

# **Heathrow Christian Academy at Markham Woods Presbyterian Church**

**2022-2023 Parent Handbook**



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**Florida Department of Children and Families  
License Number C18SE0053**

**Cheryl A. Beck, School Director**



## Calendar 2022-2023 (Tentative)

August 9 – Open House 2’s, Monday, Tuesday, Wednesday or Thursday class  
TTh 3’s, 5 Day 3’s and Kindergarten, 10am

August 10 - First Full Day of class for Kindergarten  
Open House for MWF 3’s, 4 Day/3’s

August 11 - First Day for 5 Day3’s, TTh 3’s and 4 Day/3’s, Thursday 2’s

August 12 –First Day for MWF 3’s

August 15 – First full week of school for 2’s, 3’s, Kindergarten & Extended Day Begins

August 15 - Open House at 10 a.m. for VPK Classes

August 16 – First Day for VPK Classes

August 19 – SMART Friday Begins

September 5 - School Closed (Labor Day)

October 7 - School Closed

November 21 - 25 School Closed (Thanksgiving Break)

Early release days: December 14, 15, 16 – All School activities end at 1pm

December 17 - January 4 School Closed (Christmas Break)

January 4 - Classes Resume

January 16 - School Closed (Martin Luther King Day)

February 20 - School Closed (Presidents Day)

March 13-20 - School Closed (Spring Break)

May 11 – Last Day Thursday 2’s

May 12 – Last Day Fri 2’s and Last SMART Friday

May 15 – Last Day Mon 2’s

May 16 - Last Day Tues 2’s, TTh 3’s

May 17 - Last Day Wed 2’s, 5 Day 3’s, MWF 3’s, 4 Day/3’s

May 18 - VPK Graduation 9:30 a.m. with reception

May 23 - Kindergarten Graduation Day 9:30 a.m. with reception

May 24 & 25- Kindergarten Early Release Days at 1 p.m.

**\*Parents please note:** Heathrow Christian Academy at Markham Woods Presbyterian Church follows the Seminole County Public School System calendar and closes for summer break.



## Welcome from Miss Cheryl

Dear Parents,

For some of you, this may be your child's first school experience. You and your child may be feeling excited, curious, or perhaps a little apprehensive. All of these feelings are normal, and together we can work to create a positive school experience for everyone.

For those children and parents whom I have had the privilege to meet and know, I am looking forward to another fun year. For those of you who are new, I am delighted that you have chosen our school and will try in every way to make your child's experiences at HCA be great ones.

Parents are encouraged to become involved in their child's school experiences. Visits to school and meetings with teachers are encouraged and may be scheduled at the parent's request.

I hope you will find this handbook answers many of your questions about our school. Undoubtedly, you will have others. I welcome both your questions and comments. Please feel free to contact me anytime.

Sincerely,

*Cheryl A. Beck*

Cheryl A. Beck  
Director  
Heathrow Christian Academy

### **Mission**

Our mission at Heathrow Christian Academy at Markham Woods Presbyterian Church is to provide a Christian based early childhood learning and development program to the children and families of our church and community.

## Non-Discrimination

Heathrow Christian Academy at Markham Woods Presbyterian Church (HCA) is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat others with respect. Teachers and other staff members are expected to demonstrate by example that all members of the community are entitled to respect.

HCA is a Christian school. Faith is not a factor in the admission process at HCA, but the school program includes chapel attendance and prayer. HCA does not discriminate against students or families of any race, color, age, disability, gender, religion, national and ethnic origin, or by any basis prohibited by law.

We seek to recognize, appreciate, and respect the uniqueness of each child and their family.

## Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. Heathrow Christian Academy (HCA) takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. HCA recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the HCA community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss.

## Accreditation

Heathrow Christian Academy at Markham Woods Presbyterian Church is accredited by the National Association for the Education of Young Children (NAEYC)—the world's largest organization working on behalf of young children.

NAEYC Accreditation is a rigorous and transformative quality-improvement system that uses a set of 10 research-based standards to collaborate with early education programs to recognize and drive quality-improvement in high-quality early learning environments. Less than 10 percent of all childcare centers, preschools, and kindergartens nationally achieve this recognition.

To earn NAEYC Accreditation, HCA went through an extensive self-study and quality-improvement process, followed by an on-site visit by NAEYC Assessors to verify and ensure that the program met each of the ten program standards, and hundreds of corresponding individual criteria. NAEYC-accredited programs are always prepared for unannounced quality-assurance visits during their accreditation term which lasts for five years.

HCA's quest for accreditation began in 2010 when the school was still called Markham Woods Presbyterian Preschool. At that time, classes were held in a triple-wide trailer and one room in the church. The construction of the education building in 2013 paved the way for growth and was designed with NAEYC Accreditation requirements in mind. Since then, HCA has grown tremendously into the exceptional early education program it is today. Through the last eight years, HCA has added a Kindergarten program, extra classes for all age groups, "SMART" Fridays and extended after-hours care.

Thank you to the current and former staff that worked very hard throughout the years to make the program what it is today.



## Curriculum

Heathrow Christian Academy currently uses the Creative Curriculum. Creative Curriculum guides teachers in fostering positive responses to Erik Erikson's stages of socio-emotional development. Children learn to trust others, gain independence and self-control, and to take initiative and assert themselves in socially acceptable ways. Teachers help children feel safe and encourage them to explore both new materials and new relationships with peers and adults. The curriculum will encourage enthusiasm for learning, promote a positive self-image, emphasize the love of God, and affirm HCA's commitment of nurturing the students and their families. *The Creative Curriculum for Preschool* and Kindergarten provides teachers with a clear and concrete way to apply child development and learning theories to their everyday work with preschool children. Its underlying philosophy draws from widely accepted research and theories of child development and learning.

Teachers using *The Creative Curriculum for Preschool* and Kindergarten are able to meet the needs of children with a broad range of abilities. Children with different learning styles and needs are able to function together in a well-organized environment. *The Creative Curriculum® Developmental Continuum* helps teachers focus on the sequence of the development of skills and learning to help all children grow and develop.

With an understanding of content and how children learn it, teachers can expand the opportunities they offer children to acquire knowledge and understand concepts. They can make a direct link between the preschool curriculum and what children will learn in elementary school. When the content of the curriculum is taught with children's development in mind, children are more likely to be successful learners who feel excited about and challenged by what they are learning.

A weekly chapel is held for ages 3 through Kindergarten, which includes Bible story lessons, songs, and prayer. Daily prayer times are conducted before snacks and lunch.

### Supplemental Curriculums:

- Healthy Habits for Life Curriculum developed by Nemours Children's Hospital
- Handwriting Without Tears
- Conscious Discipline
- Growing UP Wild!
- VPK Standards as set forth by the Florida Department of Education (FLDOE)
- Next Generation Sunshine Standards as set forth by the FLDOE

## Assessments

An assessment plan is consistent with HCA's program philosophy and goals. The assessment is comprehensive and intended to provide information across all developmental domains. Assessments are conducted in settings that are familiar and comfortable for children and conducted by teaching staff they know and trust. Assessments are completed at least twice per year. One within 45 days of the first date of attendance and one within the last 45 days of attendance of the school year. Student assessment information as well as other personal information is to be kept private between HCA teaching staff and parent/guardian of student. Assessments are kept in the student's file in the school administration office.

# Class Information and Fees

## Four-Year-Old Class

Program	Voluntary Pre-Kindergarten: Monday -Thursday
<b>Time:</b>	<b>9:00 a.m. - 1:00 p.m.</b>
Age Requirement	Must be 4 years of age by September 1 of the current year (Copy of birth certificate required, now includes special exception for 5 year olds)
Class Size	Maximum 16 students with 2 teachers in two classrooms and a maximum of 10 students with 2 teachers in the third classroom
Tuition	VPK Funding – State of Florida
Snack Fee	\$50 per semester or \$100 annually

## Three-Year-Old Classes - (must be fully toilet trained)

### **All Classes meet 9am to 1pm**

Program One	Five days per week – Monday through Friday -Tuition \$535
Program Two	Four days per week - Monday through Thursday - Tuition \$445
Program Three	Three days per week – Monday, Wednesday, Friday – Tuition \$400
Program Four	Two days per week – Tuesday, Thursday – Tuition \$360
Age Requirement	Must be 3 years of age by September 1 of the current year (Copy of birth certificate required)
Class Size	Maximum of 15 students with 2 teachers
Registration Fee	\$200
Tuition	\$5,350, \$4,450, \$4,000, \$3,600 per year, payable in <b>10 installments</b> of \$535, \$445, \$400 or \$360 due the tenth of each month
Snack Fee	\$50 per semester or \$100 annually

## Two-Year-Old Classes

Program	Up to three days per week - Tuition \$165 per days of attendance
Days	Monday, Tuesday, Wednesday, Thursday (Maximum three days)
<b>Time:</b>	<b>9:00 a.m. – 12:00 noon</b>
Age Requirements	Must be 2 years of age by September 1 of the current year (Copy of birth certificate required)
Class size	Maximum of 12 students with 3 teachers
Registration Fee	\$200
Tuition	\$1,650 per year, payable in <b>10 installments</b> of \$165, due the tenth of each month
Snack Fee	\$50 per semester or \$100 annually

**Lunch Bunch:** (Optional Hour) Time: 12:00 p.m. to 1:00 p.m. \$10 per hour and per day

**Extended Day Hours:** Monday through Friday is available ranging in cost from \$10 per hour to a full semester rate, depending on the age and attendance days of the individual child. Extended hours include our “SMART” Fridays program with a focus on: Science, Math, Art, Reading and Technology. Please see HCA office staff for more details. Includes early drop off beginning at 8 a.m. and extended day until 2 p.m. We offer hourly extended times at a rate of \$10.00 per hour.

Families who wish to prepay the entire tuition for the year or by the semester, will receive a 5% discount. A \$25 late fee will be assessed after the 10<sup>th</sup> of each month. There is a \$35 charge for returned checks.

## Kindergarten

Program	Monday - Friday
<b>Time:</b>	<b>9:00 a.m. - 2:00 p.m.</b>
Age Requirement	Must be 5 years of age by September 1 of the current year (Copy of birth certificate required)
Class Size	Maximum 18 students with 2 teachers
Registration Fee	\$200
Tuition	\$5,500 per year, payable in <b>10 installments</b> of \$550, due the tenth of each month

Families who wish to prepay the entire tuition for the year or by the semester, will receive a 5% discount. A \$25 late fee will be assessed after the 10<sup>th</sup> of each month. There is a \$35 charge for returned checks.

## Scholarship Information for our Kindergarten Program:



**Get up to \$7,000+ per child to attend K-12 private school with a Step Up For Students scholarship.**

**An example of who may qualify:** A family of 4 making \$100,000 may qualify.

Military families, your children may qualify regardless of your income.



Learn more about private school scholarships.

[SUFS.org/enroll](https://SUFS.org/enroll)

**Apply Now**

**STEP UP FOR STUDENTS ADMINISTERS OTHER SCHOLARSHIPS, TOO.**

- Special Needs
- Bullied Student
- Struggling Readers
- Transportation Help to a Different Public School



Learn more about other Step Up scholarships at [SUFS.ORG](https://SUFS.ORG) or use this QR Code.



## Enrollment Policies for 2022-2023 school year

Members of Markham Woods Presbyterian Church and parents of students currently enrolled in our school program will be allowed to register during priority registration. All other children will be permitted to enroll during open enrollment. The enrollment schedule is as follows:

January 19, 2022	Kindergarten Registration for currently enrolled students
January 24, 2022	Registration for church members begins.
	Registration for currently enrolled students begins.
February 1, 2022	Open enrollment for all students.

If space does not allow for a child to become enrolled, a waiting list will be maintained.

Parents may terminate their child's enrollment by providing 30 days written notice, to the school. If 30 days written notice is not provided, registration fees and tuition payments are non-refundable.

DCF polices require Heathrow Christian Academy at Markham Woods Presbyterian Church to inform parents not all children in care have current immunizations. Parents must provide a current DH680 (or DH681 Religious Exemption) within 30 days of the first date of attendance.

Heathrow Christian Academy at Markham Woods Presbyterian Church may terminate a child's enrollment under any of the following situations:

- Failure to pay fees.
- Required health/immunization information not provided within the time frame dictated by Department of Children and Families.
- The administration and teachers feel that further attendance is not in the best interest of the child or the class.

## Daily Routine

The children begin the school year with a lead teacher and a teacher's assistant. These two staff members are assigned to this class for the entire school year. The children assigned to a classroom will remain with this assigned group for the entire school year.

This policy is so children will have the opportunity to build relationships with their friends. They will also have the opportunity to strengthen their feelings of safety and security by having the opportunity to get to know the adults in the classroom.

The adults in the classroom have the opportunity to get to know the student and to build lesson plans that will meet the specific needs of the child.

Daily schedules incorporate the following activities:

- Center Time – Children choose an activity from various areas including blocks, manipulative, dramatic play, creative, literature, and computer.
- Circle Time – Large group time for stories, finger plays, songs, and felt board activities, etc.
- Restroom Break – Time provided for the entire class to use the restroom, although children are free to use the restroom individually as needed.
- Snack Time – Class snacks are served. This time also incorporates prayer, manners, and hygiene.
- Outside Activity – Time for children to play alone or in groups on the playground. Emphasizes gross motor skills.
- Special Time – Art, music, movement, or other special large group activities.
- For classes that dismiss at 1pm or later, children will have lunch at school. Parents should pack a nutritious lunch and drink in an insulated lunch box/container and include an ice pack.

The order and duration of each activity may vary. Schedules are posted in individual classrooms.

## Special Events

Chapel with the Pastor is held once each week for students age 3 through Kindergarten. Field trips and Community Helper visits are scheduled throughout the year.

## Classroom Snacks

Parents will be charged a \$50 snack fee per semester. The snack fee will be used to purchase paper plates, utensils, gallon waters and a variety of the following snacks.

Preferred snacks include, but are not limited to:

- Crackers
- Pretzels
- Raisins
- Apples
- Melons
- \* Bananas
- \* Bagels & Cream Cheese
- \* Cheese Slices
- \* Yogurt
- \* Carrot sticks & dip

Birthday snacks – Parents often like to provide birthday treats. We have found that most children do not enjoy cupcakes with mounds of icing. Most of the children prefer muffins or decorated cookies. Please bring this type of treat for birthday celebrations and make prior arrangements with the teacher.

## Transition from Home to School

Take time to talk to your child about this new experience ahead of time.

Visit our school. This will give you both an opportunity to talk with the teachers and become familiar with the setting. Give your child opportunities to be away from home and parents for short periods of time, such as at a friend's home. When you drop your child off each day, tell him or her that you are leaving, and assure your child that you will be back

## Custody Issues

Families going through a divorce are required to provide Heathrow Christian Academy with a copy of the custody arrangement regarding dismissal of the child(ren) involved in the custody arrangements. It is the legal obligation of Heathrow Christian Academy to follow a directive set forth by the court system regarding parental custody.

If a court order exists which established legal guardianship and prevents or limits either one or both legal parent or guardian from visitation of a child, a copy of such order must be on file in the HCA office. This information should also be noted on your child's registration form.

During any custody disputes, before legal action is taken, **any changes** made to the existing guardianship agreement must be in the form of a written agreement with both parents agreeing to the changes and filed in the school's front office. This also pertains to any information on the current student's registration form.

If both parents are not in agreement or there are ANY disputes on school property, **BOTH** parents will be asked to attend a mediation/resolution session with the HCA Director, the Church's Pastoral Staff member and/or an advisory board member in attendance. Legal representation is not necessary but is allowed.

If a second incident occurs on school property, it will then be up to the HCA advisory board as to whether the family will be allowed to continue attending the school.

## Discipline Policy

Children are egocentric beings. They are only beginning to understand that others have rights and feelings, which they should respect. At Heathrow Christian Academy it is our objective to guide our students as they work to gain empathy for others and develop self-discipline. Positive behaviors exhibited by the children are recognized and praised. Rules are designed to protect and show respect for each child and adult, as well as for personal and school property. These rules are stated in positive terms.

Examples:      We walk in the classroom.  
                     We keep our hands to ourselves.  
                     We use quiet voices.

Duplicate materials are available to promote cooperation. When frustrations build, teachers assist the children to find words to express their feelings and to work out differences. Teachers redirect the children to alternate activities when needed. A child is removed from a situation where he/she intentionally acts in a manner which could harm him/herself or others. Children are permitted to rejoin the group as soon as they have gained control of their emotions.

Corporal punishment is prohibited.

## **Acts of Aggression**

### **Acts of Aggression by Children**

The permanent dismissal of a child from **Heathrow Christian Academy** will take place if he/she poses any threats to the other children or staff members in the room. If a child is continuously biting, punching, kicking, or hurting other children or staff members, or others repeatedly and we have used all our behavior management techniques and all our capabilities to help the child; if he/she is still biting and hurting others, the child will be dismissed from the school.

If a child refuses to follow the rules in the classroom, and the rules of the school, causing a threat to his/her own safety and the safety of others, the child will be dismissed from the school.

It is our responsibility to care for your children, look out for their best interests and protect them from any dangerous situations. Please help us by working as a team and enforcing these rules and regulations at **Heathrow Christian Academy**. We are all striving to make a better place for our children.

### **Acts of Aggression by Adults**

The permanent dismissal of a child(ren) from Heathrow Christian Academy will take place if the parents or guardians pose any threats to the other children or staff members of the school. Parents going through divorce or other extreme situations will be offered counseling through the ministry staff of Markham Woods Presbyterian Church as a means of diffusing difficult situations.

## Arrival and Dismissal Procedures

### Arrival

Children should arrive between 8:55 a.m. and 9:10 a.m. There are planned activities for the three or four hours of class time and tardiness disrupts the class schedule. During the arrival car line, parents are welcome to spend a few minutes helping their child feel comfortable before saying their good-byes. Short goodbyes help us to keep the car line moving smoothly for all families. The outside front doors are locked at 9:10 a.m.

Parents and/or guardians are required to sign the child in every morning with a complete signature. In the event someone other than a parent will be picking up the child that afternoon, please make a notation on the sign-in sheet and inform the teacher.

**Daily Attendance:** If a child does not arrive to the program or the agreed upon designated pick-up location, childcare personnel will communicate as early as possible with the custodial parent/legal guardian. Accurate contact information on file is required. Email the school office: [hca@hcamwpc.org](mailto:hca@hcamwpc.org) to report a child's absence from class.

### Arrival/Dismissal and Parking Lot Information

Parents are asked to drive at 5 MPH on church property and slowly in the parking area. The safety of our children and families is very important. There are no excuses for speeding if you are arriving late. During arrival, the parents drop students off outside in the car line. During dismissal, the cars will line up along the front of the school. The cars will wind through the front church parking lot as to not block Markham Woods Road. To expedite departure, sign your child out with a complete signature and time.

Two-year old classes are dismissed at 12 noon. Three-year-old and four-year-old classes are dismissed at 1 p.m. Children should be picked up promptly, as a parent's tardiness is often upsetting to the child and teachers often schedule meetings and appointments after school. Tardy fees will be assessed for habitual tardiness. A parent who arrives more than 20 minutes late will be charged late fees as follows:

1-2 incidences of tardiness	No Charge
3 or more incidences of tardiness	\$25 fee if 1 to 10 minutes late
	\$35 fee if 11 to 20 minutes late
	\$50 fee if more than 20 minutes late

To expedite departure, we ask that each parent remain near his or her car. We will escort each child to the car and ask you to sign your child out with a complete signature. Parents or guardians are also asked to not pull out of the car line during dismissal but wait until the car ahead of you moves.

### Alternate Dismissal

Occasionally, there are special events at the church which occur during our school day. Sometimes these events take place in or near Anderson Hall. If one of these occasions arises, parents will be notified in advance of the alternate dismissal procedure.

## **Clothes and Equipment**

### **Children's Clothing**

Young children like to be independent. In school, it is best to avoid clothing that requires a lot of assistance. One-piece jumpsuits, pants with suspenders, belts, and clothing with difficult snaps and buckles are often frustrating for the children. Please avoid this type of clothing for school.

Make sure your child always dresses appropriately for the weather. Except during rainy weather, we go outside every day. Children enjoy playing outside in the chilly weather when they are dressed warmly. Also remember that your child will be participating in a range of activities and dress accordingly. Please avoid "Sunday Best" clothes for school. We paint frequently and want to create without fear.

Carefully consider your child's footwear. Sneakers are best for school. The soles of these shoes provide traction for running and climbing outside. For your child's comfort, sandals and open shoes (like Crocs) should be avoided, and please have your child wear socks.

Spills sometimes happen, and children who never have potty accidents at home may have an accident in a new situation. If an accident does occur, we will help your child to quickly change into fresh clothes and rejoin the group.

It is age appropriate for 3-year-olds to be fully toilet trained. Children that have not acquired this developmental milestone will not be prepared to meet the expectations of the 3-year-old classroom. This policy may not apply to children with Differing Abilities as identified by the Americans with Disabilities Act.

### **Toys**

Please do not allow your child to bring toys or other personal items to school. We have found that when one child brings a toy to school, the other children also want to play with that toy and problems arise. The school furnishes a full range of toys and educational devices for the children to play with at the appropriate times.

## **Health and Safety**

Every effort is made to insure the health and safety of your child. If an accident should occur at school, the parents of the child will be notified immediately. If contact cannot be made with a parent, the school will attempt to contact the people indicated on the child's registration form. If none of the above people can be contacted, the school will contact your child's physician and/or call an ambulance as necessary. Parents are responsible for the cost of any medical or emergency treatment.

A medical record is maintained for each child. Children are required to submit a physician's certificate of good health at the time of admission. Department of Children and Families health screening forms, which are good for two years, are due within thirty calendar days of the first day of attendance. Documentation of the child's inoculations is also required.

For the protection of all the children, and in compliance with Department of Children and Families regulations, a child should be kept home if he or she exhibits any of the following symptoms:

- A temperature of 100 degrees or higher
- Diarrhea
- Vomiting
- An undiagnosed rash
- Sore or discharging eyes
- Profuse nasal discharge

A child who develops any of the above symptoms while at school will be isolated from the other children and parents will be contacted to take the child home. A child must be free from fever for 24 hours, without medication, before returning to school.

A child who has contracted whooping cough, German measles, measles, impetigo, chicken pox, diphtheria, pinworms, head lice, scarlet fever, shigella, or any other contagious condition, is not permitted to attend school until the potential of spreading the infection or infestation has subsided. The teacher should be notified as soon as possible if your child has contracted, or become exposed to, any of the above conditions. If there is a possibility that the children of the preschool have been exposed to a contagious condition, all parents will be notified, in compliance with Department of Children and Families regulations.

The school staff is not authorized to administer any type of medication, except EPI-Pens in emergency situations. School staff will call 911 when an EPI-Pen is administered. Please keep your child home if he or she requires the administration of medication during school hours.

## **Severe Weather Policy**

When the National Weather Service provides advanced warning of severe weather, parents will be notified that the school will close. If severe weather should develop while school is in session, weather safety procedures will be followed. If Seminole County schools are closed, we are also closed. You can find updated information on the Heathrow Christian Academy Facebook page.

## Play - The Foundation of Learning

### Blocks

**Social Development** – Children gain skills as they negotiate for materials and cooperate to build structures.

**Physical Development** – Children use their muscles to carry and hand eye coordination to carefully balance blocks.

**Cognitive Development** – As children recreate their world with blocks, they learn about size, shape, numbers, order, area, length, width, patterns, and weight.

**Language Development** – Children increase their vocabularies when teachers interact to help them describe their constructions.

### Dramatic Play

**Social Development** – Children recreate life experiences and, by assuming roles, they take control of their feelings. Children who engage in dramatic play show more impulse control, and ability to cooperate.

**Physical Development** – When children button and snap in “Dress Up”, they are improving hand eye coordination. (Developing pre-writing skills)

**Cognitive Skills** – Imagination, fostered by dramatic play, aids in children’s problem-solving skills.

**Language Skills** – In dramatic play, children practice asking and answering questions, and when provided with literacy props, they explore reading and writing.

**Table Toys** – includes manipulatives, puzzles, matching games, sorting boards, nesting toys etc.

**Social Development** – Children develop confidence when completing a task, such as a puzzle.

**Physical Development** – With table toys, eye hand coordination and small muscle skills are refined.

**Cognitive Development** - When using these materials, children expand problem-solving skills and emerging math skills (counting, seriation, matching, patterning, classification) are fostered.

**Language Development** – Children begin to develop skills in left to right progression. They may play with magnetic letters or letter blocks and begin letter recognition. (Children usually recognize the first letter of their name first.)

### Music and Movement

**Social Development** - The shared nature of music activities helps children feel that they are part of the group. Playing music games requires cooperation (Ring Around the Rosie). Lively music evokes happiness and quiet soothing music can calm children.

**Physical Development** – Through music activities, children improve balance and coordination.

**Cognitive Development** – Children create patterns with words they sing. They learn about number concepts as they clap or stomp.

**Language Development** – As children notice changes in pitch and tempo, they refine their listening skills. They practice following directions.



## Outdoor Play

**Social Development** – Social skills develop as children share equipment, work together and follow safety rules.

**Physical Development** – Large muscle activity is essential to healthy development and to combat the growing problem of childhood obesity. Children improve gross motor skills as they run, jump, swing, climb and slide.

**Cognitive Development** – Children study bugs, plants, seeds, rain and mud puddles. Outdoors is perfect for science observations.

**Language Development** – Some children who are shy in the classroom find their voices in the openness of the outdoors.

## Art

**Social Development** – Children express feelings through art that they cannot yet express in words.

**Physical Development** – Art is all about fine motor skills. Holding a crayon or paintbrush, tearing or cutting, all prepare children for writing.

**Cognitive Development** – In art children experiment with color, line, shape and size. As they make choices they learn about cause and effect, red and yellow make orange, but add other colors and you may make brown! At first many creations are brown.

**Language Development** – If teachers write down what children say about their artwork, children begin to connect speech with written word.

## Library

**Social Development** – Through books, children learn how other people are like them and how they are different. This is the beginning of empathy.

**Physical Development** – Eye muscles are refined as children study illustrations and follow left to right, top to bottom, which follows the progression of print.

**Cognitive Development** – When reading books, children learn to make predictions (“What do you think will happen next?”) and understand cause and effect (The pig’s straw house fell because the wolf blew it down). They learn about sequence as they relate the events of the story in order.

**Language Development** – Children develop phonological awareness when they explore the sounds and rhythms of language in books. The love of books is a powerful incentive for children to become readers and lifelong learners.

## Sand and Water Play

**Social Development** – It has been documented that these materials can calm an agitated child.

**Physical Development** – Children strengthen muscles and refine eye hand coordination as they pour water through a funnel, sift sand through a sieve, or squeeze a baster full of water.

**Cognitive Development** – Sand and water are companions of scientific exploration and discovery for children. With sand and water, children learn about volume and capacity. They compare, classify, measure and problem solve.

**Language Development** – The group nature of sand and water play leads to conversation and expanded vocabulary.

# Kindergarten Overview

## Our program includes:

The progression from Pre-Kindergarten to Kindergarten can be an exciting time in a child's life. Our goal is to help prepare your child for first grade and ensure their success in the future. We are dedicated to planning and preparing activities, in a Christian environment, that will build your child's confidence in their abilities, while providing love and acceptance so they can be comfortable to explore their vast potential. We invite you to celebrate the wonder and excitement of this special time in your child's life at Heathrow Christian Academy.

### Our Kindergarten curriculum includes:

- Group activities that develop social skills, such as sharing, listening, patience and co-operation.
- Thematic units that present a large array of exciting topics for children to discover.
- Small group learning activities that promote skill development in the areas of letters, numbers, vocabulary and children's individual educational needs.
- Experiences in the world of science in an outside learning environment.
- Opportunities for independent learning through hands-on experiences in classroom learning centers.
- Daily living skill development through daily routines and activities.
- Introduction of Spanish and sign language.
- Self-expression through the arts and music.
- A word-rich environment that includes an appreciation for literature and reading.

### Room guidelines:

- *Age range:* Must be 5 years old by September 1 of the current school year.
- *Classroom size:* Minimum 7 with a Maximum of 18 students.
- *Number of staff:* One lead teacher with an assistant.

### Curriculums used daily in the classroom:

- ***Handwriting Without Tears:*** The new K–4 editions align with the Florida State Standards to deliver improved writing performance, academic success, and improved student self-esteem.
- ***Growing Up Wild:*** An education program that builds on children's sense of wonder about nature and invites them to explore wildlife and the world around them.
- ***Conscious Discipline:*** Conscious Discipline empowers adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children.
- ***Go Math!*** Science Fusion and Star Fall curriculums

## HCA COVID-19 Health and Safety Information

This information is based on CDC guidelines as of January 1, 2022. We reserve the right to update this information after printing.

As a preschool center we teach good handwashing skills, clean, disinfect, pick up toys, wipe noses and do all this regardless of what is going on in the outside world. There is not much more that we can do to keep our classrooms clean and sanitary throughout the day. Touch-free thermometers are on hand if a child appears feeling ill. The biggest impact that we need is a good working relationship with you, our parents to get through another year of COVID-19. In the past it was normal to bring your child to school with a runny nose or a cough. We are asking you not to bring your child if they have any sick symptoms, whether it is COVID-19 related or not.

A good thing that came out of our COVID-19 changes was the arrival carline. An HCA staff member will walk students to their classroom. Kindergarten students may walk in by themselves if they are confident and know where to find their classroom. HCA Staff will be on hand to assist if needed. This reduces the number of adults coming in and out of the school facility.

**Social Distance/Groups:** Children will remain with the same group of students throughout the school day. HCA Staff will remain with the same group of students throughout the school day.

**Masks/Vaccinations:** HCA Staff and students have the option to wear a mask while at school. If you prefer your student to wear a mask, parents will need to send in several clean masks each day for their child. Clearly label your child's masks with their name. Vaccination information is private and will not be shared among HCA staff or families.

**Handwashing, Cleaning and Sanitizing:** HCA Staff and students wash their hands throughout the day. Routine cleaning is done throughout the day with approved EPA registered products. Our main cleaning products include, Pine sol, Lysol Spray, disinfecting wipes and bleach/water solution. As always cleaning products are stored and kept out of reach of children. Hand sanitizer is available to HCA Staff and students. Adults are required by DCF to apply the hand sanitizer when hand washing is not an option.

**Notification of Exposure:** As a childcare provider, we join hands with parents in our efforts to create a healthy environment for staff and all children in our care. HCA Staff and parents will benefit from the communication of health and safety policies, health and safety messages and new knowledge gained on health and safety issues. We are required to inform parents when children in our care are exposed to different viruses. HCA expects parents to inform us when they are exposed in an effort to protect the staff of HCA and other students in our care. If your student comes into known contact with anyone that has been diagnosed with a highly contagious virus including COVID-19 or is diagnosed themselves, please immediately and confidentially contact Cheryl Beck at [Cheryl.beck@hcamwpc.org](mailto:Cheryl.beck@hcamwpc.org) or 407.333.2045. If a student or staff attending a class at HCA is diagnosed with COVID-19 we are required to follow CDC and FL Health Department guidelines.

**Heathrow Christian Academy  
at  
Markham Woods Presbyterian Church**

**To register your child for classes you will need:**

1. Registration form – complete, sign and date both front and back of form
2. Registration fees – Note registration fees are non-refundable. Not applicable to VPK students
3. Student Health Examinations – This form is available from your physician  
  
Florida Certification of Immunization – This form is also available from your physician

Both health forms are due when school begins. Please contact your doctor early to schedule an appointment. Children may not attend school without these forms on file.

4. Parental Consent Form – Complete, sign and date
5. Birth Certificate – All new students must provide a copy of their birth certificate
6. Voluntary Pre-Kindergarten (VPK) registration will be directed through the Early Learning Coalition of Seminole. Heathrow Christian Academy at Markham Woods Presbyterian Church will provide the information as soon as possible. If you have questions regarding VPK, please contact Early Learning Coalition of Seminole at the following:

Contact Name: Early Learning Coalition of Seminole  
Coalition Address: 280 Hunt Park Cove, Longwood FL, 32750  
Coalition Main Phone Number: 407-960-2460  
Coalition (web address): **[www.seminoleearlylearning.org](http://www.seminoleearlylearning.org)**