

Harvest City Preschool Academy
Student Handbook
Policies & Procedures
2026 – 2027

Harvest City Preschool Academy Overview

Contact

Dr. James Howard, Director
James@harvestcitychurch.org

2201 Country Club Drive
Wylie, Texas 75098

Direct Line 469-277-1630
Church Office 972-429-0400

HCPA Office Hours

Tuesday, Wednesday and Thursday
8:00 am – 2:30 pm

School Days

August 25, 2026 – May 13, 2027

Website

www.harvestcitypreschool.org

HOURS OF OPERATION

School days are 9:00 am – 1:50 pm, Tuesday, Wednesday and Thursday. The school year begins in late-August ends mid-May. The provided calendar will give general dates for specific holidays and special events will be added throughout the year. HCPA follows the Wylie ISD school calendar for Fall and Spring Break.

Office hours will be Tuesday, Wednesday and Thursday from 8:00 am – 2:30 pm. If you need to reach an office staff member, please call 469-277-1630 or email James@harvestcitychurch.org during office hours. Phone calls and emails after office hours will be answered the following school day.

PROGRAM TOURS

The HCPA office will conduct program tours every Tuesday, Wednesday and Thursday when our program is in session. We would love to give you the opportunity to meet us and see our school days in action! Please call the HCPA office to schedule a tour.

GENERAL INFORMATION

Harvest City Preschool Academy is a non-tobacco facility.

Please refrain from smoking on the church grounds, parking lots, sidewalk or anywhere inside the facility. This is required by the State of Texas.

Harvest City Preschool Academy is a gang free zone.

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a Gang-Free Zone, where criminal offences related to organized criminal activity are subject to harsher penalty.

Harvest City Preschool Academy is a non-open carry handgun facility.

Pursuant to Section 30.07, penal code (trespass by license holder with an openly carried handgun), a person licensed under Sub Chapter H, Chapter 411, G Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

CHILDCARE LICENSING INFORMATION

HCPA is licensed by The Texas Department of Health and Human Services

Website: www.dfps.state.tx.us

Phone: 214-583-4253

Contact: Tionne Turner

Operation # 1676307

You may view the most recent CCL inspection report is
posted outside the HCPA director's office.

The minimum standards HCPA follows may be found at the above website.

Enrollment and Registration

Harvest City Preschool Academy does not discriminate enrollment based on race, color or national origin. Children must be reenrolled each school year.

Registration dates for current students and siblings will begin this year February 17th and for new families February 24th.

When classes are full, we will add a waiting list. You will be contacted immediately by the director as spots become available.

Required Enrollment Forms

- Registration Information
- Registration Form
- Student Information
- Student Pick Up and Emergency Contacts
- Signed Physician's Release
- Immunization Records (current and up to date) or an Original Exemption Form
- Hearing and Vision Screening (Pre K students)
- Financial Agreement
- Acknowledgement of Student Handbook

Students will be placed in a class that fall within our calendar year.

HCPA will enroll based on the age of the student as of September 1st.

Harvest City Preschool Academy reserves the right to deny enrollment in the program and reserves the right to child placement in the classrooms.

ALL FORMS MUST BE COMPLETE AND ALL FEES PAID

BEFORE YOUR CHILD'S PLACE IS SECURE.

NO INCOMPLETE FILES WILL BE ACCEPTED.

LICENSING REQUIRES A HARD COPY OF THE REGISTRATION DOCUMENTS TO BE IN YOUR CHILD'S FILE IN THE HCPA OFFICE.

Registration Fees and Tuition Rates 2026 - 2027

REGISTRATION FEE

Registration fee for all classes is \$225.00

This is one-time, nonrefundable fee paid at the time of enrollment.

SUPPLY FEE

Supply fee for 2-day classes is \$200.00

Supply Fee for 3-day classes is \$250.00

Supply fees are used for all the educational supplies your child will need for the year.

This is a one-time, nonrefundable fee paid at the time of enrollment.

ELECTRONIC PAYMENT FEE

\$50 one-time fee (per family) payable at registration if
tuition will be paid by credit or debit card.

TUITION RATES

Payable on the 15th of each month

2 Day Program - \$300.00 per month

3 Day Program - \$400.00 per month

TUITION PAYMENTS

The 9-month installment plan has been designed to allow you to spread out your tuition payments by paying the same amount each month. Payment due dates do not correlate with the number of days the program is in session during the designated month.

Fees are collected in August to secure your child's place in class. If payment is not paid by August 20th, your child will be removed from the class and put on the waiting list.

All registration and supply fees will be forfeited at this time.

SIBLING DISCOUNT

\$15.00 per month for one sibling.

\$10.00 per month for each additional sibling.

LATE PAYMENT FEES

A late payment of \$25.00 will be assessed after the 20th of the month on any account with an outstanding balance. Each week the payment is late an additional \$25.00 fee will be added to your account. A continual occurrence of late tuition and/or returned checks could result in your child being dismissed from the HCPA program. We understand that there may be extenuating circumstances, and these should be discussed with the HCPA Director prior to the day tuition payments are due.

If the 15th falls on a weekend or non-school day,
your tuition will be considered late if not paid the first day back.

RETURNED CHECK FEE

A \$35.00 fee will be assessed for any insufficient fund check. If an account has two returned checks, the account will be asked to be paid by cash or money order.

DELINQUENT ACCOUNTS

An account that is 30 days delinquent will require withdrawal of your child/children, unless appropriate arrangements have been made with HCPA Director.

METHODS OF PAYMENT

All registration and supply fees must be paid by cash or check.

TUITION

Check- All checks made out to Harvest City Church with your child's name on the memo line. Include all family members in one check.

Cash – Send exact amount (HCPA office keeps no cash) in an envelope clearly marked with you child's name.

Money Order – Make sure to include your child's name.

Online – Instructions and a link to pay will be provided at the start of school.

Please send payments in your child's folder and do not hand to a staff member.

UNENROLLING YOUR STUDENT

To unenroll a student from HCPA, a 30-day written notice is required. No exceptions. You will be responsible for the next monthly payment due at the time of removing the student from the program. This will allow for HCPA to fill the spot in a timely manner without financial burden of the child leaving the program.

COMMUNICATION

Parents are encouraged and welcome to discuss any issues or concerns with the HCPA Director. HCPA has a welcoming, open-door policy and want to meet your needs as a family. We highly encourage you to contact the director as soon as a concern arises regarding your child. Communication is vital to the success of your child and our program. You are welcome to schedule a meeting, request a return phone call or send an email. All messages will be returned in a timely manner.

COMMUNICATION WITH PARENTS

We use several different forms of communication to relay important information to our HCPA families. Please take time to do the following so you can stay informed:

- Read all information that is sent home in folders daily.
- Read the monthly e-newsletter sent from the HCPA Office.
- Read emails sent by classroom teachers and office staff.
- Join your classroom Face Book page.

PARENT/TEACHER COMMUNICATION

If you need to talk to your child's teacher, please coordinate a conference time through the HCPA office. For your privacy, the teachers will not discuss any issues during class or carpool. **It is the discretion of each teacher to give out their personal phone number or email to families.** Please contact the HCPA office during school hours and we will be happy to pass along to the appropriate teacher.

CHANGES IN FAMILY INFORMATION

It is important you keep your contact information up to date. Please contact the preschool office by phone, written notice through your child's folder or email the Director.

CHANGES IN PRESCHOOL POLICY

Any changes from the preschool will be sent by way of email, or written notice through your child's folder. If parents need to review and discuss with the director any questions or concerns about the policies and procedures of the preschool, they are welcome to contact the director by phone, email, or schedule an appointment to meet and address these items.

LEAVING YOUR CHILD

This can be an anxious time for some children and some parents, too! We have found it is best if you say your goodbyes during carpool or at the building door. It is less stressful on the child if you make your goodbyes brief and cheerful. At 9:00 am, the class day begins. The teachers are engaging the children in activities and prompt arrival is encouraged. This allows our teachers to have each child's full attention from the start of the day.

ARRIVAL AND DISMISSAL

FIRST DAY OF SCHOOL

The first day of school, parents are welcome and encouraged to walk their child to the classroom. Carpool will begin the first afternoon of school. This will give parents, students and teachers an opportunity to meet, observe procedures and make the transition to the school year easier. Carpool is not mandatory. You are always welcome to walk your child up to the building and drop them off at the door with a teacher greeting you and your child.

CARPOOL

We will be loading and unloading from the passenger side only for the safety of your child and HCPA staff. If you are unable to have your child on the passenger side, you will need to park and come to the doors.

ALWAYS HOLD YOUR CHILD'S HAND – NEVER ALLOW THEM TO WALK ALONE

The children should be riding in child restraint seats and only under those conditions we will provide this service. Preschool personnel are required to report all instances of child endangerment. Children will be loaded in the car in the afternoon, but parents will be required to park and buckle their child in. Please never get out of your car in the carpool lane, we will unload and load your child.

A carpool map with instructions will be given out at Meet the Teacher.

NO CHILD WILL BE LOADED INTO A CAR WITHOUT A PROPER CAR SEAT

HOW WE IDENTIFY YOUR CHILD

You will be given a number and name card that coordinates with a backpack tag. HCPA staff will not release any student without a carpool card or proper ID. The card provides one more measure of security in getting the right child into the right vehicle or to the correct person picking up. It is helpful for alternate pick-up vehicles to carry this tag. Contact the office if you need extra car tags. Send a note if there will be a driver not listed on your pick-up list.

No student will be released (even if we know you!) without proper ID.

MORNING ARRIVAL

Carpool Drop-Off begins promptly at 8:50 and ends at 9:05. You must walk your child up to the building if carpool has concluded. A staff member will then take your child to their classroom.

Teachers will help students out of their child restraint seats. We will move as quickly as safety permits. Your child's safety in the carpool drop off is our biggest concern.

Please remain in your vehicle and **off your cell phone** if you are using the carpool line. No parking is allowed in the carpool lane during carpool time at any point.

AFTERNOON DISMISSAL

Place your pick-up tag visible for staff to see when driving through the carpool lane. This will speed up the carpool process. Carpool begins at 1:50 pm.

Parents using carpool pick-up must remain in their vehicle during student pick-up. If you need to pick-up your child early for any reason, please send a note, email or call that morning to notify the office.

Dismissal lane will flow like the morning drop-off. Please pull up as the line moves to keep the line flowing.

A staff member will walk your child (holding hands) and place them in the car. The parent or guardian will be responsible for securing the child's car seat.

Please pull forward, out of the way of traffic to buckle your child's car seat.

Walk up is always an option to pick up your child after school. Please have your car tag, step to the side and a staff member will bring your child outside.

LATE PICK-UP FEE

A \$10.00 late pickup fee is charged for each child picked up after 2:05 p.m., and for every minute after 2:05 p.m., an additional \$2.00 per child will be charged. The payment is due to HCPA the day after the late pick-up was determined. The late fee will begin at 2:05 unless carpool is still occurring due to traffic or weather.

Please contact the HCPA Office if you know you will be arriving late. This allows us to notify your child's classroom teacher. Please understand this does not relieve you of a late fee.

IMPORTANT DROP-OFF AND PICK UP INFORMATION

Anyone picking up your child, must have the parent pick up tag or be on the Student Pick Up List filled out during registration. You may add anyone at any time, please notify the director.

Adults without the parent pick-up tag (including the Parent/Guardian) must show a driver's license at time of pick up and will be checked with the Student Pick Up List.

THERE WILL BE NO EXCEPTIONS. THIS IS FOR THE SAFETY OF YOUR CHILD.

HEALTH / ILLNESS

GUIDELINES FOR SCHOOL ATTENDANCE

HCPA requires parents to not send a child to school if he/she shows any signs of illness. This is not only for the protection of your child, but also for the protection of the other children and teachers.

Please DO NOT bring your child to school when any of the following symptoms exist until they are symptom free for 24 hours and fever free. A parent will be called and asked to pick their child up immediately if sent to school with these or any symptoms or develop symptoms during the school day. No exceptions.

- Fever (must be free of fever (100° or more) for 24 hours without the aid of fever reducing medicine)
- Vomiting and/or diarrhea (must be free of vomiting and/or diarrhea for 24 hours)
- Any symptoms of childhood diseases
- Chicken pox – all sores must be completely scabbed over and dry underneath
- Common cold – from onset through one week
- Sore throat
- Cloudy, green or excessive runny nose
- Persistent cough or croup
- Skin rash of any kind
- Difficult or rapid breathing
- Draining wound
- Any skin infection – boils, ringworm, impetigo, thrush, hand-foot-and-mouth disease
- Conjunctivitis or other eye discharge (All eye infections are contagious. The child must be on medication for 24 hours before returning to school.)
- Any communicable disease
- Head lice (must be nit free)

HCPA may find it necessary to modify the illness policies during flu or other similar related outbreaks.

Upon arrival, teachers will visually check for any sign of illness as they greet the children. If there are any questionable symptoms of a contagious illness observed, the parent will be asked to take the child home. Please be aware that it is the discretion of the HCPA Director to make the determination to send a child home due to illness. It is also at the discretion of the HCPA Director to request a medical release form to be completed by the child's pediatrician and returned to the office prior to the child being readmitted to class. HCPA follows the Texas Department of State Health Services for communicable disease exclusion. In the event your child becomes ill at school, you will be contacted immediately. Your child will be removed from the classroom and will be in the Director's office until you arrive.

IMMUNIZATION REQUIREMENTS

A current immunization record along with a signed statement of good health is required before a child may participate in our program. If immunizations records have not been provided to the school before August 15th, the child **will not be permitted to start** until their file is complete. Each time your child receives an immunization, an updated shot record needs to be turned into the HCPA office.

If for any reason (medical, religious, etc.) your child is not current on immunizations, you must provide the HCPA with an original Affidavit Exemption From Immunization for Reasons of Conscience document.

The state requires that on your child's 4th birthday he/she must have OPV and DPT immunizations. Please notify the school office when your child has received these immunizations to keep medical records current and in compliance with the state. Your doctor should sign and date the shot record form.

Immunization requirements are for the safety of ALL children. HCPA agrees with American Pediatric Association on the required immunizations and timeline of required shots.

HEARING AND VISION SCREENING

Every child four or five years old entering the HCPA program must have an ANNUAL hearing and vision screening. Documentation should be provided with your child's medical information. Families living in WISD are eligible for free screenings from the district.

ACCIDENTS / INCIDENTS

All accidents at HCPA are required to be reported on an Accident/Incident form. This form is completed by the staff member who witnessed the accident. If a form has been completed on your child, the classroom teacher will review the form and ask for your signature at carpool pick-up. A copy of this form will be filed in your child's records in the HCPA office. A staff member will inform you at pickup time if any minor accidents, bumps or scrapes have occurred while your child was at HCPA. The staff member will make you aware of how the incident occurred, what first aid was rendered, and any notable visible signs. This will often times show up in your child's folder as an "Ouch Report".

MEDICAL EMERGENCY PLAN

In a serious or life-threatening emergency, the Director or designated staff member will contact 911. HCPA will contact the parent to instruct them to either come to the school office or the hospital. If a child is taken to the hospital via ambulance, a designated HCPA staff member will accompany the child to the hospital until parents arrive.

ALLERGIES

Nut allergies, etc. will be assessed at the beginning of the school year to determine if a class or the school needs to be nut-free. We will identify each class as necessary as soon as school begins. Nut items would include, but are not limited to, the following: Brazil nuts, almonds, cashews, pistachios, walnuts, peanuts, pecans, hazelnuts, coconut products, coconut milk, almond milk and any type of nut butter (including soy or sunflower, which has the appearance of nut butter) and sometimes in the case of a severe allergy, products made in a factory that uses nuts for the other products.

If your child has severe reactions to insect bites, etc. please provide HCPA with an EPI Pen labeled with your child's information on it, as well as an action plan administered by the prescribed physician. HCPA cannot accept opened packages or expired pens.

MEDICAL RESTRICTIONS

It is the parent's responsibility to check with the HCPA Director regarding any allergy or health limitation that could affect your child's classroom placement. This also applies to any changes that occur during the school year. Student's special health needs such as allergies or chronic illnesses (including, but not limited to, asthma, hearing or vision impairments, various allergies, feeding needs, neuromuscular conditions, seizures, diabetes, urinary or other ongoing health problems) must be properly disclosed and documented on required forms. Documentation will then be reviewed by the Director. Regarding health issues, HCPA reserves the right to make the final determination regarding acceptance. This is to ensure your child's needs are met in an appropriate way.

MEDICATION POLICY

The policy for HCPA is to dispense medication to a child only in an extreme emergency. **Teachers are never allowed to administer any kind of medication (including vitamins, cough drops, diaper cream and other over-the-counter drugs).** Only trained, HCPA Office Staff is permitted to administer medication to a child – and ONLY with the proper releases (see next page). Parents who have children with severe medical concerns should complete a Parent/Physician Request for Administration of Medication by School Personnel so emergency medication can be kept at school. Do not send any medication to school in your child's backpack! This includes prescription diaper ointments. Do not add any medication to your child's drink cup and then bring it to school! Please refrain from placing "gummy" vitamins in your child's lunch. This is for the safety of your child and the other children in the program. Teachers are not allowed to apply sunscreen or bug spray as they are considered a type of medication. If needed, the parent will apply these prior to school. Do not put these products in your child's backpack.

Medication Policy – Parent Permission

1. Only prescribed medication that must be administered during the school day will be given to your child.
2. All medication taken at school must be prescribed by a physician or dentist.
3. All student medication must be in the original container and properly labeled with the student's name, medication name, dosage and times taken. Medication will not be accepted in any other container. Prescriptions more than one year old or expired will not be accepted.
4. All student medication must be accompanied by a signed note from a parent or guardian requesting that the student be allowed to take the medication during the school day. See below form, cut and attach with prescription.
5. All medications are to be given to the director and kept in the school office. A note should also be sent to the classroom teacher to keep them informed. Only a one week supply should be sent. Unused portions will be returned to the parent by the director. It is up to the parent to request this at dismissal time.
6. Over the counter medication such as cough drops, cough syrup, antihistamines, and aspirin are **not allowed** at school unless accompanied by a signed doctor's note giving specific instructions for taking medication and a signed parent note.
7. This form is not for EPI Pen dispense. A proper Action Plan administered by a physician is required.

Harvest City Preschool Academy
Medication Policy
2026 - 2027

Parent Request for Medication to be taken at School

Please allow (student) _____ to be given the following
medication (s) _____ on _____ (day(s) of week
at the following time _____.

I hereby give my permission for the preschool to consult the prescribing physician
regarding this medication. Name and phone _____.

All instructions for the medicine (s) must be clearly stated below.

Parent / Guardian Signature _____ Date _____

Please send this sheet along with the medication in a zip loc bag
clearly marked with your child's name.

GENERAL INFORMATION AND POLICIES

SPECIAL OCCASIONS / CELEBRATIONS

Parties are an exciting time for preschoolers! There will be specific holidays and special occasions the children will celebrate in class. The classroom teacher or room parent will notify parents in advance of the plans they have for these dates. There will be a Sign-Up Genius sent via your class Face Book page for donations to make each event successful!

Please keep in mind that we celebrate

Jesus' birth at Christmas and Christ's Resurrection at Easter.

Please refrain from sending anything

referring to Santa or the Easter Bunny to these parties.

HCPA will have a Teacher Appreciation week during the year. This is a time for our students and parents to say thank you to their teachers! You will receive information from the room parent as the time approaches.

CHILDREN'S BIRTHDAYS

We love to celebrate birthdays here at HCPA! Please check with your classroom teacher in advance about how she plans to celebrate children's birthdays. Some classes will allow you to bring birthday treats and celebrate individual birthdays while other classes celebrate birthdays with one big class party.

Balloons and candles are prohibited at HCPA.

Please also check with your child's teacher regarding specific allergies and restrictions in the classroom.

If you are having a party outside of school and want to send invitations home with the children from school, please make sure all children in the class are included.

ROOM PARENT

Each classroom will have a designated room parent that will coordinate class parties and other events throughout the year. There will be an interest form at Meet the Teacher. There are always parents can help in the classroom if they do not want to be the room parent. Parent help is always welcomed!

SPECIAL CONCERNS

Children enrolled in the program must be able to participate in the normally planned activities for their age group. This includes participation in indoor and outdoor activities, learning activities and social interaction appropriate for their age group. The safety and the welfare of the class will have priority over an individual situation. HCPA reserves the right to determine if the program is not able to provide adequate care for a child.

SEPARATION ANXIETY

It is common for some children to experience sadness and crying due to separation from their parents, but most will calm down after a few weeks. Some children may cry for just a few minutes and then settle into their classroom routine. For heavy crying that continues for an extended period of time (30 minutes or more), the Director will contact a parent to discuss the situation. We might ask you to come and pick up your child. In some cases, we will ask parents to gradually ease their child into the program by bringing the child for short periods of time and work up to a full day. We have found that in most cases, this method has worked the best. You are welcome to call the HCPA office at any time, and we will be happy to check on him/her.

BITING AND HITTING

Many preschoolers will go through a stage of biting or hitting. They may bite or hit because they are frustrated or sometimes even by accident. Please understand that this can be a common occurrence among younger children. These types of problems are handled on an individual basis. We will attempt to work with the child and the parent, but safety is always our first concern. We must consider what is best for the classroom. In more serious cases, a parent may be called and asked to pick up a child early. If this behavior continues, the child could be suspended from attending until the biting is under control. An Accident/Incident Report is written for all involved children. Parents will sign this report and be given a copy. The office monitors and retains a copy in the children's files. We will never release the name of the child who is biting or hitting. This is kept confidential.

DISCIPLINE

In all classrooms, positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction will be used. The methods will be appropriate to the child's level of understanding, individualized and consistent for each child.

Classroom rules will be made clear to the children. Children thrive when they know that they have boundaries and limits. When a child does not follow these guidelines, he/she will be reminded and redirected. Multiple reminders may result in time away from an activity. Parent involvement may become necessary to work together to correct the inappropriate behavior.

We always attempt to work with the child and his/her parents when a problem arises, but we must also consider what is best for the classroom. The safety and welfare of the class will be a priority over any individual situation. Please remember that we do not have a 1:1 student-to-teacher ratio in any classroom. Each child deserves the same amount of attention from a teacher.

Corporal punishment will not be allowed, as well as any harsh, cruel or unusual punishment. Examples would be hitting, humiliating, abusive language, excessive timeouts, punishment with removal of snacks or lunches or recess.

REPORTING OF SUSPECTED CHILD ABUSE

As childcare professionals, the Staff at HCPA is required by law to report any suspected abuse or neglect of a child to the Texas Department of Family & Protective Services.

Our HCPA staff is required to receive a minimum of one hour of training each year on prevention, recognition and reporting child abuse. Any person having cause to believe a child's mental or physical health or welfare has been adversely affected by abuse or neglect is mandated by law to report such concerns to the Texas Department of Protective and Regulatory Services.

For more information or to make a confidential report, call the Child Abuse Hotline: 1-800-252-5400. Additional resources may be found in the HCPA office and remain confidential.

Harvest City Church of Wylie and Harvest City Preschool Academy

strive to be a "safe place" for all who enter our doors and will remain strong advocates for everyone in our care at all times.

CHILD ABUSE

Child abuse is defined as doing or failing to do something that results in harm or risk of harm to a child. There are four types of abuse: physical, sexual, emotional and neglect. While child physical abuse may be the most visible, other types of abuse leave deep and lasting emotional scars. Early intervention is key to helping abused children heal

PHYSICAL ABUSE

Physical abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child or not.

Suspect Physical Abuse When You See

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations.
- Frequent complaints of pain without obvious injury.
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body.
- Lack of reaction to pain.
- Aggressive, disruptive, and destructive behavior.
- Passive, withdrawn, and emotionless behavior.
- Fear of going home or seeing parents.
- Injuries that appear after a child has not been seen for several days.
- Unreasonable clothing that may hide injuries to arms or legs.

NEGLECT

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See

- Obvious malnourishment.
- Lack of personal cleanliness.
- Torn or dirty clothing.
- Stealing or begging for food.
- Child unattended for long periods of time.
- Frequent tardiness or absence from school.

SEXUAL ABUSE

Sexual abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See

- Physical signs of sexually transmitted diseases.
- Evidence of injury to the genital area.
- Difficulty in sitting or walking.
- Extreme fear of being alone with adults of a certain sex.
- Sexual comments, behaviors or play.
- Knowledge of sexual relations beyond what is expected for a child's age.
- Sexual victimization of other children.

EMOTIONAL ABUSE

Emotional abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See

- Over compliance.
- Low self-esteem.
- Severe depression, anxiety, or aggression.
- Difficulty making friends or doing things with other children.
- Lagging in physical, emotional, and intellectual development.
- A caregiver who belittles the child, withholds love, and seems unconcerned about the child's problem.

SOLICITATION

It is the policy of Harvest City Preschool Academy to not allow the distribution of advertising flyers (examples: for sample sales, camps, etc.). Selling personal items at HCPA is not permitted. Refrain from placing any kind of advertising in the building. These types of items will be removed immediately.

INCLEMENT WEATHER / HCPA CLOSINGS

In the event of inclement weather (or other weather-related events), we will communicate via email, text, or your class Face Book page.

HCPA follows Wylie ISD bad weather procedures and closures. If Wylie ISD is closed, HCPA will be closed. If Wylie ISD delay starts the school day, the HCPA director will make the call to delay the school day or cancel the school day all together. It is a decision of the parents if they want to come on a delay start school day. Our goal is to provide classes on all days possible, but a decision for the safety of our teachers and students is always the most important.

Canceled school days will not be made up as an extra day or a tuition reduction.

POWER OUTAGES

In the event of an extended power outage before or during the HCPA day, the HCPA Director will determine to contact parents with immediate information.

EMERGENCY DRILLS

HCPA will conduct fire, severe weather and lockdown drills monthly. Our HCPA staff are trained for each of these emergency situations.

EMERGENCY PREPAREDNESS PLAN

If the HCPA Director, church staff or security officials find it necessary for HCPA staff and students to evacuate the building and surrounding area due to a dangerous situation, all children will be taken to the emergency evacuation site within walking distance.

In the event HCPA needs to relocate. Our remote evacuation site will be Smith Elementary located next to the church property. Signs will be posted instructing you where to go if possible. Teachers will have all contact numbers with them. In the event of an evacuation, HCPA staff will make every effort to contact all parents once children and staff are safe and secure if displacement at Smith Elementary exceeds an hour. In case of continued evacuation from Smith Elementary, we will follow the evacuation plan set by Wylie ISD.

You may find this information on the Wylie ISD website. If students need to be removed from Smith Elementary, evacuation will continue to the neighborhood next to the property. HCPA will follow all of Wylie ISD evacuation.

A copy of the Emergency Preparedness Plan is available in the HCPA Office for review.

Relocation Address

Smith Elementary
2221 Country Club Road
Wylie, Texas 75098
972-429-2540

Wylie ISD main phone number 972-429-3000

PARENT DAILY RESPONSIBILITIES

LUNCHES

Please send a refillable, no spill cup each day filled with only water, no juices, carbonated beverages or anything hot.

We will only be nut free if needed due to child allergy. This information will be distributed as needed.

Parents will provide a healthy lunch each day unless otherwise indicated on the school calendar. Please provide finger foods that meet the daily minimum requirements for a preschooler's nutritional needs. Teachers will encourage healthy foods be eaten before dessert. The school will offer guidelines and suggestions for lunches and snacks but is not responsible for their contents. Be creative and have fun when packing lunch, remember all lunches must be ready to eat and kid-friendly. HCPA has no way to refrigerate or heat food. Send any disposable utensils needed.

We will send home any uneaten portions so you will know how much your child is eating and may suggest an alternate lunch if your child is not eating!

SNACKS

Snacks will be on a student rotation each month. Teachers will assign a student to a day to bring snacks for the class. Children LOVE when it is their special snack day. Their teacher will set up specific rules for their class. Students will use the water cup they bring each day for snack.

BACKPACKS

- Backpacks come to school each day.
- Make sure your child's backpack is clearly marked on the inside with their name - we have lots of the same!
- Additional diapers/wipes should also be included, if applicable.
- Please send a backpack that is large enough for a lunch box, a folder, their jacket, and change of clothes to fit INSIDE. This makes unpacking and packing faster and easier for your child to carry.

Important: Please check your child's backpack daily for information from HCPA. Please empty papers and projects from the backpack. Make sure to keep the extra set of clothes current.

