



# Parent Policies and Procedures Handbook

Welcome to True Harvest!

Please read this handbook thoroughly. It includes important policies, procedures, and information. I reserve the right to make changes to these policies and procedures as I feel necessary. You will receive a two-week written notice of policy changes and will be asked to acknowledge/approve of the changes by resubmitting a signed copy of the handbook.

If you have any questions, please don't hesitate to ask!

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## Philosophy

No matter how old we are, where we live, or what our career is, we all share an opportunity that we should cherish...the ability to learn. The ability to learn and the desire to learn are two separate entities, but if I am able to create a classroom culture where each of my students leaves with the understanding of the three goals that make up my philosophy, I truly believe they will have the foundation to succeed wherever their journey may lead.

First and foremost, my students will understand that everyone in the classroom is a teacher, and we learn from each other on a daily basis. In the minds of most children, the adult in the room is the teacher, and while that is true, I want them to be able to realize how much they can learn from each other and how much the traditional “teacher” learns from his or her students. It is imperative for students to understand that we all learn from each other because not only will they see the value in their own abilities, but it will also help them respect their classmates’ views as well. I will make inclusion a part of our classroom culture by giving every student the opportunity to teach. What they teach the class is irrelevant, what is important is for each student to have the opportunity to share their voice and know that they are being heard and respected instead of judged.

In regard to respecting each other, I want students to understand that they are not in competition with each other; they are only in competition with themselves. However, I understand how easy it is for students to fall into competition with their classmates instead of trying to improve on their own work. I do not want my students to fall into the comparison trap, so instead I will implement practices where they can focus on self-improvement instead.

Once internal competition is recognized and valued, students will understand that anything worth having is earned and the harder they try the more likely they are to succeed. Since Preschool, the motto of “do everything to the best of your ability” has been ingrained in my being. There is value in having this level of work ethic instilled in students at a young age. In my classroom I will set high expectations for my students. When they fall short, instead of punishing them with fear of failure I will work alongside them until they see success. When students see the fruits of their labor, no matter their age, it sparks a desire to persevere.

As a teacher, if I expect my students to exemplify these goals then I owe it to them to do my best to personify these attributes. Taking the time to truly understand what I value at my core will help me strive for the excellence that I wish to see in my students. My ultimate goal is to look back on my philosophy in twenty years and see how it has morphed and improved so that no matter my age, where I live, or where my career may have taken me, I can still exercise my ability to learn.

## Enrollment and Tuition Rates

Monthly Rate: \$1,015

The tuition and schedule are set each year. Monthly tuition is due ON or BEFORE the 1<sup>st</sup> of the month. If tuition has not been paid by the 5<sup>th</sup> of the month a \$25 late fee will be required. If your child’s tuition is past due by 15 days his or her enrollment will be terminated. If you are withdrawing your child, a one month’s notice or one month of tuition is required. If collections services are necessary the parent/guardian will be responsible for all fees. There is a \$25 fee if an NSF check is received. Your monthly rate will not be adjusted for: holidays (with the exception of Christmas break and Spring break), vacations, absence due to illness, late arrival, or if your child is unable to attend due to payments not made.

## Registration and Late Fees

A \$150.00 nonrefundable registration fee is a one-time charge that is due at the time of enrollment. This fee covers enrollment paperwork and processing as well as supplies, their karate uniform, World Tang Soo Do Association membership fees, and their True Harvest t-shirt.

## Payment Methods

Payments may be made by cash, or check. **Please make checks out to True Harvest, LLC.**

## Hours and Days of Operation

True Harvest is open Monday-Friday from 7:45AM-3:45PM with the option of late pick-up ending at 4:00PM.

*\*There is no extra cost for utilizing the late pick-up options. **However, if you pick up your student after 4:00 PM there will be a \$25 fee every time it occurs.***

**The school year will operate from September 1<sup>st</sup>- May 17<sup>th</sup>.** We follow the FNSBSD public school schedule regarding closure (the only difference is that we will be open on parent/teacher conference days, and the only early out day is their graduation which will take place at 12:00PM on May 17th).

There will be no adjustments made to tuition for closure due to holidays, with the exception of Christmas break and Spring break.

The price breakdown for those two months are as follows:

**For the months of December, and May, ONLY 50% of standard tuition will be due.**

**For the month of March ONLY, 75% of standard tuition will due.**

If there are unexpected closures due to administrator illness or emergencies there will be a credit for the following month – no refunds will be distributed.

## Plan of Supervision

We accept children who are 4 years old and have a capacity of 13 students. We keep class sizes small to have the opportunity to be deeply invested in each child's learning.

The caregiver is licensed to care for the stated number of children under the statutes required by the State of Alaska, and she has over a decade of experience caring for several children at one time. All children will be supervised at all times, and this will be ensured by positioning the children in the room in a manner where the caregiver can see, hear, direct, and assess students. All furniture and/or equipment will be positioned in a manner where children will not be out of the caregiver's sight. There may be occasions where other caregivers are on the premise to assist the primary administrator, and in those circumstances all statutes given by the State of Alaska will be abided by at all times.

## Leave/Absent Policy

When families are out of town, tuition is still due by the 1<sup>st</sup> of the month regardless of attendance. If your child is going to be absent or late for any reason (sick, vacation, appointment, etc.) please notify us ahead of time. This will help us plan each day. Your child's absence will not reduce your monthly fee.

Children may be dismissed from the program for the following reasons:

- Failure to pay tuitions and fees as explained in our policies.
- Parent violation of policies and procedures as explained in our parent handbook.

## Illness Policy

**True Harvest is a well-child facility.**

This *strict* policy will help protect everyone involved. Your compliance is appreciated, and you will be compensated with knowing that any ill children will be kept home. Please do not put your child on medications so they appear to be feeling well during drop-off. If at any point your child presents symptoms, you will be notified to come pick him or her up. Please come as soon as possible as we will keep your child isolated until you arrive. From the time we notify you, forty-five minutes will be given to come pick up your ill child. After that allowed forty-five minutes, late fees will be charged (\$10 per ten minutes).

If your child has ANY symptoms more than a mild clear runny nose (cold-weather or allergy-related), please keep them home.

**PLEASE DO NOT BRING YOUR CHILD IF THEY HAVE:**

ANY symptoms consistent with COVID-19, fever, diarrhea (for any reason), vomiting, cough, sore throat, green or yellow mucus, goopy eyes, extreme changes in mood, any contagious illnesses, and/or not acting normally.

If your child is getting over an illness, please keep them home for at least **48** hours after all symptoms have cleared without the aid of medications. This will help tremendously in preventing spreading germs to their friends and teachers! If this illness policy or any of True Harvest’s policies seem too strict for your family, please consider looking into different preschool options. If you are unsure of whether to bring your child due to illness, please keep him or her home. If you repeatedly attempt to bring your ill child, that will be grounds for termination. **Thank you for helping to keep all of us safe and healthy!** 😊

**Admission**

While the students will be learning from a Christian-based curriculum, True Harvest does not discriminate on the basis of race, color, national origin, or religious belief. We encourage a rich, diverse learning environment where everyone’s uniqueness is celebrated.

Parents and children are required to attend an interview at True Harvest prior to confirming registration.

**Wait Pool**

If enrollment is full, children will be placed on a wait pool. When an opening occurs, we will re-visit the interview process.

**Sample Weekly Schedule**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:45-9:00	Arrival and Open Playtime	Arrival and Open Playtime	Arrival and Open Playtime	Arrival and Open Playtime	Arrival and Open Playtime
9:00-9:30	Phonics & Morning Meeting	Phonics & Morning Meeting	Phonics & Morning Meeting	Phonics & Morning Meeting	Phonics & Morning Meeting
9:30-10:00	Music	Dance/Movement	Music	Dance/Movement	Music
10:00-10:15	Morning Snack	Morning Snack	Morning Snack	Morning Snack	Morning Snack
10:15-11:00	Arts and Crafts	Arts and Crafts	Arts and Crafts	Arts and Crafts	Arts and Crafts
11:00-12:00	Math Skills	Math Skills	Math Skills	Math Skills	Math Skills
12:00-12:45	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-1:30	Nap or Quiet Time	Nap or Quiet Time	Nap or Quiet Time	Nap or Quiet Time	Nap or Quiet Time
1:30-2:30	Karate	Basketball	Karate	Basketball	Karate
2:30-3:00	Gymnastics	Foreign Language	Gymnastics	Foreign Language	Open Playtime
3:00-3:45	Clean Up/Get Ready for Pick Up	Clean Up/Get Ready for Pick Up	Clean Up/Get Ready for Pick Up	Clean Up/Get Ready for Pick Up	Clean Up/Get Ready for Pick Up

*\*If you are utilizing late the pick-up option (3:45-4:00PM), your child will participate in limited open playtime until you arrive.  
\*Weather permitting, outdoor activities will take place throughout the day.*

This is an example of our daily routine. Each child is different and has individual needs. Along with this schedule will be bathroom breaks, guest speakers, projects, stories, and more!  
The schedule will vary slightly depending on the activities we have planned.

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## Family Responsibilities

- Lunch - Although we will have pre-packaged morning snacks, students will be asked to bring their own lunch to accommodate personal preferences as well as allergies. Students' lunch containers **must** be labeled with their names to eliminate the possibility of students accidentally consuming foods that they are not permitted to have.
- Clothing – Due to the age of the students, we like to be prepared for emergency situations. **Please send an extra set of clothing with your child at the beginning of the school year. The clothing will stay at True Harvest and will be kept in the students' cubby.** To help avoid confusion, please put your child's name or initials on all clothing. Students will be active for the majority of the day, so please dress them accordingly. They are welcome to wear their True Harvest t-shirts at any time.
- Appropriate Gear for Outside Play– **Please mark all jackets, hats, gloves, etc. with the child's name or initials.** During winter months, each child needs to arrive at school with all necessary gear and they will be asked to remove their outdoor footwear upon arrival, so indoor shoes need to be provided. Indoor shoes may be stored at True Harvest.

<u>Fall Gear</u>	<u>Winter Gear</u>	<u>Spring Gear</u>
Jacket or sweater	Coat	Bring winter gear until snow melts
Tennis shoes	Hat	Puddle boots
Puddle boots	Boots	Spare socks
Rain suit or rain jackets & rain pants	Snow pants or snowsuit	Warm Hat
Thin mittens for cold mornings	Mittens	Rain suit or rain jacket and rain pants
Bug spray (please ensure it is a spray instead of a lotion for easy application)	Warm socks	Bug spray (please ensure it is a spray instead of a lotion for easy application)
	Extra sweater	

## Visitors

We have an open-door policy for parent and family visitation. All parents are welcome to visit and participate at their convenience. Other visitors need to be approved by the parents/guardians as well as by the administrator. I.D. for all visitors is required upon arrival.

## Volunteer Opportunities

- Guest Speaker - I know all of you have wonderful skills and ideas to share with the class, so we will have several volunteer opportunities throughout the year. If you have something that you know you would like to share with the class, such as a skill, cultural tradition, family interest, or a hobby, please let me know. I would love to schedule a time for you to share your knowledge with the class.
- “Student for the Day” - Another opportunity for volunteering is to come into the classroom as a participant and complete activities alongside the students to get a firsthand look at their school day. You may do this anytime of the day on any Friday. If you are planning to attend, it would be great if you could let me know the day before so I can ensure that I have the correct number of supplies/materials for the day's activities.
- Observe - If you would like to observe classroom activities without participating, that is an option as well. You may come in and observe any day of the week at any time, but it may be most beneficial to

come mid-morning when students are getting the opportunity to share their ideas about various subjects with the class.

## **Transportation**

True Harvest, LLC is not responsible for transportation. If you plan to carpool with other families or if someone other than a parent/guardian is picking up your child then the administrator needs to be notified in advance. I.D. will be required for anyone (other than parents/guardians) who is picking up your child. Children will not be released unless this procedure is followed, and they are signed out.

## **Parent/Teacher Communication**

To ensure that there is constant communication with the families of our students, I will email a newsletter every month. The newsletter will include the following elements:

- The main topic that the students are studying in each subject area
  - Any important dates to note such as holidays and/or events that are taking place in our classroom
  - Any special supplies that the students will need to bring to school
  - The focus of our Morning Meeting for each week (i.e. growth, goal-setting, or respect)
- 
- It is of utmost to me that you are an active part of our classroom and are aware of what your child is learning, so there is an “open door” policy in our classroom, meaning that I am happy to answer any questions or provide support whenever it is needed.
  - If you would ever like to contact me please do not hesitate. I check my email at 7:00AM, 12:00PM, and 4:00 PM. My email address is [trueharvest.ak@gmail.com](mailto:trueharvest.ak@gmail.com).
  - I cannot guarantee that I will be able to answer the classroom phone during the school day, but if it is an emergency please call more than once. Classroom Phone: (907) 388-5869

Your thoughts and goals are an important aspect of your child’s education and experience at True Harvest. To help me get to know your student better, you will be asked a variety of questions on the registration form.

The purpose of this information is to help me support your student in the best way possible. By knowing his/her strengths, challenges, and interests I can (and will) differentiate instruction to meet his/her needs. Also, by knowing the goals that you have for your child I can work alongside you and your student to help him/her become the best version of him/herself and have a successful school year. We will revisit your goals (as well as your student’s goals) every quarter so we can track progress and continue to see growth.

A “Morning Meeting” will take place daily in our classroom. It is a fifteen-minute activity that focuses on the students’ social emotional learning. The students will focus on a different theme each week, such a growth, respect, or setting goals. This is also a time when students may share information with the class about a topic of their choice. The purpose of the meeting is to instill trust and respect for one another while building a classroom community that is supportive and positive.

## **Nurturing**

Physical touch is an important aspect of helping students feel loved, accepted, and supported. However, at True Harvest we ensure that any and all physical touch only occurs with each child’s permission and will respect his/her verbal and nonverbal cues. With the exception of safety and cleanliness, children will always have the right to refuse physical touch.

## **Health and Safety**

Health and safety are top priorities at True Harvest. Here are some of the features that will help keep your child safe while at school:

- Well-maintained fire extinguisher, smoke detectors, and carbon monoxide detectors
- The facility, materials, and toys are kept safe, clean, and organized
- Electrical outlets are covered
- Cleaning products and medications are kept in a locked cabinet
- It is a non-smoking facility
- All teachers/caregivers are CPR and First Aid certified
- First Aid kits are fully stocked
- There are no pets or poisonous plants at the facility

Also, please let the administrator know if any changes in the child's daily routine (e.g. a death in the family, shots, illness, etc.) and if they have developed any changes in medication.

## **Medications**

True Harvest, LLC does not provide any medications for children. When your child is taking medication of any kind, including over the counter medicines, you must sign a permission form so we may administer the medication as directed. For sunscreen, lotion, rash cream, and bug deterrent parents can submit a continuous permission form for usage as needed. If the student is taking a prescribed medication, it must have the original label with the prescribing doctor's name, specified time period of administration, and dosage amount. Prescribed medications can only be given to a child if his/her name is on the original label. All over the counter medications will be given per the manufacturers recommended dosage. Medication must be provided by the parent and given directly to the caregiver instead of being left with the child. No medication will be administered without written parent permission.

### Medical Emergencies:

Although supervision is constantly given, we cannot be at each child's side at all times to prevent falls, tripping, bumps and other accidents. If your child is injured in a non-life-threatening manner, we will assess the child and provide first aid. If the injury is more serious, the parent will be notified so the child can be transported to the doctor's office or hospital – either by ambulance or by the parent (which-ever is felt necessary). All costs associated with injuries to the child will be the responsibility of the parent or guardian. In the case of a medical emergency, we will attempt to contact you immediately using all of the numbers on your child's emergency contact card. If we are unable to reach you, or if we feel it is necessary in an emergency situation, we will call an ambulance for your child at your expense.

## **Substitute Caregivers**

In the event that a substitute caregiver is needed, he or she will meet all of the State of Alaska qualifications required to supervise children. When either scheduled or unexpected closures occur though, it will be the parent/guardian's responsibility to find other care arrangements for their child.

## **Television/Computer Usage**

Students will not be watching television on a regular basis. They may watch an age-appropriate educational video on occasion. If we do watch a movie as a treat, parents will be notified in advance and we will only watch something that is approved by all parents.

## **Cleanliness and Sanitation**

True Harvest, LLC makes cleanliness and sanitation a priority. Our policies and procedures have the goal of maintaining an environment that minimizes risk of contraction or spreading of illnesses. Sanitizing and disinfecting procedures will be followed with the use of approved cleaning products.

## **Outdoor Play in Cold Weather**

We require that all students have the appropriate cold weather attire to participate in outdoor play during the winter months. If the temperature drops below -15 or if the wind chill reaches that temperature then we will participate in indoor activities.

## **Behavior Guidance**

At True Harvest, LLC we strive to have a family atmosphere. We believe in the importance of positive reinforcement and motivate through love instead of fear. We do not utilize time outs, but we do give students the opportunity to think about a choice they have made, and then determine how a different choice could have resulted in a better outcome. We use redirection when undesirable behaviors occur and we believe that every day is a new day, so students will have the constant opportunity to be the best version of themselves. If there is continuous behavior that is disruptive or dangerous to other children or teachers, we will have a meeting with the parents to create an action plan for improvement. Parents will be informed of all behaviors (positive or negative) and are welcome to come observe their child's class at any time.

## **Termination and Trial Period**

A two-week trial period will be in effect starting on the first day of care. During this trial period either party may choose to discontinue services with written notice, no reasons needed. Parents will only be charged for the day(s) the child received care during that trial period. Registration fees are nonrefundable. After the two-week trial period, either party may choose to terminate services for any reason. Parents/Guardians must give True Harvest a month's written notice for ending services or pay a month's worth of tuition. Payment is due for the month-long notice period, even if you choose not to bring your child during that time. The provider may terminate at will. If a student and/or parent is continuously not following the behavior guidelines that are outlined above that may result in suspension or expulsion from True Harvest, LLC.

## **Field Trips**

As of now, we will not be taking any field trips that leave the school premises. Instead, we bring in guest speakers. We are always looking for more suggestions if you have any ideas!

## **Reporting Child Abuse and Neglect**

Your child's health and safety are our top priority. The owners of True Harvest, LLC are mandated reporters of any suspected abuse or neglect per Alaska State Law.



## **Agreement to True Harvest's Parent Policies and Handbook**

This handbook was created to help provide the best possible care for your child. When your son or daughter is at True Harvest, he or she becomes part of our family. We know you have other options, and we sincerely appreciate you choosing our preschool. We see it as a privilege to be able to play a small role in the lives of the future leaders of our community. We want to sow the seeds that will help their confidence, ability to overcome challenges, and their overall success. Our top priority is the safety, well-being, and comfort of your child. Our goal is to have everything run as smoothly as possible throughout the day and give you peace of mind.

At True Harvest, the children are most important. Their safety and happiness will always come first.

Thank you for taking the time to thoroughly read through our policies.

### **Agreement**

I/We have read the entire True Harvest, LLC policies handbook. I/We understand the contents and agree to abide by the policies. If any changes are made to this handbook, True Harvest, LLC will give me written notice as soon as possible.

If I/We do not comply with these policies, my student will be terminated from True Harvest, LLC.

Print Child's Name(s): \_\_\_\_\_

Parent/Guardian's Name (Printed): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sunnie Fredricks)