



Heart of Jesus Preschool Parent Handbook

*"Start children off on the way they should go,
and even when they are old they will not turn from it."
Proverbs 22:6*

Mission Statement

We believe in supporting an environment where students can find their identity in Christ. From the moment the students walk in the doors, we are planting seeds of truth. Our teacher waters those seeds by integrating a love of the Lord with a passion of teaching.

Philosophy

We believe students learn best and thrive when they are in a loving, engaging, and play-based educational environment. Students will also experience the greatness of His world by spending time outdoors.

With carefully developed Christian biblical world-view curriculum, your student will grow in pre-kindergarten academic knowledge that is perfectly centered around the Lord. Students will engage in age-appropriate biblical concepts that will strengthen their spiritual, emotional, social, cognitive, and physical development.



Contract for Enrollment

1. Hours of Operation

Monday–Friday: 7:30 AM – 5:30 PM

- Late Pick-Up Fee: A \$20 late fee will be charged for the first 20 minutes past 5:30 PM. After that, a \$10 fee will be charged for every additional 5-minute increment until your child is picked up. These fees will be added directly to your child's account.
 - Daily Sign-In/Out: For the safety and accountability of all our little learners, parents must sign their child in and out each day.
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2. Attendance & Tuition

Heart of Jesus Preschool accepts children **ages 2 and up**.

Full-Time Enrollment:

Monday–Friday: \$325/week (\$65/day)

Part-Time Enrollment:

Monday/Wednesday/Friday: \$210/week (\$70/day)

Tuesday/Thursday: \$140/week (\$70/day)

- Tuition and enrollment structure are subject to change at any time. We promise to provide at least 14 days' notice if changes are necessary.
- Tuition is due every Friday for the following week.
 - If paying through Venmo, payment must be made by Thursday 5:30pm.
 - Late tuition payments will incur a \$5/day late fee until payment is received.
- Heart of Jesus Preschool reserves the right to discontinue care if tuition is not paid.
- Tuition is non-refundable in the case of child absences or school closures due to weather or emergencies.

Payment Options:

- **Checks payable to:** *Heart of Jesus Preschool*
 - **Venmo:** *@HeartofJesusPreschool*
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3. Trial Period & Contract Termination

Every child begins with a 2-week trial period. During this time, either the parent/guardian or Heart of Jesus Preschool may end services without prior notice.

After the trial period, we ask for a 2-week written notice if you plan to withdraw your child. If you choose to discontinue care without giving notice, you are still responsible for paying tuition for the full two weeks.

We understand that sometimes plans change quickly, but honoring this policy helps us keep consistency for our little learners and make space for other families on our waitlist.

4. Discipline & Behavior Guidance

At Heart of Jesus Preschool, we believe every child is uniquely made in the image of God and worthy of grace and guidance.

Our approach to discipline is gentle, respectful, and rooted in love and redirection. We do not use corporal punishment or anything that could be considered harsh or abusive.

Here's what discipline may look like:

- Redirection toward a more appropriate activity
- Talking it out to help build understanding
- Cool-off time, when necessary (no more than 1 minute per year of age)

Positive behavior is encouraged with kind, consistent verbal affirmation.

If a child's behavior becomes repeatedly aggressive or dangerous, a meeting with parents will be called to develop a plan. If the behavior continues and becomes a risk to others, termination of care may be necessary, without notice or refund. This is always a last resort—we value your partnership in working through challenges together with prayer, grace, and clear expectations.

5. Lunch & Snacks

HoJ provides: One morning snack *and* One afternoon snack

Parents provide:

- A nutritious daily lunch for their child

We ask that parents avoid packing candy, soda, and sugary treats, as these often impact behavior and learning. If your child arrives with candy, we'll set it aside and return it to you at pick-up.

Our goal is to help our little learners grow strong minds and bodies, and that starts with food that fuels their day in the best way.



We aim to keep our little learners well-fed and energized throughout the day. Here's our daily meal and snack routine:

- **Morning Snack:** 8:30 AM
- **Lunch:** 11:30 AM
- **Afternoon Snack:** 3:00 PM

Please make sure your child arrives having eaten **breakfast** before drop-off.

6. Personal Belongings & Clothing

- Please send one full extra set of clothing (shirt, pants, underwear, socks) in a labeled bag to keep at preschool in case of accidents.
 - Do not send personal toys from home. Toys can be distracting, easily lost, or cause conflict among friends. If a toy comes to school, it will be held safely and returned at pick-up.
 - Dress your child in comfortable, weather-appropriate play clothes.
 - Closed-toe shoes (sneakers preferred) are required for safety during active play.
 - Please avoid sandals, crocs, or flip-flops.
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7. First Aid and Medical Emergency

Scratches and scrapes will be treated with soap, water, and a Band-Aid if needed. You will be notified immediately of anything more serious.

For minor emergencies, you will be contacted, and you will be responsible for transporting your child if medical treatment is required. If you cannot be reached, I will contact your designated emergency contact.

In the case of a major emergency that requires immediate medical attention, your child will be transported by ambulance and attended to by emergency medical personnel.

8. Open Door Policy

Heart of Jesus Preschool has an **"open door" policy**. Parents are always welcome to **drop in, observe, or volunteer** throughout the day.

We believe that **open communication and partnership** with parents strengthens our preschool community and brings joy to the children.



9. Holiday Closures / Non-Operational Days

Heart of Jesus Preschool will be closed on the following days each year:

Paid Holiday Closures (Regular tuition still applies):

- Observed New Year's Day
- Observed Good Friday
- Observed Memorial Day
- Observed Independence Day
- Observed Labor Day
- Observed Thanksgiving Day
- Observed Christmas Day

Unpaid Closures (No tuition due):

- Day After Thanksgiving
- Week Following Christmas

We thank you for planning ahead for these closures. These days give our staff time to rest, reflect, and spend meaningful moments with family- just like we pray you will too!

10. Weather Closures

In the event of inclement weather, Heart of Jesus Preschool follows Comal ISD's closure decisions. If Comal ISD is closed or delayed due to unsafe weather conditions, we will follow suit.

We will do our best to notify families as early as possible through our GroupMe, text, and/or email should a weather-related closure occur.

Please note:

- No refunds or tuition credits will be given for weather-related closures.
- Parents are responsible for arranging and paying for any alternative care needed during closures.

We appreciate your understanding and support as we prioritize the safety of your child and our staff during severe weather events.



11. Daily Health Check, Illnesses, and Medication

Upon arrival, your child will be warmly greeted and receive a visual health check to ensure they are healthy enough to attend school that day.

If your child becomes ill during the day, you will be notified and asked to pick them up as soon as possible. While waiting, your child will be kept comfortable and separated from the other children.

If your child:

- vomits,
- has two or more loose bowel movements, or
- has a fever of 100.4°F or higher,

you will be required to pick them up immediately.

Your child may only return to school after being symptom-free without medication for 24 hours.

Children in the contagious stages of a communicable disease will not be accepted for care. If, at our discretion, your child is too ill to remain at school, we reserve the right to deny admittance that day in order to protect the health of the other children.

If your child requires medication during the day, you will need to come administer it yourself, as **we do not administer medication of any kind** at Heart of Jesus Preschool.

A child will not be admitted if one or more of the following conditions exist:

- A temperature above 100.4°F accompanied by behavior changes or other signs of illness
- Symptoms of severe illness such as:
 - Lethargy
 - Abnormal breathing
 - Uncontrolled diarrhea
 - Two or more vomiting episodes in 24 hours
 - Rash with fever
 - Mouth sores with drooling
 - Wheezing
 - Any behavior changes that indicate the child may be seriously ill

A doctor's note clearing your child to return is always welcome and may be requested if symptoms were severe.



12. Procedure for Release of Children

For your child's safety, children will only be released to a parent or to someone listed on the authorized pick-up list.

If someone not listed will be picking up your child, please call us in advance with their full name. That individual will need to show a valid photo ID at the time of pick-up.

If the name on the ID does not match the name you provided, or if no ID is presented, your child will not be released- no exceptions.

This policy is in place to protect your little one's safety, and we thank you for supporting it.

13. Nap Time Information

All children under 6 years of age who are with us all day are required to lie down for a rest or nap period.

- Rest time: 1:00 PM – 3:00 PM
- Please avoid calls or pickups during this time, unless it is urgent, as noise or interruptions can disturb the sleeping children.

Your child will need a roll-up blanket with an attached pillow for naptime.

14. Child Abuse Prevention

Heart of Jesus Preschool is committed to the safety and protection of all children in our care. As mandated reporters by the State of Texas, we are legally required to report any suspected child abuse or neglect to the Department of Family and Protective Services (DFPS).

We take this responsibility seriously and act in accordance with state guidelines to protect the well-being of every child.

15. Animals on Property

We have pets on the property. While we do our best to keep them separate from the children, there may be times when interaction occurs.

After any interaction with animals, children will wash their hands thoroughly with soap and water. All interactions are supervised and designed to be gentle, positive experiences.



16. Physical Activity

Weather permitting, our little learners enjoy outdoor play twice a day-- once in the late morning, and again after nap time, for about one hour each time.

If severe weather prevents outdoor play, we will hold indoor recess using gross motor activities such as: Hula hoops, Hopscotch, Simple races, Ball games (like catch), etc.

Children should be dressed appropriately for the weather and wear closed-toe shoes that allow them to participate freely and safely in all physical activities.

17. Licensing Information

Heart of Jesus Preschool is licensed by the Texas Department of Family and Protective Services and follows all regulations outlined in the state's Minimum Standards for child care operations. You can view these standards and our most recent inspection at the licensing website listed below, or you may request an email pdf copy directly from us.

Licensing Office Address:

3635 Southeast Military Dr.

San Antonio, TX 78223

Phone: (210) 337-3399 **Website:** www.dfps.texas.gov

Texas Abuse & Neglect Hotline: 1-800-252-5400

18. Emergency Preparedness

Our Emergency Preparedness Plan ensures the safety of every child in the event of an emergency. It outlines staff responsibilities, evacuation procedures, and relocation plans.

In the event of an evacuation, children will be safely walked off the property to the grass area at Singing Hills and Harmony Hills Street.

The full Emergency Preparedness Plan can be found at the end of this handbook.



Contract Acceptance and Signatures

I have read and agree with all the provisions in this contract. I understand that this is a legal and binding contract; I/we have reviewed and read each paragraph carefully and have received a copy of this contract either by paper or by email.

Childs Name: _____ DOB: _____

Parent Name: _____

Signature: _____

Date: _____

Parent Name: _____

Signature: _____

Date: _____

Parent's Rights

I have reviewed and received a copy of State Licensing Form, 2987, Parent's Rights

Parent Name: _____

Signature: _____

Date: _____

Parent Name: _____

Signature: _____

Date: _____



Emergency Preparedness Plan

During an emergency, my first responsibility is to move the children to a designated safe area or alternate shelter, depending on the circumstances.

- Our designated "in place" shelter for emergencies such as severe weather is the pantry with door closed. The children will be accounted for by a "face to name" head count to ensure everyone is accounted for.
- Our designated "out of place" shelter for emergencies such as fire or gas leaks is the grass area located at the corner of Singing Creek and Harmony Hills. Should it be necessary to evacuate from this location, we will walk or drive to the Hampton Inn, located at 499 Singing Oaks, Spring Branch. The children will be accounted for by a "face to name" head count to ensure everyone is accounted for. Parents will be called to pick up children from a teacher's cell phone.
- Our designated shelter away from home for emergencies such as severe flooding, or should authorities require us to evacuate, is the grass area located at the corner of Singing Creek and Harmony Hills. Should it be necessary to evacuate from this location, we will walk or drive to the Hampton Inn, located at 499 Singing Oaks, Spring Branch. The children will be accounted for by a "face to name" head count to ensure everyone is accounted for. Parents will be called to pick up children from a teacher's cell phone.
- Should it become necessary to evacuate to an alternate location further away from this neighborhood, we will meet at Walmart located at 305 Singing Oaks, Spring Branch. We will transfer the children to this location by foot or car. The children will be accounted for by a "face to name" head count to ensure everyone is accounted for. Parents will be called to pick up children from a teacher's cell phone.
- Should it be necessary to "LOCK DOWN" if danger arises within our home, I will ensure employees are able to hear a Lock-down Announcement. The teacher will lock all entrances, close all shutters, turn off all lights, move all children to my master bedroom, and call 911. Kids will go to the closet after we lock the bedroom door. The children will be accounted for by a "face to name" head count to ensure everyone is accounted for. Children are to remain quiet. Direct caregivers stay in the secure location until an all-clear announcement is made.
- In the event of an emergency, I will contact 911 first, then all parents and guardians identified on the child's admission forms will be notified via email and/or text message of the type of emergency, sheltering location and any additional details specific to the emergency as soon as all children are safely sheltered. Additional notification will be sent to parents when the emergency is remedied, and sheltering precautions are lifted and to let the parents know our location for pick up. For lockdowns, children will not be released until the area is deemed safe by local law enforcement. Classroom will be equipped with a "go backpack" filled with essentials including water, food, and something to keep children occupied until help arrives or area is clear. All essential telephone numbers and emergency medical care forms and my cell phone will be taken with us to the relocation location. My cell phone number is (830) 488-7898

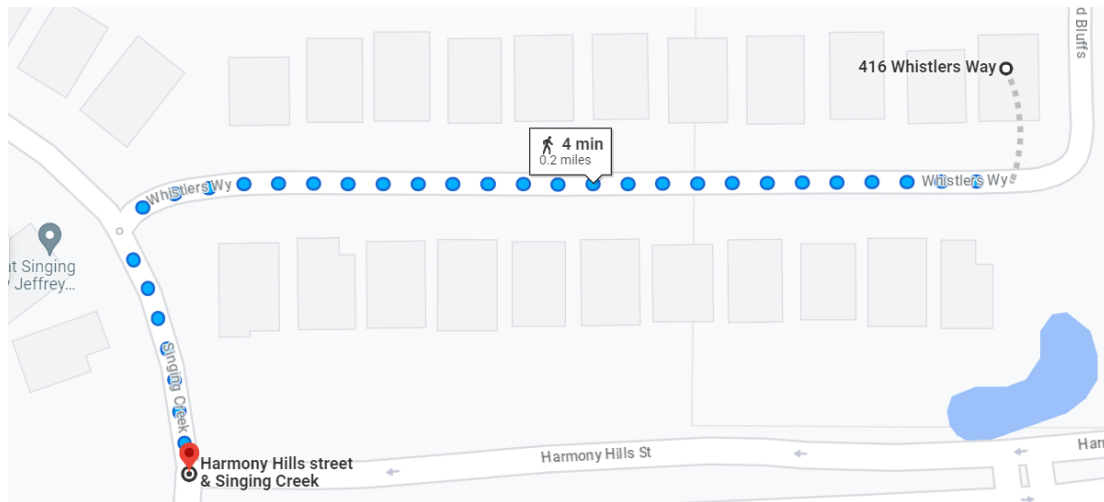
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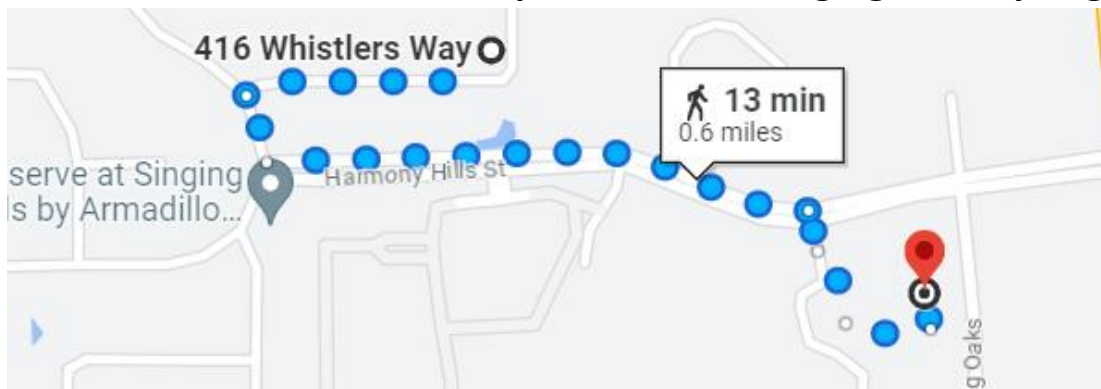
Date



Evacuation Location #1, Harmony Hills Street and Singing Creek (grass



Evacuation Location #2, Hampton Inn, 499 Singing Oaks Spring Branch



Evacuation Location #3, Walmart, 305 Singing Oaks Spring Branch

