

Harvest Christian Academy

Maggie's Kidz Early Learning & Enrichment Academy

Parent Handbook

“Educational Excellence”



I CAN DO ALL THINGS THROUGH CHRIST

WHICH STRENGTHENS ME

PHILIPPIANS 4:13

REVISED: September 2024

Harvest Christian Academy (HCA & Maggie's Kidz (MK) is a Christian based program , which offers the children daily opportunities to experience the love of God through song, curriculum and activities. All scripture memorization is from the King James Version of the Bible.

HCA and MK is proud to collaborate with Grow NJ which is a quality rating State Program.

HCA and MK does not discriminate against any child or family on the basis of: race, color, religion, national origin, creed, sex or ancestry.

HOURS OF OPERATION

HCA and MK is open Monday through Friday, from 7:00 a.m. – 6:00 p.m. For any pick- ups made after your agreement hours, there will be a \$5.00 per minute late charge due by the next business day.

TUITION

All Tuition payments are due by the closing day on Monday. If not paid by Tuesday close of business, a \$10.00 late fee will be added. If tuition is not paid by Friday of the week, the child will not be allowed to attend school the next week and this may jeopardize the enrollment slot and lead to termination of care. Please be advised, that at the time of registration you request a day-to-day drop-in enrollment, you are responsible for the complete number of days that you have enrolled your child for. **If it exceeds (2) two days you will be responsible for the complete weekly rate the complete tuition is due that you registered your child for regardless of their attendance in order to keep your child enrollment. No exceptions!** HCA and MK will grant the Parent (1) one week per year to keep your child out for a non- tuition vacation (must be in writing (2) two weeks in advance). When children are out sick (2) two or more days the school must be notified and it's a sickness is due to a Communicable Disease (Please see section on Communicable Disease) the school must receive a doctor's note stating are diagnosis and permission to return to school.

CURRICULUM

Our children are taught with a high level of expectation using a thematic approach to education which is both age and developmentally appropriate. Our classrooms are arranged to offer challenging play and learning choices at the child's developmental stage. Our curriculum of choice is Creative Curriculum, which is based on Age and Developmentally appropriate practices through State Research. This allows children to express social, emotional, physical and cognitive development, music social competence, and Biblical principles of loving kindness.

VACATION

Each child is granted (1) one week per school year for the tuition free vacation parent must submit in writing at least two weeks in advance. Any additional days taken parent is still responsible for tuition so that your child can continue care.

FUNDRAISING CONTRACT

I understand that HCA and MK is a Private childcare center that operates through tuition payments, charitable donations, and fundraising ventures. Parents are required to participate in scheduled annual fundraising efforts or pay an annual fee of \$300.00 by May 1st of the school year.

TARDINESS & ABSENTEEISM

HCA and MK cut off time for accepting children in the morning is 9:00 a.m. If you are late you will need to contact the office prior to 8:30 a.m. to notify us that your child will be coming to school late. In case of an emergency, you will be given three times to be tardy per quarter. In the event of a 4th time being tardy, (without a doctor's note WIC/DCF appointment verification) we reserve the right to send your child home for that school day. In the event of three consecutive absences, you will receive a notice from our Family Worker. If your child's absences continue or if we notice a pattern, you will then receive a warning letter in the mail. If your child has five consecutive absences without a doctor's note you will then receive a letter notifying you that your child has been terminated from our center

RELEASE OF A CHILD

A child will only be released to the people that have been listed on the Proxy Form. Anyone listed must be prepared to show proper ID in order to pick up your child (driver's license, green card, passport, state issued picture ID) or the child will not be released. HCA and MK will not change the proxy without a written request of the parent and for the consistent safety of the child. HCA and MK will not change a particular proxy back and forth without a court order.

Example: Today you're friends, tomorrow you're not friends, and the next day you're friends again). Somewhere this may be confused, and the child could be released to the wrong person.

DRESS CODE

Children 3 years old and up are required to be in full uniform Monday – Thursday. September – May. On Fridays children may dress down in casual attire unless requested by the Director. All children in full time care participate in rest/nap period every day.

All clothing and belongings must be labeled. Children are assigned individualized mats/cots for resting.

POTTY TRAINING

HCA and MK accepts children that are presently being potty trained at home to use the “potty”. Please speak with your child’s teacher so that consistent follow up methods of your potty training techniques can be adhered to while your child is in the center. Parents must supply adequate pull-ups, or briefs with rubber pants while in the midst of training.

MEDICAL

We will only administer medication that has been specifically prescribed by your child’s doctor with your child’s name on it.

Parents must sign an authorization form before any medication is administered to their child. Medicine will be administered by the director or designated staff member. No medicine will be administered for more than two weeks without authorization being renewed. Parents must notify the center of any known allergies or illness, failure to disclose this information releases HCA and MK from being liable.

ILLNESS & COMMUNICABLE DISEASES

When communicable diseases occur, the school must be advised so that notices can be posted. Check your child/children daily for symptoms until the contagion is over. **The children must have a “written” note from their physician to be readmitted to school after having had any of the following symptoms:**

Hepatitis	Mononucleosis	Plantar’s Warts
Rash of unknown origin	Scarlet Fever	Ringworm of skin or scalp
Venereal Disease	Strep Throat/Infection	Chicken Pox
Temperature over 101.5	Discharge from eyes/nose	Covid Policy

NUTRITION

HCA and MK is proud to be in partnership with the Child and Adult Food Program which reimburses our food needs. Therefore, all parents are required to complete an eligibility application upon enrollment. Our program fee includes breakfast, lunch, and snack. Please notify us of any allergic reaction to specific foods.

Meal times: Breakfast is served from 8:00 a.m. – 8:45 a.m. Any child arriving after that time will not receive breakfast. Lunch will be served at 12:00pm, and Snack is served at 3:00 p.m.

HCA and MK is requesting that you do not bring in outside foods. Example: Mc Donald’s, food from home, junk food. This causes all children to want this instead of our regular food.

All milk/food allergies must be documented by your child’s physician, HCA and MK cannot withhold milk and certain foods from your child with a doctor’s note.

HCA and MK Participates in the Child and Adult food program, Sponsored by the Department of Agriculture. We do not discriminate due to race, creed, race, or color.

PARENT PARTICIPATION/COMMUNICATION

HCA and MK welcomes parents to volunteer in programs. The school will keep parents informed through the annual calendar, memos emails and texts. Feel free periodically to check with the office to see if there is any information needed.

PARENT CONSULTATIONS

Periodic Parent consultations will be necessary to relate to the parent the progress, which the child is making.

CLASS PARENT PRESIDENTS

Perks – Parents that serve in the office of Class Parent President will eligible for perks (to be announced)

PARENT MEETINGS

HCA and MK will facilitate bi- monthly Parent Meetings/Workshops, which are normally held at 5:30 pm for (1) one hour. **All parents are required to attend (please be advised that meeting dates are subject to change).**

TECHNOLOGY SOCIAL MEDIA POLICY

Parents and Staff must have written permission from the school before putting pictures of the children on any social media. Children are limited to ½ hour per day for technology.

AFTER SCHOOL TUTORIAL PROGRAM (if applicable)

Our purpose is to offer the children assistance in understanding how to do homework. Tutorial services are available upon request for a nominal fee. Parents are expected to review their child's homework for accuracy. The children will receive a nutritional snack upon arrival and dinner before leaving.

DISCHARGING STUDENT

We reserve the right to discharge a child if the following occurs: biting, uncontrollable fighting, hurting another child, uncontrollable temper, communicable disease, parent constantly late picking up severely, disruptive to staff member.

GROOMING

1. Attention should be given to apparel neatness. All apparel should be clean, neat and whole.
2. Bodily grooming should be exhibited by general cleanliness, and neatly cut, trimmed, combed hair, and low-cut nails.

DISCIPLINARY POLICY

There is a relationship between discipline in a school and the quality of education offered by that school. If the student(s) are undisciplined, their education suffers. (Please read our policy on discipline)

BIRTHDAYS AND SPECIAL OCCASIONS

Parents are welcome to send cookies, cupcakes, or cakes for children to share with their class on birthdays or special occasions. Please make sure that they are in their original wrappers or properly wrapped prior to bringing them to school.

TRIPS

HCA and MK will offer both educational and recreational trips during the school year. All trips and trip costs will be announced ahead of time (Please be advised that trip dates are subject to change). All parents must complete a permission slip in order for their child to attend the trip.

SCHOOL CLOSING

In case of severe weather such as snow, ice or a storm; which would make driving hazardous, school will be closed. You will be notified by Staff.

**HARVEST CHRISTIAN ACADEMY
MAGGIE'S KIDZ EARLY LEARNING & ENRICHMENT
CHRISTIAN ACADEMY
PARENT HANDBOOK RECEIPT**

I _____ parent of _____

Have read and received a copy of the _____ Parent Handbook.

Signature

Date

Parent's