Phone _____

Liability Waiver

Date _____ Child's name _____

I understand that while the teacher, students, and school will provide as much supervision for the safety of my child as possible, I agree that I will not hold them responsible for accidents which may occur.

Parent or Guardian

Discipline Procedure

The discipline procedure that will be used with the preschoolers is as follows: Preschoolers will get two warnings when they are misbehaving. If they get a third warning they will move their clip on the discipline chart. If the problem persists after the third warning they will sit in alone time away from the rest of the class for four minutes. If the discipline problem continues parents will be called.

I am the parent of _____ and I have read the

Preschooler's name

discipline policy. _____

Parent Signature

Date

Heartland Preschool Calendar

2017-2018

Special Days and No Preschool Days

September 11	First Day of Preschool
October 23-25	Fall Break – No school
November 21-22	Thanksgiving – No school
December 25-	Christmas Break – No school
January 3	
April 2-4	Spring Break – No school
May 9	Last Day of Preschool