



**Plaza Heights Christian Academy**

**1500 SW Clark Road**

**Blue Springs, MO 64015**

**816-228-0670**

Revised

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# 2023-24

## Welcome to Little Lions Preschool!

We are delighted that you have chosen Little Lions Preschool at Plaza Heights Christian Academy. This handbook contains information that will be helpful to you throughout the school year. It explains our policies and procedures. We invite you to ask questions, visit and volunteer in your child's classroom. We are looking forward to a great school year!

### School Calendar:

You will be given a copy of the school calendar. It is also on our website and posted in rooms. More exciting activities and field trips will be scheduled as the school year progresses. **All dates are subject to change.**



### Arrival and Dismissal:

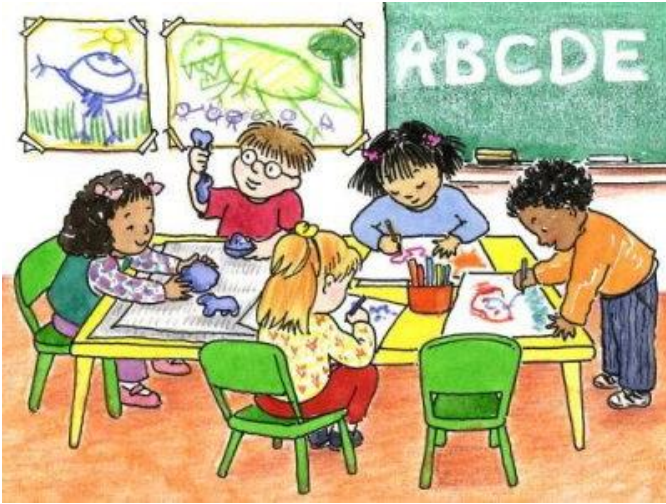
For the safety of your child we ask that you park your car and walk your child into his/her classroom. This also allows time for parents and teachers to **briefly** communicate if needed. The AM classes begin at 8:30 am and end at 11:30 am. The W-F classes are from 9:30 am -2:00 pm. Full day classes end at 3:30 pm. **Please do not bring your child more than 5 minutes early to class and arrive promptly at dismissal time each day. Our teachers are preparing for the day, gathering supplies, and setting up the classroom.** East entrance doors will unlock 7 minutes before class begins.

### Church Facilities:

Plaza Heights Christian Academy and Little Lions Preschool are located within the Plaza Heights campus building of The Gathering Baptist Church. While we enjoy a close relationship with this church, we are a separate non-denominational school.

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### **Non-discrimination Policy:**

“Plaza Heights Christian Academy and Little Lions Preschool admits students of any race, color, or national or ethnic origin to all the rights and 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 or ethnic origin in administration of its educational policies, admission policies, and school-administered programs.”

### **State License Exemption:**

Plaza Heights Christian Academy’s Little Lions Preschool is a state license exempt facility. The Missouri Department of Health and Senior Services provides exemptions for child care licensing on a limited basis. These exemptions include programs operated by a school system, private or religious elementary or secondary school.



### **Car Tags/Car Line:**

Each family will be given 3 “Car Tags”. (You may request more if needed.) Give one to each person that may be picking up your child from school. The car tag serves as a message to us that this person is authorized to pick up your child. Place the tag in the passenger window and we will bring your child to your car. You will be responsible for loading and buckling your child into the car seat. Teachers will NOT buckle children in. As you see a staff member approaching your car with your child, please exit your car to accept your child.

Dismissal is from the East doors in a process called “Car Line”. Drive slowly (no more than 15 mph) through the parking lot to form 2 lines in front of the East doors. The teachers will bring the children to your vehicle.. **If you need to come into the school or leave your vehicle for any reason, park in a parking space.** The car line process takes approximately 10 minutes, so please be patient as we safely deliver each child to their car. You will be given a car line map as part of your information packet. **It is imperative that you follow the car line correctly so as to not cause a traffic flow problem in the parking lot.**

If you are also picking up elementary children, they will meet you at the preschool dismissal area as well. You do not need to wait in both dismissal lines.

**Please call us prior to dismissal if someone without a car tag will be picking up your child. It is very helpful to let your child know this as well.**

### **Emergency Information/Emergency Contacts:**

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Your enrollment form provides the school and the teachers with critical emergency contact information. Your teacher may also ask you for contact preference information. **Please notify the school office and your teacher if address, phone number, employment or other important information changes. A current email address and cell phone, with a carrier, will be our primary means of communication.**

Children will be released to individuals listed on the enrollment form as “Emergency Contacts” as well as those with a car tag as mentioned above. Individuals picking up children without a car tag, should be prepared to show identification (typically driver’s license).

### **Field Trips and Special Events:**

We encourage parents and family to be a part of as many school activities as possible. Check the school calendar, monthly classroom calendar, and weekly newsletters to see how and when you can be a part of your Little Lion’s classroom activities. We occasionally need parent volunteers or helpers for special days. Teachers will notify you about signing up for class parties, field trips or special activities. Parents attending field trips will be asked to adhere to the guidelines in the “Little Lions Guide for Parents attending Field Trips.”

### **Social Media**

While most parents enjoy seeing school activities on social media and sharing with family and friends, we understand some would prefer not to have their child’s photo posted on social media. Please make sure to notify the director and teacher of any restrictions in your child’s participation in social media.

### **Preschool T-shirts:**

We occasionally offer preschool t-shirts and sweatshirts for our “Little Lions”. Watch for details!



### **School Supplies:**

Each student is charged a supply fee. This allows us to purchase supplies in bulk and as needed rather than asking parents to bring supplies. A short supply list with a few personal items is available from your teacher or the school office.

### **Backpack/Water Bottles:**

Each child needs to bring a backpack as part of their supplies each day. This backpack should be big enough to hold a 2-pocket folder. Your child should be able to open and close his/her backpack alone.

Each child also needs to bring a non-spill water bottle. Water bottles will be sent home in backpacks each day. We appreciate you sending the water bottle filled with water each day.

### **Nap Items:**

Many Little Lions will nap at school. While we want each child to be comfortable at naptime, we have limited storage space for nap items. Therefore we ask that nap mats be no more than 1.5” thick and blankets and pillows be small. Oversized mats, sleeping bags and blankets are discouraged. Nap items will be sent home on a regular schedule for laundering.

### **Snacks:**

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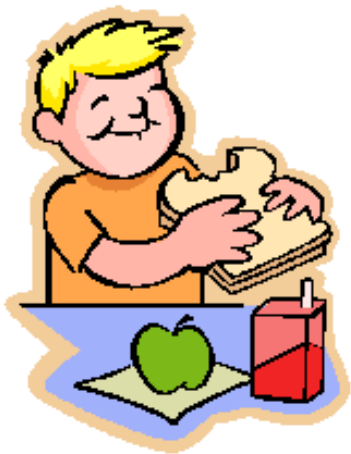
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Snacks are served each session of school. These are usually nutritious and may be related to the letter or unit of study. **Let us know of any food allergies your child may have!**

We ask that you help us by providing morning snacks for your child's class. The teacher has a snack calendar and suggestions that you may choose. The children are always excited when it is their turn to share something they brought from home. Thank you for sharing!

**Birthdays are always fun and we enjoy recognizing your child's birthday with treats from home during our regular class snack time. TIME DOES NOT PERMIT A BIRTHDAY PARTY DURING CLASS TIME.**

Parties for holidays are a fun, extra special time and this usually involves extra snacks. Watch the newsletters and notes for more information on how you can add to and be part of party days.



### **Lunch:**

**If your child will be at school during lunch time, they will need to bring lunch or purchase a hot lunch from our school cafeteria.** You will receive information on how to access the lunch menu to order hot lunch. Orders must be placed at least one week in advance for the days you wish to purchase a meal.

### **Bathroom needs:**

We are fortunate to have a bathroom in or very near each classroom. **All Preschool and Pre-Kindergarten students must be able to use the bathroom and take care of his/her needs by themselves.** This includes fastening and unfastening clothing. Overalls, belts, and difficult snaps and zippers are frustrating to children and often cause urgent needs. Please avoid these types of clothing when possible.

Our Early Preschool (2 year olds) will work on toilet training as you see readiness in your little one. Please discuss this with the classroom teacher.

### **Clothing:**

Children should wear clothing that is comfortable, washable, and suitable for indoor and outdoor wear. Shoes should allow for running, climbing and playing. Shoes should be closed toed with a non slip sole. The frequent use of paints, play dough, and participating in sensory, science and art projects calls for sensible, washable clothing. **We request that you include a change of clothing in a small sack in your child's backpack for those times when a change of clothing may be necessary.** Remember to change the clothing as your child grows and seasons change.



### **Show and Tell:**

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We enjoy our times of sharing but we request that your child bring **NO TOYS** from home unless specifically requested by the teacher. These tend to be disruptive and often get broken or lost. Please do **not** send your child to school with **candy or gum!** Breakfast should be eaten and finished **before** your child arrives at school.

### **Discipline Policy:**

Acceptable discipline is encouraged by giving positive verbal rewards. Your teacher will use positive techniques of guidance. These include redirection, anticipation, natural consequences and elimination of potential problems and encouragement of appropriate behavior by using clear, consistent rules that have been discussed with your child. A safe seat time may be used to help a child calm down and refocus.

### **Wellness Policy:**



If your child shows any signs of illness or any contagious condition, we ask that you please keep them home from school. Should your child become ill at school we will contact you by phone. You will need to pick up your child immediately. We want to keep our Little Lions healthy! Each child is required by the health department to

have a health statement on file which includes a record of immunizations. Failure to comply with this policy may result in exclusion from the program.

We ask that you keep your child home if they show any of the following symptoms:

- Fever greater than 100 within past 24 hours
- Runny nose – yellow or green
- Questionable rashes
- Vomiting within past 24 hours
- Diarrhea within past 24 hours
- Impetigo
- Productive Cough
- Sore Throat
- Conjunctivitis (Pink eye)

If your child is being treated with an antibiotic he/she should be on the drug at least 24 hours before coming to school. Please let us know if your child has taken cold medicine or cough medicine before coming to school.

### **Covid-19 Policy:**

#### **Students, Teachers, or Staff Members EXPOSED to a positive Covid-19 individual:**

- Stay home for 5 days after a positive test result.
- After 5 days, return to school if no symptoms have developed.
- If symptoms develop, get a negative Covid-19 test result to return to class.

#### **Students, Teacher, or Staff Members who test POSITIVE for Covid-19:**

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- Stay home for 5 days after a positive test result.
- After 5 days, return to school if no symptoms or current symptoms have resolved.
- If symptoms or fever continue, stay home additional days until symptoms have resolved.

### **Extended Care:**

We offer extended session programs from 7:00 am to 8:30 am before school and from 3:30 pm – 6:00 pm after school. If you would like to enroll your child in extended care or would like more information about this program, please call the school office. We have a limited number of spots available, so don't delay.

### **Parent Teacher Fellowship (PTF)**

Plaza Heights Christian Academy PTF program was established to help parents get directly involved with our school. The PTF program is designed for parents and staff to work together to provide the best school experience for the students. There are many activities that our PTF organization is responsible for each year. Please join us by attending meetings and seeing what you can do to help! PTF membership is \$15. Thank you for your support!

### **Messages:**

You may call the school office to leave a message for your child's teacher at 816-228-0670. You may also text or call your child's teacher. Please do not expect an immediate answer as teachers are busy teaching and supervising children.

### **Tuition:**

Tuition is an annual fee. For your convenience it may be paid in monthly installments through Blackbaud (SMART). Tuition is due on the 1<sup>st</sup>, 10<sup>th</sup>, 15<sup>th</sup> or 20<sup>th</sup> of each month. The first payment is in August and the last payment is due in April (9 equal payments).

Receipts and child care letters will be given upon request.

Tuition is the primary means of support that allows PHCA Little Lions Preschool to operate and must be paid when due. If family circumstances arise creating a situation where your tuition payment will be late, please contact the school financial office immediately to discuss your payment plans. Children may not be able to attend if tuition payments are more than 2 weeks past due.

### **Withdrawal:**

When you enroll your child in Little Lions Preschool, you are enrolling your child for the entire school year. Should unforeseen circumstances (moving, loss of job, etc.) require you to withdraw from school, please notify the school enrollment office as soon as possible so that we have an opportunity to fill the vacancy.

### **Snow Policy:**

When it is necessary to cancel school because of inclement weather please listen to the radio, television or check the news stations and websites for "Plaza Heights Christian Academy". A group text and/or email may also be sent to the primary contact. We **DO NOT** necessarily dismiss in conjunction with any area school districts.

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