

# General Policies & Procedures Of His Kids Preschool

1. As a ministry of Sierra Bible Church, we seek to nurture children in a Christian atmosphere. We incorporate biblical stories, verses, and principles within our curriculum to develop Christian standards and values within the children. We believe that the Bible is the inspired Word of God, and that God is the Creator of all things, seen and unseen, including mankind, who has been created in the image of God. God, because of His great love for His creation, sent His Son, Jesus Christ, to die on a cross for the penalty of our sins. We receive forgiveness from our sins through a personal faith in the Lord Jesus Christ. These beliefs form the foundation of all our teaching.
2. Our mission is to partner with parents in order to strengthen the family unit. Parent involvement is encouraged, and you are welcome at any time to observe or participate with your child's class. At different times throughout the year, we will have activities or parties in which we ask you to participate. Please try and make these times a priority. We also encourage parents to donate supplies. Look on the "Supply List" for some things that we need on a regular basis.
3. His Kids Preschool enrolls children of any race, color, nationality, and ethnic origin. They are entitled to all the rights, privileges, programs, and activities generally accorded or made available to students at school. We do not discriminate on the basis of race, color, nationality, or ethnic origin.
4. While we understand that spanking is an acceptable disciplinary method when done appropriately, we request that parents refrain from spanking their children on our premises. Experts agree that public spanking may humiliate and shame children and may distract them from the message you are trying to convey to them.
5. Tobacco use is prohibited on the premises.
6. The Preschool is not responsible for lost or damaged personal items. Please clearly mark your child's belongings with his/her name.

7. I am responsible for the transportation of my child to and from the Preschool.
8. The curriculum for all ages, as well as holidays, special events, etc., will be communicated by a monthly newsletter.
9. In the case of snow days, we follow The King's Academy snow policy. Irene, the principal of The King's Academy will call either a snow day or a delayed start. A delayed start means the preschool will open at 9:00am. Information will be posted on our Facebook page and on the following news channels: 2, 4, 8, 780 KOH. Please be aware there may be times we need to close the preschool early due to heavy or steady falling snow.
10. Children attending the Preschool in the afternoon will be provided a naptime. All children will be required to rest quietly or sleep for the allotted time. Mats will be provided by the Preschool and are disinfected daily. See the "Supply List" for required nap items.
11. Every Friday afternoon, the preschoolers and the school-aged Before & After children will watch a movie as a special treat. All preschool movies will be "G" rated. Before/After parents may sign a permission slip allowing their student to watch a "PG" movie on special days. Movies have been previewed by the staff and have met with the approval of the Director. On occasion, academic movies may be shown during the morning curriculum time.
12. His Kids Preschool encourages the celebration of each child's birthday. To celebrate this special milestone in your child's life, you are welcome to send a special treat to share with the class or the whole school. REMEMBER, we are a peanut-free school – no peanut butter or peanut products of any kind (see the Meal Policy). Please inform your child's teacher in advance of the big day. Please understand that this is simply a recognition and NOT meant to be a party. Party hats, favors, gifts, and other birthday paraphernalia are not permitted. For birthday parties outside of school, please make sure to invite each child in the class or give invitations to the office to hand out so they can discreetly pass them out.

13. Show and Tell is a wonderful opportunity for each child to develop communication skills and confidence speaking in front of their peers. Please see your child's teacher if you'd like to have a copy of our Show and Tell policy that has ideas of things to bring (and what not to bring). We do not have Show and Tell during the summer months.
14. Concerning dropping off and picking up your child: **Drop off** is defined as releasing your child into the care of one of our teachers, making sure that the teacher is made aware of your child's presence in the room. Please don't forget to sign your child in every morning. **Pick up** is defined as removing your child from the care of the teacher, again making sure that the teacher is aware that your child is now in your care and leaving the preschool. Please sign your child out every day.
15. Every employee of His Kids Preschool is certified in CPR.
16. All employees of His Kids Preschool are mandated reporters and are legally obligated to notify the Washoe County Dept. of Social Services immediately (defined as within one hour) if any employee has reason to believe that child abuse and/or neglect may be occurring in the facility, the child's home, or elsewhere as required in NRS 432B.220.
17. In case of serious accident or injury (including all head injuries), the Preschool will make an immediate attempt to contact the parent(s) first, and then the emergency contact listed on the Emergency Information Form. If emergency room services are necessary, and the parents cannot be contacted, the child will be taken by ambulance to the hospital designated on the Emergency Information Form. Parents are responsible for any medical or transport costs accrued.