

**Heights Christian  
Preschool & Day Care  
Ministry**

**Parent Handbook**



6935 Comanche Road NE  
Albuquerque, NM 87110  
(505) 881-9529

*[heightschristian.org/preschool-daycare.php](http://heightschristian.org/preschool-daycare.php)*

## **MISSION STATEMENT**

Our mission statement at Heights Christian Day Care (“HCDC”) is to provide a safe, loving Christ-centered environment for children. Our services aspire to provide activities which promote physical, emotional and individual growth and well-being. We strive to serve New Mexico children ages 8 weeks to school age.

## **STATEMENT OF FAITH**

- We Believe in one God, who is eternal and exists in three persons known as The Trinity: The Father, The Son and the Holy Spirit.
- We believe the Bible to be the absolute inspired true word of God.
- We believe that the Church is the Body of Christ, enlivened and empowered by the Holy Spirit to accomplish God’s purposes on earth and to share the Good News of Jesus Christ to dedicate themselves to living Godly lives.
- We believe in the deity and the humanity of Christ: He was fully God and fully man. We believe in His Virgin birth, His sinless life, His miracles, and His vicarious and atoning death. We believe in His Resurrection. We believe He ascended into Heaven and sits at the right hand of the Father.
- We believe Christ desires to have a personal relationship with all persons, regardless of age, origin or sin.

## **PHILOSOPHY**

HCDC believes that learning is empowered by our belief in Christ by developing an atmosphere where Christian learning and curriculum interact together with a qualified and caring staff that encourages children on a daily basis. We believe the different stages of growth and development are unique to each child individually, working hand in hand providing an encouraging environment through play and positive interaction. Finally, here at HCDC, it is our goal to build self-esteem, responsibility, and well-balanced choices for each child's future success.

## **NON-DISCRIMINATION POLICY**

It is policy of HCDC not to discriminate against any family or child for entry or enrollment based on race, color, religion, national origin, ancestry, disability, sex or other characteristics protected by federal, state, or local laws as applicable to a faith based Christian ministry.

## **CURRICULUM STATEMENT**

At HCDC, we believe that children learn best in a nurturing, safe and loving environment. We want to partner with parents to help equip them with the knowledge and experience to raise children who are happy, well-adjusted and caring adults. At HCDC, our program encourages the following:

- Age-appropriate curriculum.
- Planned learning and age-appropriate free play (choices).
- Ongoing training and professional development for all staff.

- A learning environment that promotes an opportunity to explore each child's individuality through worship, sensory motor, music, exercise, reading, art, science, math, and language arts.
- Open communication with parents, teachers, and staff.
- A clean and safe environment.
- The assessment and evaluation of short-term goals as well as long term goals.
- We believe that play is the primary mode of learning.

### **PASTOR**

We have a pastor who is available for prayer and counseling (marital, emotional, financial, and spiritual). Pastor Jeremy Bannister can be reached at 881-9889 to make an appointment. He can also often be found on site for immediate needs.

### **DIRECTORS**

HCDC Director is Amie Shepherd and the Assistant Directors are Terri Lopez and Martha Tsoodle. They can be reached at 881-9529.

### **HOURS**

We are open Monday through Friday from 7:00 AM - 6:00 PM.

## VISITORS

All visitors to the Day Care or Church must first sign in at the Day Care front desk. Signs are posted at all entrances.

## HOLIDAYS

We are closed Good Friday, Memorial Day, **Fourth of July (If on a Tuesday off previous Monday, If on a Thursday off Friday)**, Labor Day, Thanksgiving Day and the Friday following, and Christmas Day through New Year's Day. **Normal tuition rates are due during these holidays and vacation credit is not applicable.**

## VACATION

Vacation credit may be given for one-half of your reservation rate except for holiday closure days and must be given with **one week's notice** and is limited to: **10 days a year for full-time; 6 days a year for MWF; and 4 days a year for TTH and MW.**

## DELINQUENT ACCOUNT POLICY

If your account falls behind two weeks, you will be asked to meet with one of our pastors. Our goal is to help your family in your time of need. At this appointment, we will work together with your family and search for a solution to bring any outstanding balance down in such a way not to be a burden. In the regrettable event this is not possible, dismissal may take place. See Expulsion Policy above.

## **PROCEDURE FOR CHECK-IN AND OUT**

It is a state requirement that all parents sign their child in upon arrival and out when leaving for the day. A tablet is provided in each area of the preschool/daycare for signing your child in and out. You may also use you're the app on your cell phone to check your child in and out as well. All persons on your child's pick-up list will need to be registered on Brightwheel to drop off or pick up. A photo ID will be required upon request. **If your child is arriving late or not attending on a day, please call the Day Care Office by 10:30 AM at 881-9529.**

## **PROGRAM ADULT TO CHILD RATIOS**

HCDC is a childcare facility that provides care to children 8 weeks through school age children. The following are staff/child ratios where children are grouped by age:

8 weeks - 12 months - 1 adult for every 4 children

12-23 months - 1 adult for every 5 children

2 years old - 1 adult for every 8/9 children

3 years old - 1 adult for every 12 children

4/5 years old - 1 adult for every 12 children

School Kids - 1 adult for every 15 children

We will always have extra floater teachers available to help in classes where numbers exceed staff/child ratios.

# **ENROLLMENT, WITHDRAWAL & EXPULSION POLICY**

## **Enrollment requirements:**

- Read, sign, and agree to Heights Policy Statement.
- Enrollment form completed.
- Complete immunization record that is current.
- Registration fees paid.
- Photo Release Form filled out.
- Tuition Express or Tuition form of payment discussed.

## **Withdrawal requirement:**

- One week notice of withdrawal notice given to the Day Care desk.
- Account paid in full before withdrawal.

## **Expulsion procedure:**

Unfortunately, there are reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the child and family in order to prevent this from happening. The following are reasons (to include, but not limited to) for expulsion.

- The child is at risk of causing serious injury to other children or him/herself (for example: uncontrollable tantrums, angry outbursts, verbal abuse to staff or other children, excessive biting).
- Parent threatens physical, verbal or intimidating actions towards

staff members or any person on our campus via phone, electronic message or social media posts. Any incidence of threatening behavior or language will result in calling the police, reporting and/or charges and expulsion of family involved.

- Parent intends to harm the reputation & enrollment of Heights Christian Day Care through slander and/or lies directed at staff or establishment via verbal threat, electronic message or social media posts.

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Failure of child to adjust after a reasonable amount of time.
- Heights' failure to meet your child's needs.

## **TUITION AND FEES**

Tuition is due at the beginning of the week for as long as your child is enrolled. **\*If you pull your child out for a month, your tuition is still owed as this assures their spot when they return.** We require families to enroll in Brightwheel. Brightwheel is the Software Program that is used at HCDC. Brightwheel allows payments to be processed through ACH (checking account), credit card, online payments. If you run into an emergency and tuition is not paid, please refer to the Delinquent Payment Policy above.



Part-time accounts will be charged extra for bringing your child early or staying late. You must have permission from the director or assistant director (not the teacher) to change your schedule.

. If you run into an emergency and tuition is not paid, please refer to the Delinquent Payment Policy above.

**Please remember that there are no reduced fees for when your child is out sick, absent or tardy for any reason without prior vacation notice.**

There may be an occasion to charge extra fees to your account for workbooks, materials, field trip or parties. Notices about any additional fees will be posted in your child's room.

**REGISTRATION FEES (due annually and nonrefundable):**

- Full-time or MWF \$100.00
- T/TH \$75.00
- Before/After School Only \$75.00; Summer + \$25.00
- Summer Only School Age \$75.00

**TUITION:** Rates shown weekly. There is a 2nd Child discount

**NURSERY and TODDLERS** is Full-time only at \$215/week.

TWO YEAR OLDS is Full-time only at \$180/week.

### THREE YEARS – FIVE YEARS

- Full-time                      \$180.00/week
- Preschool (9:00-11:45 AM)\$37.00/per day session
  - MWF                      \$111.00
  - T/TH or M/W      \$74.00
- Before/After Preschool Hours\$5.00 per hour additional

### SCHOOL AGE CARE

- School Year              \$98.00/week
- Summer Care          \$180.00/week

School Year charges increase to full-time rates for in-service days or holidays.

**LATE FEE POLICY.** Children picked up after 6:00 PM will be charged \$1.00 per minute. If no parent picks up the child, then we will call all parent numbers. If there is no response back by a parent within 10 minutes, then we will call of the listed emergency numbers on the child's pick-up list. A teacher or supervisor will remain with the child at all times. After a 30-minute period and after we have attempted to call parents and numbers from the child's pick up list, we will then contact the necessary authorities.

**\*SUMMER TUITION POLICY.** If a family registers in the summer or summer only, there will be no vacation credit offered. If a family registers only for the summer program and leaves to come back later or takes a month off, there will be a 30% charge of their regular fee to hold the child's spot.

## **TEMPORARY DISENROLLMENT/REENROLLMENT**

If you need to disenroll your child for more than 2 weeks and want to re-enroll, please note the following considerations. You might lose your reserved space as reenrollment is solely upon availability of space, you will lose any vacation credit, and you will be assessed a \$25/reenrollment fee.

## **SERVICES AND POLICIES**

1. **Breakfast, Snacks & Lunches**. If Your child needs to eat breakfast they will be allowed to eat until 8:00am. After that please bring them already fed since we are out on the playground at that time. They may not eat on the playground as it is a choking hazard. Each child must bring a healthy morning and afternoon snack and lunch. We do offer milk/water twice a day to children 2 through 5 years. Please put snacks in individual containers labeled with child's name and deposit in basket in room. Lunches may be refrigerated if needed or reheated in each class's microwave. They must be in proper containers for microwave use. We cannot assemble "lunchables" or cook frozen dinners.
2. **Nap/Rest**. Nap or rest and quiet times are provided daily for all children. They are not required to sleep. Those who do not sleep are only required to rest for 20 minutes. They may have one blanket or one stuffed toy which fits easily into their cubby.

3. **Parent Involvement.** We welcome parents to become involved in their child's Day Care/Preschool experience by participating as a volunteer in their child's classroom. Parent conferences or meetings may sometimes be required. We encourage parents to attend special yearly events such as lunches, Christmas programs, picnics, and end of the year graduations. We have an "open door" policy. Parents are welcome to visit, call or schedule a conference at any time regarding their child upon the discretion of the director.

4. **Custody Issues.** It is the policy of our center that the parent/guardian who enrolls a child in our program must provide documentation concerning any legal status issues: guardianship, visitation, restraining order, CPS orders, etc. This center will enforce any legal document but will not prohibit access to their child without proper authority. The enrollment form must accurately represent the correct names and status of the parent/guardian. During the course of enrollment any change in legal status must be provided with legal documentation to verify the change in status.

5. **Field Trip Information.** We will offer a limited amount of field trips that are age appropriate specifically for our school age children. They will be transported by bus or van--all traffic rules will be obeyed. Your signed permission for field trips is included on your child's registration form and is required by all children

attending any field trip. A one-time fee will be applied at the beginning of the summer session for field trips.

6. **Illness**. In accordance with State Regulations, our sick policy is as follows: Children who become ill at Heights who have a temperature of 101 or more, or who display any signs of illness will be sent home. This may include, but is not limited to, vomiting, diarrhea, eye drainage, rashes etc. When children are sent home, they must remain out for the remainder of the day plus one additional day. If the child requires antibiotics, they must complete 24 hours of treatment before returning to school. Parents will be notified when illnesses such as chicken pox, conjunctivitis, lice, strep, impetigo, RSV are diagnosed. Please let us know when your child's absence is due to illness. We do not have the facilities to keep children inside during recess. Please do not bring children to school when you do not want them to play outdoors.
  
7. **Medication**. Medications are kept in both east and west building kitchen refrigerators in a specified drawer. Medication forms are located above the counter in east building and above the hall sink in west building. The forms must be completed in full, signed and placed in folder provided. They may be dated for up to one week. All medications must be in the original container and must include the written direction from the physician. We do not allow the use of analgesics, such as Tylenol and ibuprofen for the prevention of fever. **Please pick up your child's medication and initial**

**medication form each day.** Also, please note on your child's sign-in sheet when they have medications.

8. **Accidents & Emergencies.** In case of serious accident or injury, 911 will be called. The parent will be notified. A child will be transported by ambulance or by Heights depending on the situation. In case of less serious situations, the parent will be notified. Parent instructions will be followed. For minor accidents, the staff will administer first-aid and the parent will be notified. The State Licensing Bureau will be notified for any situations which require medical care for a child injured while at school.
9. **Lost Children.** Sign-in and out sheets are kept current throughout the day. This list is checked periodically as children move from activity to activity. If a child, whose name appears on the list and is not present; the teacher will contact the desk. The grounds and facility will be searched immediately. If the child is not located, the parent and/or emergency contact will be called to see if the child was picked up but not signed out. If the child is not with the parent, the police will be notified. **PARENTS, you must always sign your child in and out and please make contact with the teacher as you do so. The sign-in sheets are always with the children.**
10. **Discipline.** Guidance shall include positive redirection, and the setting of clear limits which foster the child's own ability to become self-disciplined. Positive discipline may include brief, supervised separation from the group, withdrawal of special privileges (such as

play time with other children). Disciplinary practices will, at no time, include any of the following: physical punishment, withdrawal of food, rest or bathroom opportunities; abusive or profane language; any form of public or private humiliation, including threats of physical punishment; unsupervised isolation of the child; or any type of punishment that is hazardous to the physical, emotional or mental health of the child.

11. **Health Check**. The staff makes daily checks of all children for signs of illness, abuse, or neglect. Recent bruises, injuries or bites are noted and kept on file. Signs of abuse or neglect will be examined, and suspected cases will be referred to the Child Protective Services and to Licensing.
12. **Complaints**. If you have a complaint or concern regarding any of our teachers or staff, please know that we have an “open door” policy when dealing with our teachers or staff. Please make sure you make arrangements to talk with the head teacher or supervisor directly. If you feel like there are more concerns that you need to address, then please contact the Director, Amie Shepherd, and she will take the necessary information and complete any investigation required. The Director will prepare a written transcript of the complaint, investigation, and action. One copy will be kept on file, and one given to the person filing.

13. **Fire**. Each room has posted prevention and fire drill procedures.  
Please see individual rooms.

14. **Sanitation**. Each room has clear posted procedures.

15. **Parking Lot Safety**.

- ~ 5 mph speed limit.
- ~ Parallel park along yellow line or park north of building.
- ~ Never leave motor running when you come inside.
- ~ NEVER leave children unattended in car. This is illegal.
- ~ Drive only West to East in first row at parallel parking.

PLEASE...no matter how urgent it is to hurry, DRIVE SLOW AND WATCH FOR CHILDREN.

16. **Parent Conferences**. Please do not engage teachers in lengthy discussions while they are on duty. If you have concerns, please call or ask for an appointment.

17. **Potty Training**. Potty training is an important milestone for children. We will be glad to work with you to potty train your child. We work closely with the parents and the child to ensure a positive experience for all. When your child's teacher observes that your child is showing signs of being physically, cognitively and emotionally ready to begin the training process, the teacher will ask you to begin the training at home, preferably over a weekend. Waiting to begin the process until the child is ready, usually results



in a pleasant learning experience. Pull-Ups and other similar disposable underpants are not permitted. It is faster and more effective to train children in real underpants. That does mean lots of extra clothes. We request at least 5 changes of clothing per day if your child is potty training (pants, shirts, socks and shoes). There is a \$1.00 charge for HCDC clothing sent home and not returned. Pull-Ups are difficult to work with and unsanitary when soiled. Training pants have similar difficulties, but children in pants have fewer accidents. For these reasons, pull-ups will not be allowed.

18. **Birthday Celebrations and Special Events.** On your child's birthday, you may bring special snacks that can be served during the morning or afternoon snack time. We also have many special events that all children participate in during the year. Some of these events include our "Stone Soup" luncheon, Christmas program, picnics, and Graduation program and celebration.
19. **Dress Code.** Please have children dress appropriately. Younger children should come ready for play. There will be times when your child will get dirty playing outside or possibly doing an art project. We also ask that you bring an extra change of clothes for younger children. Older school age children need to dress modest. No bare mid drifts, short shorts or saggy pants will not be tolerated.
20. **Snow Days and School Closure.** Parents please be advised in the event that snow or any other hazardous weather or emergency conditions should prevail, we will continue to open at 7:00 AM

unless otherwise noted by your local TV or website on channel 7 or 13. Please call us for any other information. **Normal tuition** rates apply on closed days.

21. **Confidentiality**. All information regarding parents and children will be kept confidential.
22. **Evacuation Plan**. In the event that we have an emergency disaster and need to leave the building, we will exit the building by escorting the children to the perimeter of our building, which is located to the NE end of the parking lot. Emergencies that require evacuation of the buildings and property, we will escort the children to Cleveland Middle School. Once the children and staff are settled, a mass text will be sent through the Remind app or we will personally call by phone. Special needs or handicap children will personally be escorted by a designated teacher.
23. **Cell Phones**. We ask that you do not use your cell phones when dropping off and picking up your child from their classrooms. Those times of the day are important to give your full attention to your child and teacher.
24. **Nursery & 2's Dropping Off/Picking Up**. If you have older children, please ask them to stand outside the Nursery and 2's room as there is too much confusion in such a small space.

25. **Changing Classrooms**. When your child turns 3 and is potty trained, he/she will be moved to the 3's classes. We are continually moving children as they age from Nursery, Toddler, and Two's. NOTE: Children aged 3 must be potty trained before entering 3's classes.

## **NURSERY PROGRAM**

Our infant/toddler program will consist of caring for the needs of each individual child as necessary. This includes bottle feeding, regular diaper changes as needed, serving meals, holding and rocking, playful interaction and nap times throughout the day. Your children will be exposed to music, singing, finger plays, toy time, worship stories, and outside time. The babies have a floor and belly time and will always be held when needed and then some. No child is left in one area for a long length of time except when sleeping. They are continually checked on even when sleeping. When approaching toddler age, the children will be doing exercise, art, small and large motor skills, etc. until they reach 2 years old. We always keep a 1 to 4 ratio in our infant/toddler program.

**\*Bad Weather Days:** We stay in and do exercise to music or a variety of other fun activities on a rainy day.

### **Infant / Toddler Schedule:**

- 7:00 Greeting - free play
- 8:00 Diaper change - check diapers and change if needed
- 8:15 Breakfast / Bottles / clean up area
- 8:30-9:00 Free play, educational toys, read books, singing, finger plays, art table activities
- 9:30 Morning nap
- 10:00 Snack time / Bottles / clean up

10:30 Outside to 2's playground or nursery playground  
10:55 Come in from playground and wash hands  
11:30-11:45 Lunch / Bottles / Clean up  
12:00 Diaper change-check diapers and change if needed/wash hands  
12:30 Rest time  
12:30-2:30 While children are sleeping, areas cleaned, also toys, check posted cleaning schedule  
1:30 As children wake, do quiet learning activities  
2:00-2:30 Diaper change - check diapers and change if needed / wash hands  
3:00 Afternoon snack / bottles / clean up  
3:30 Outside to 2's playground or nursery playground  
3:55 Come in from playground and wash hands  
4:15-5:00 Free play, read books, toys, songs, lots of interaction  
5:00 Change diapers - check diapers and change if needed / wash hands  
5:15 - 6 Free play and departure

## **TODDLER / TWO YEAR OLD PROGRAM**

**Worship**: Children are taught through Bible stories and songs that God is our creator and that we are all very special to Him. They learn about Godly character and principles, and the basic tenets of the Christian faith. Scripture memorization is a vital part of their education.

**Scholastics**: Alphabet, numbers, shapes, colors, concepts, rhyming, matching, etc.

**Sensory/Motor**: Learning body awareness, special relationships, and how our bodies relate to space.

**Art**: Multimedia, age appropriate activities are offered daily.

**Music**: Singing and music tapes are played throughout the day.

**Science**: Simple experiments, observations, and hand-on learning (includes cooking projects).

**Exercise**: Outdoor play is provided at least twice daily and exercise tapes are used indoors. We provide the time and equipment for large muscle movements.

**Reading:** Specific times every day are set aside for reading books. Children are allowed to bring books to share with the class. This time is also used for children to share ideas and use their imagination. Our material for this program is prepared based on each group's developmental capabilities and there is no pressure for children to perform. The material is presented through "guided play" methods. Their attention-span capabilities, individual needs and developmental stages are all considered in preparation and presentation of the material.

**\*Bad Weather Days:** We stay in and do exercise to music or a variety of other fun activities on a rainy day.

**Toddler / Two's Schedule:**

7:00-7:45      Check diapers/potty  
8:00 - 9:00      Outside  
9:00 - 9:10      Go inside/wash hands  
9:15 - 9:30      Worship/exercise (7-10 min. each)  
10:00      Snack  
10:15 - 10:30 Circle time--after snack have children read books.  
Teacher clean up, then start circle time  
10:30 - 10:55 Committees/Art--open shelf toys, creative play, and  
start art. During this time potty/diapers.  
10:55 - 11:00 Clean Up Classroom.  
11:00 - 11:45 Outside  
11:45      Inside to wash hands for lunch  
11:50 - 12:30 Lunch

12:30 - 2:30 Rest time.

2:30 - 2:40 Wake up children. Diaper/potty.

(Set out table toys)

2:45 - 3:00 Snack. As children finish have them sit with book or toys while teachers cleans up room. Read book or other activity before going out.

3:00-3:30 Open room for play, or other activities with children before going outside

3:30-4:30 Outside on the playgroung. When you come in Get drinks for children and wash hands and faces. Check Diapers/Potty when you come in.

5:00 - 6:00 Open room for play. Table toys, creative play area, block area, shelf toys. Do diaper/potty. Art projects can be done at this time, water table, circle time.



## THREE YEAR OLD PROGRAM

**Worship**: Children are taught through Bible stories and songs that God is our creator and that we are all very special to Him. They learn about Godly character and principles, and the basic tenets of the Christian faith. Scripture memorization is a vital part of their education.

**Scholastics**: Alphabet, numbers, shapes, colors, concepts, rhyming, matching, etc.

**Sensory/Motor**: Learning body awareness, special relationships, and how our bodies relate to space.

**Art**: Multimedia, age appropriate activities are offered daily.

**Music**: Singing and music tapes are played throughout the day.

**Science**: Simple experiments, observations, and hand-on learning (includes cooking projects).

**Exercise**: Outdoor play is provided at least twice daily and exercise tapes are used indoors. We provide the time and equipment for large muscle movements.

**Reading:** Specific times every day are set aside for reading books. Children are allowed to bring books to share with the class. This time is also used for children to share ideas and use their imagination. Our material for this program is prepared with each group's developmental capabilities, and there is no pressure for children to perform. The material is presented through "guided play" methods. Their attention-span capabilities, individual needs, and developmental stages are all considered in preparation and presentation of the material.

**\*Bad Weather Days:** We stay in and do exercise to music or a variety of other fun activities on a rainy day.

**Three's Schedule:**

7:00	Classroom self selection
8:00	Outside to east playground
8:50	Dump shoes and go inside
9:00	Worship: Bible story, singing and prayer
9:15	Art self-selection--see weekly schedule
10:00	Clean up room, wash hands
10:05	Snack time
10:20	Circle Time: count, calendar, weekly theme, academics, numbers, letters, shapes, colors
10:35	Self-selection, learning games, small manipulatives
11:10	Clean up
11:15	Outside to east playground - bathroom break
11:45	Dump shoes - bathroom - wash hands for lunch
12:00	Lunch - encourage children to eat their healthy

foods first, but it is their choice. When finished wash faces and hands.

- 12:30 Pack up lunch - children put trash and lunch boxes away, then get blankets and lay down for nap time. Teachers clean tables, sweep floor, set up tables for the children when they get up, and pat backs.
- 1:00 Check cleaning schedule - do daily cleaning
- 1:30 Children that are awake can get up and play quietly at the tables.
- 2:15 Start waking up sleeping children - bathroom
- 2:45 Snack
- 3:05 Afternoon activities - see weekly schedule
- 3:30 Clean up
- 3:40 Outside to east playground
- 4:45 Dump shoes - get drinks
- 5:00 Come in and combine in the Giraffes room for closing

## FOUR & FIVE YEAR OLD PROGRAM

**Worship**: Children need a positive approach to spiritual values and ideals. The basic premise that God is our Creator and we are all made in His image to be unique individuals with special importance is stressed. Through staff example, our prayer is that God will reveal His character and principles. Children respond to Christ when they see the fruits of the Spirit in others. Scripture memorization is a basis as well as learning the pledges to the American flag, Christian flag, and Bible.

**Art**: A multimedia, integrated approach to art is used. By combining different mediums with music and other forms of art, your child's interest will be stimulated in all areas of creativity.

**Science**: Heights' goal is to help children understand scientific concepts as well as enjoy them. A study of the wonders of creation is used to stimulate your child's interest in science.

**Physical Fitness**: A safe area and plenty of time is provided daily for your child, to hop, crawl, hang, throw, catch, jump, and engage in large muscle activities. Simple, interesting play things encourage physical activity; time for creative or expressive movement (dancing, hand clapping, rhythm instruments).

**Math**: Children are taught prenumeration concepts (patterns and sets), numeration concepts (place value, cardinal and ordinal numbers), math terms and symbols, geometric shapes, standard units of measure (including time), and computational tasks (adding & subtracting). Concepts are taught through fun, hands-on activities.

**Language Arts**: Phonics, reading, and literature. ABEKA and Animated Literacy Programs are used as well as hands-on pre-reading activities. A variety of reading activities are provided throughout the day using different selections of Bible stories and children's literature.

**\*Bad Weather Days:** We stay in and do exercise to music or a variety of other fun activities on a rainy day.

**Four's & Five's Schedule:**

7:00 Classroom self-selection

8:00 Outside to east playground

9:00 Come in from outside, get drinks, appoint a helper, pledges, weather, calendar, count straws, worship story, memory verse, singing, pray for the day.

9:30 Committees--4 different areas according to schedule on teachers board, send children to wash their hands; self-selection anywhere in the room.

10:00 Continue self-selection and serve snack with milk.

10:20 Pick-up, finish snack.

10:25 Outside--west playground.

10:50 Dump shoes and come inside, get drinks.

11:00 Circle time--throughout the week: Animated Literacy, ABEKA worksheets, ABC's, numbers, counting, colors, shapes. Story time every day--You may choose a book a child brought or one of your own.

11:20 When circle time is finished, have selected toys, puzzles, learning activities or games set out, enough for all the children. Computer committee time.

11:50 Pick-up and wash hands.

12:00 Lunch--let children take everything out of the lunch box. Encourage them to eat healthy food first, but they can have their choice. Upon finishing lunch, potty and wash.

1:00 Children on mats. Rest and quiet time.

1:30 Any child awake can get up and play quietly at the table set up by teacher. Teacher to clean bathroom.

2:15 Wake-up sleeping children, potty and wash hands.

2:30 Serve snack with milk.

2:45 Afternoon program (see schedule), and worship story

3:25 Clean up and prepare to go outside.

3:40 Outside--east playground.

4:45 Dump shoes and come into Tumbling Turtles room.

5:00 Circle up, read story, set up and let children select centers.

6:00 Close doors and windows, shut off lights and AC.

## **BEFORE & AFTER SCHOOL PROGRAM**

This program offers a relaxed and interesting Christian atmosphere for children, grades Kindergarten through Fifth grade, for before and after school; serving Governor Bent and Comanche Elementary Schools. Busing is provided to and from these schools, according to their individual schedules (including those alternative days off or early dismissals). If your child is involved in before school care, please have your child here at Heights no later than 7:30 AM.

As part of this program, children are given choices of arts and crafts, games, sports, outdoor play, and free play. There is also a provision for children to begin working on homework. An important time each day before and after school is a time for singing praise songs, prayer, and teaching Christian truths and principles. We make every effort to teach the basic moral and ethical values of the Christian faith as revealed in the Bible. We teach the basic premise that: God is our creator and we are all made in His image to be unique individuals with special importance; that Jesus Christ is the means to have a relationship with God, the Father. Through all that we do, we hope to reveal God's character and His principles. This time can include worship, singing, dramas, videos, Bible Studies, and discussion groups.

On in-service or early dismissal days there are often field trips scheduled. The parents will be notified when field trips have been planned as to the destination, time, and cost.

**\*Bad Weather Days:** We stay in and do exercise to music or a variety of other fun activities on a rainy day.

### **Afternoon Schedule:**

2:15 - 3:00 Outside to East Playground

3:00 - 3:30 Worship and snack

3:30 - 4:00 Homework / reading

Open room play and special worship project

4:30 - 5:00 Combine K's - 5th outside on East Playground  
(weather permitting)

5:00 - 6:00 Combine inside to main school kids classroom.  
Open play time / self-selection

### **Summer and Holiday Schedule:**

9:00 Bible / Prayer / Memory Verse

9:15 Days instruction / Committees

10:00 Snack

10:30 Outside for organized games and free play

11:00 Weekly worship art / self-selection

11:45 Clean-up / wash-up for lunch / prayer

12:00 Lunch

12:30 Children have library time / teacher cleans up

1:00 Outside recreation / organized games



2:00 R & R / Teacher reads from chapter book

2:30 Quiet activities, board games, computer, art

3:00 Dramatic play / self-selection

3:30 Afternoon worship: games, songs

4:00 Snack / outside play / combine

5:00 Back inside / quiet activities

Dear Day Care Parent:

We appreciate the trust you are placing in our Day Care Ministry. We do not take it lightly and will work hard to keep it. Let me invite your family to worship with our church family. If our church office can ever assist you in any way, we would consider it a privilege.

Every Sunday morning at Heights Christian Church, we give young hearts a simple message:

**“God loves them...and they  
are each very special to Him.”**

Our goal is to teach children the great themes and stories of the Bible. We want to help each child understand God’s character and possess Godly values and standards on which to build their own character. Our teachers are trained and equipped to make the story telling, songs, and crafts understandable and relevant. It is an atmosphere of fun and discovery.

We look forward to you joining us!

Pastor Jeremy Bannister

DIRECTOR, Amie Shepherd

ASSISTANT DIRECTORS, Terri Lopez and Martha Tsoodle

“... become blameless and pure, children of God,  
without fault in a corrupt and stubborn generation  
in which you shine like stars in the universe.” Phil. 2:15

Handbook effective: August  
2024-2025