



HERITAGE CHRISTIAN ACADEMY

*Enter to learn,
Go forth to serve.*

Daycare and Preschool Handbook

Heritage Christian Academy
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WELCOME

The Heritage Christian Academy Daycare (HCA) teachers and Staff would like to take this opportunity to welcome you! We are honored to have your child enrolled in our daycare, and it is our privilege to serve alongside you in the care of your child.

CONVICTIONS

- We believe the Bible to be the revealed Word of God, fully and verbally inspired of God. We believe the Scriptures to be the inerrant, infallible Word of God, as found within the 66 books from Genesis to Revelation. We believe God not only inspired every word, but has preserved them through the ages. We believe the King James Version is the preserved Word of God for the English-speaking people and is the only acceptable translation (Psalm 12:6-7; 2 Timothy 3:15-17; 1 Peter 1:23-25; 2 Peter 1:19-21).
- We believe Jesus Christ was born of a virgin, and is the Son of God, and God the Son (Isaiah 7:14, Luke 1:26-35).
- We believe that Christ died for our sins according to the Scriptures, the just for the unjust that he might bring us to God (2 Corinthians 5:21).
- We believe that Jesus rose from the grave the third day according to the scriptures (1 Corinthians 15:1-6).
- We believe that Jesus, only, is the Great High Priest and we need not the intercession of any man, but that Christ ever liveth to make intercession for us. Hebrews 7:23-28).
- We believe that Christ will come again in person, bodily, visibly to establish His kingdom on earth (Acts 1:10-11).
- We believe that in order to be saved, the soul must be born again – “Ye must be born again” (John 3:7).
- We believe that every truly born-again person should declare his faith by the act of baptism (immersion in water) setting forth the Lord’s death, burial, and resurrection (Matthew 28:19).
- We believe that the church is a body of baptized believers whose only mission is not to “reform the world”, but to teach and preach the Gospel of salvation to the individual soul (Acts 2:37-47).
- We believe that according to the scriptures every believer who desires to be a part of Heritage Baptist Church should abstain from all acts of homosexuality, fornication, adultery, transvestitism and deviant gender identity (Romans 1:21-32, 1 Corinthians 6:9-12, 13-20).
- We believe that the true church is bought with the precious blood of Christ and is completely autonomous, self governing, and should be free from all outside influences including the government (Acts 20:28, Matthew 16:18).
- We believe that all saints should live Godly, Holy lives which display the true image of Christ (1 Peter 1:14-16, 1 Peter 2:9-10).
- We believe that all saints should be quiet, law abiding citizens of our great country (Romans 13:1-7, 1 Timothy 2:1-4, 1 Peter 2:12-19).

MISSION

A MINISTRY OF HERITAGE BAPTIST CHURCH

Heritage Christian Academy Daycare and Heritage Christian Academy are ministries of Heritage Baptist Church. The daycare and school operate in harmony with the church. Administration and teachers at Heritage Christian Academy Daycare and Heritage Christian Academy strive to do the following:

- To help each child to develop in the manner God has set forth for him.
- To see that each child grows and matures by meeting his needs physically, intellectually, emotionally, socially and spiritually.
- To be an extension of the home by offering a nurturing and loving atmosphere.

May the Lord partner together our efforts as well as our hearts.

STAFF PROFILE

Teachers at Heritage Christian Academy Daycare and Heritage Christian Academy are professing Christians who strive to live for the Lord. Each teacher feels that she has been called into a place of service for Christ and directly into the ministry of young children. Teachers at Heritage Christian Academy Daycare are actively involved in the ministry of a local Bible-believing church and are continually building their knowledge of young children through workshops and training.

INTRODUCTION HOURS OF OPERATION

Both the school and daycare open at 6:30 AM and close at 6:00 PM. Exterior doors remain locked throughout the day.

STAFF/CHILD RATIO

Heritage Christian Academy Daycare maintains a staff/child ratio as required by the state of North Carolina.

AGE REQUIREMENT FOR CHILDREN

Heritage Christian Academy Daycare offers care for infants, ones, twos, threes, and four-year-olds. The child's birthday must fall on or before August 31st to be accepted in the 4-year-old class.

FULL-DAYCARE

Heritage Christian Academy Daycare offers a full day program for infant, one, two, three, and four-year-olds. Part-time care is not offered.

INSPECTIONS

Heritage Christian Academy Daycare meets all regulations made by the state for a church daycare. All guidelines concerning sanitation, health and safety are followed.

HEALTH AND SAFETY PRACTICES

1. **Hand Washing:** Parents are required to wash their child's hands upon entering the classroom each morning. Teachers will assist the children in washing their hands before and after snack, before and after lunch, after bathroom use, after nose blowing or wiping, and any other time hand washing is necessary. Teachers will follow the same hand-washing procedures for themselves.

2. **Toys and Equipment:** Toys, equipment, and furniture are disinfected daily with a mild bleach solution. Heavy disinfecting cleanings are conducted weekly with a stronger bleach solution. Carpets are cleaned monthly.

3. **Fire:** Fire drills are conducted at least once a month and are recorded. Evacuation plans are posted next to exits.

4. **Evacuation plans are posted next to exits.** In the unlikely event an emergency requires the children to be evacuated from Heritage Christian Academy Daycare property to ensure their safety, the Daycare has an arrangement with two different churches to relocate the children and staff in their facility until parents can pick up their children. If such a situation arises, parents will be notified through the same channels we utilize during Inclement Weather events: email, Facebook, WRAL and phone calls if possible. Specific pick-up instructions will be given in the evacuation announcement. Transportation to the churches will be achieved through use of the Church's vans and bus, which will be driven by Church and/or Preschool staff. We will utilize all car seats we have at our disposal, but please note we cannot guarantee your child will have the proper restraints he/she would typically have. Yet, we will keep your child safe!

5. **Shelter in Place/Lock Down Drills:** Drills are conducted quarterly. Evacuation plans posted next to exits. In case of an emergency, staff will listen to the Weather Alert Radio in the Reception Area for tornado information, as well as monitor local weather reports. In the event of a tornado warning, the children will be evacuated to a designated area and remain there until the warning is lifted.

6. **Accidents and Injuries:** First Aid will be administered to a child needing care. Employees will wash the area with soap and water and put a bandage on the wound when necessary. Ice may also be used to treat wounds. No other treatment—including the administration of any medicine—is allowed by staff. Each injury is recorded on a Report for the person picking up the child to sign to acknowledge communication. The Preschool keeps a copy of the signed Report in the child's file. Serious accidents requiring medical attention are recorded on an Incident Form which is signed by the child's guardian and are reported to our licensing consultant.

7. **First Aid Training:** All Administrators and Teachers are required to maintain current CPR and First Aid certificates. All other staff are required to obtain CPR and First Aid as soon as possible after employment commences.

Medications

No medications may be brought into the Daycare without the proper authorization. This includes Chap Stick, eye drops, lotions, soaps, and acetaminophen.

1. **Consent:** Written parental consent is required to administer ANY medication whether it is for asthma maintenance/prevention medications, sunscreen, diaper cream, and emergency medications. Please see teacher or director for the proper paperwork.
2. **Prescription Medication:** Prescription medication may ONLY be administered to the child whose name appears on the label. The prescription medication must be in its original container and be properly labeled with the child's full name, the date the prescription was filled, the medication's expiration date, and legible instructions for its administration, such as the manufacturer's instructions, prescription label, or the child's doctor's written instructions. Please do not ask us to administer medicine to your child in a way that does not totally agree with the label or prescription itself.
3. **Non-Prescription Medication:** Proper written parental authorization is required before medications can be applied or given to the children. Cough medicines and fever-reducing medicines will NOT be administered until the parent has been contacted. The only exception shall be for children who have been diagnosed with febrile seizures. In such a case, we must be provided a doctor's note stating clear instructions as to the circumstances under which the medication must be given.

DAYCARE ADMISSION PROCESS

With space permitting, Heritage Christian Academy Daycare accepts infants, one, two, three and four-year-olds anytime during the school year.

ADMISSIONS PROCEDURE

1. Parents must follow this procedure to enroll their child in Heritage Christian Academy Daycare.
Obtain an information packet from the daycare office.
2. Complete the application form.
3. Submit an application with the registration fee attached.
4. The daycare director will contact the parent when the child may begin.

REGISTRATION FEE

The registration fee is an annual fee due each year (July 1) to reserve a child's space in the daycare/preschool program. The fee is non-refundable.

WAITING LIST

When space is not available in a classroom, the child will be placed on a waiting list. The administration will contact the parent when space becomes available.

ENROLLMENT PROCESS

The following items are needed at the time of enrollment:

1. Application
2. An up-to-date immunization record for your child
2. A copy of your child's recent physical
3. Emergency numbers, including family contacts and your child's pediatrician
4. Documentation of receiving and reading the discipline policy, summary of child care law, safe sleep policy, prevention of shaken baby syndrome and abusive head trauma, nutrition opt-out form, and handbook.

Upon enrollment:

All children three years-old by August 31st of the current year **MUST** be completely potty-trained (no longer use disposable training pants) **BEFORE** they may graduate to the next age group. Accidents happen occasionally, but not frequently to be considered fully trained.

Enrollment may be terminated at any time and for any reason by either the parents or the Administration with a two-week written notice. The Administration reserves the right to terminate enrollment immediately if necessary for the protection of the staff or other children at the Preschool.

FINANCIAL POLICY

Weekly payments are due on Monday. If tuition is not paid by Wednesday, there will be a late fee of \$15.00 charged to the account. If an account is seven calendar days past due, your child will not be able to return to class until payment arrangements have been made through the **school office**.

RESOURCE FEE

Families are required to pay an annual resource fee due August 1, for each child enrolled in our one, two, three and four-year-old classes. The Resource Fee provides the following items:

1. **NAP TIME COT, SHEETS, AND BLANKETS:** Children in our three and four-year-old program must supply their own sheets and blankets.
2. **BOOK FEES:** This will cover the cost of the curriculum and materials for each child.
3. **ART FEES:** Art supplies will be covered under the Resource Fee. Occasionally, children may be asked to bring in something specific for a special project (i.e. family picture, leaf, etc.).

HOLIDAYS

The Heritage Christian Academy Daycare will be closed:

- New Years Day
- Presidents' Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- Fall Break/Teacher Work Day in October

PERSONAL INFORMATION

A change in address, phone numbers, emergency contacts or a change in a child's personal information (such as an allergy) must be given to the daycare office as it occurs. This information should be in writing.

VACATION TIME

Each child receives one week of vacation to be used after a year's attendance. A vacation week is Monday through Friday, with the child being absent from school all five days. No partial weeks will count as a vacation week. Parents will not be billed for the vacation week used. The parents must submit a written request for that vacation week to the school or daycare office.

SPECIAL CLOSINGS

During inclement weather, closings or delays will be announced on television stations. Our listing will be posted as HERITAGE CHRISTIAN ACADEMY. Parents may also check the school's Facebook page.

ARRIVAL AND DEPARTURE

Children are not to be brought into the school building before 6:30 AM.

Children are NOT to be dropped off after 10:00 AM. If there is an unusual situation, please contact the daycare director or your child's teacher.

At the end of the day, parents will sign out their children in the classroom. Parents arriving after 6:00 PM will be charged a late fee of \$5 per minute for every minute after 6:00 PM.

Children will only be released to persons who are on the emergency form pick up list. Identification will be required until they are recognized. Parents should advise the daycare office in writing if a person not on the emergency form pick up list is picking up their child.

SICK POLICY

When a child is sick, parents can assist teachers in preventing illnesses from spreading to others. Heritage Christian Academy Daycare asks the following:

1. A child should stay at home if they have a fever, diarrhea, vomiting, unexplained rashes, runny nose with green or yellow mucus (this usually indicates an infection), infectious diseases or any other viral symptoms.
2. If a child was sick during the night, he should not attend class the following day. Please do not give medication to control the symptoms.

Parents will be called to pick up their child for the following:

- ** Fever of 100 degrees or higher, vomiting and nausea, symptoms of upper respiratory infection including continuous coughing, wheezing or thick green mucus, having 3 or more diarrheas.

Heritage Christian Academy Daycare policy states that a child may return to school after having been without fever for 24 hours and without the aid of fever-reducing medication. If a child leaves school for vomiting and diarrhea and returns the following day with the same symptoms, parents will be called immediately to pick up their child. If medication is necessary, parents should administer the medication at the prescribed times. Asthmatic treatments can be administered through the school office. Proper documentation must be on file. Forms require the signatures of the child's parents, the pediatrician and the school administration.

MORNING DROP-OFF

State law requires that children wash their hands before entering the classroom.

1. Parents should escort their child to the restrooms located down the hallway from the classroom and assist him in washing his hands.
2. Parents should walk their child to the classroom door.
3. Parents should sign-in their child at arrival and then sign them out at pick-up.

GETTING ADJUSTED

The best way to help a hesitant child get adjusted to the new classroom is by saying good-bye to the child at the classroom door. Once the parent walks into the classroom, it is harder for the child to leave the parent. If a parent leaves their child crying, the parent can call the office later and ask how the child is doing. Sometimes the children who have never been away from home may take some time adjusting, but teachers are prepared to help the children adjust easily. Teachers have found that adjustment is difficult for a child whose parents repeatedly step back into the classroom.

VISITATION

It is not recommended that a parents come to the daycare for a visit and then leave without taking their child. After the child has been left with his teachers, the child believes he is going home the next time he sees his mom or dad. Having to make another break from the parent is very upsetting to the child and to the other children in the room. Parents are permitted and welcome to come along on field trip and to class parties. Please consult with the teacher or the director prior to visiting.

DRESS

Parents with children in the infants, one, two three and four-year-old classes must bring their children fully dressed in weather-appropriate clothing. Each child should wear comfortable shoes that will not easily slide off his feet. Because of the mulch on the playground, it is best for the children to wear socks. For modesty sake, we would like the girls to wear shorts or pants under their dresses. For safety reasons, jewelry should not be worn. Each child is required to have an extra set of clothing at school.

LOGOS AND PICTURES

Children must wear clothing that is in harmony with our Christian world-view. Clothing that depicts characters such as the Simpsons, Pokémon, Power Rangers or cartoons that promote fighting or other questionable practices are not acceptable attire.

DISCIPLINE POLICY

One of the most important lessons education should teach is discipline. While it does not appear to be a subject, it underlies the whole educational structure. It is training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purpose of discipline in our daycare, a person may form a correct attitude toward it, and not only do his part in making his daycare an effective place of learning, but also develop the habit of self-restraint which will make someone a better person.

At Heritage Christian Academy Daycare, we believe that it is very important to “Train up a child in the way he should go.” Proverbs 22:6. Good training and good discipline should be centered in and on Christ. Discipline is administered in love, counseling, and understanding.

Our teachers must have a high standard for behavior in the classroom. They are responsible for discipline in their classroom, lunchroom, and bathrooms. When a child misbehaves, the teacher is to punish with love and kindness to show the student that he is loved. We believe that the faculty has the right to punish a child whenever necessary. Hebrews 13:17 says, “obey them that have the rule over you, and submit yourselves...”

We will enforce a no personal bodily contact rule between students while on campus. Horse-playing or general rowdiness such as pushing, running in the classroom, playing in the halls, etc. is not permitted.

Severe discipline problems such as lying, cheating, cursing, biting, fighting, and the like will not be tolerated. These problems could result in suspension or dismissal.

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, no-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this daycare will practice the following discipline and behavior management policy.

We abide by the following discipline policy:

1. DO praise, reward and encourage the child.
2. DO reason with and establish boundaries for the child.
3. DO set a good Christian example before him each day.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the child.
6. DO deny privileges for poor behavior.
7. DO provide the child with natural and logical consequences for his behavior and maturity.
8. DO respect the child's needs, desires and feelings.
9. DO attempt to discipline without damaging the child's spirit.
10. DO remove misbehaving children from the rest of the children for short periods of time.
11. DO explain things to the child on his level.
12. DO emphasize disciplining with consistency.
13. DO believe in working with and through our parents in order to develop good behavior in our children.
14. DO deny our daycare privileges to children who do not respond to the methods outlined above.

We:

1. DO NOT spank, bite, slap or otherwise physically punish a child.
2. DO NOT yell at or use sarcastic remarks to a child.
3. DO NOT use any form of profanity before a child.
4. DO NOT punish a child when bathroom accidents occur.
5. DO NOT deny meals or rest as punishment.
6. DO NOT leave a child unattended or without supervision.
7. DO NOT place a child in a locked room, closet or a box as punishment.
8. DO NOT criticize, make fun of or otherwise belittle a child's parents, families or ethnic groups.

Biting:

Biting is not uncommon among young children. During early childhood, children are sensory learners and often explore orally. In addition, immature language skills and imperfect impulse control can lead children to bite as a means of making their needs known. We do realize that biting is a concern to parents, and we strive to minimize biting at the Center. The following strategies are incorporated at Central Baptist Preschool to help prevent, manage, and/or minimize biting incidents:

1. When a child bites out of frustration or during confrontation, he will be redirected to another activity and will be shown an alternate way to express his needs. We will encourage the child's use of language in expressing wants and needs. The child's parents will be notified via written communication when their child bites another child or himself. The parents of the bitten child will be contacted following the bite and will also have an Incident Report to sign at pick-up.
2. If a child tends to bite frequently, staff members will utilize a more intensive approach that involves careful observations of the child to determine precipitating events. A conference with the child's parents will be arranged to discuss the child's actions at home, search for outside resources, and discuss other positive opportunities and guidelines.
3. If a child bites more than three times in one day, we will require the parents of the biting child to pick up their child for the remainder of the day.
4. You will be notified if your child bites or is bitten at the Center by phone call and in writing; however, to protect the privacy of the families in the Center, you will not be informed of the identity of the other child involved.
5. When a child bites another child and breaks the child's skin, State regulations require staff to recommend the parent take the bitten child to the doctor for immediate treatment. If we must recommend sending a child to the doctor under these circumstances, we will also require the parents of the biting child to remove their child from the Center for the remainder of the school day. This policy is enforced for the protection of the other children in the Center and is done to help the biting child and his parents understand the seriousness of his action. A parent's decision to take their child to the doctor for a bite that does not break the skin does not necessarily trigger the requirement for the biting child to be sent home.
6. Heritage Christian Academy Daycare believes wholeheartedly in developing the whole child. Biting is a normal part of the development of toddlers; therefore, we will exhaust every means possible to work with both the child and the parents to help the child use other means of making their needs known. However, when a child is biting excessively, the safety of the other children in the Center is at risk; therefore, we reserve the right to permanently remove the biting child from the program if all attempts to stop the behavior fail.

We will loosely define the amount of excessive biting as 40-48 bites within a four-month period, (roughly equivalent to three bites per week), as there are many variables involved in a child's choice to bite: immature language skills, sensory exploration, under/over-stimulation, immature social skills, etc. Therefore, the Administration reserves the right to refine the definition of "excessive" based upon each individual child's circumstances and will make every attempt possible to help the child learn appropriate ways of communicating their needs before removal from the program is initiated.

SNACK AND LUNCH

Infants

Bottles and baby food jars **must** have a label with the **child's name and the date**. Bottles must come already prepared with formula. Unfinished jar food will be sent home with the child. A new unopened jar should be brought the next day. All bottles and Sippy cups need to have a cover over the mouthpiece.

1 through 4 year olds

All food and drink needs to be labeled with your **child's name and date**. Please also indicate if you want the food to be for morning snack, lunch, or afternoon snack. All cups need to have a cover over the mouthpiece.

CLASSROOM SCHEDULES

The teachers are responsible for setting the individual classroom schedules. The schedules are developmentally appropriate for the children in the classroom, and include, but are not limited to, the following activities:

Transition from home to school Activities	Manipulative/Table Toys Groups/Circle Time	Number and letter work Enrichment Center Play
Outdoor Play	Puzzles	Snack/Lunch
Music	Nap	

NAP TIME

Each day children will take a two-hour nap. All children will nap on his assigned crib or cot. While each child may not fall asleep during nap time, each child is expected to lie quietly in his crib or on his cot. This cot, sheets, and blankets are provided through the Resource Fee for Infant- 2 year olds. K3-K4 Parents will need to bring a crib sheet and small blanket for their child. This blanket should be no larger than the size of the cot (48 in. x 25 in.). Linens for three and four year olds will be sent home on Fridays to be washed and need to be brought back on Monday. It is a state requirement for all cots to have sheets.

OUR SLEEP POLICY

Daycare teachers will place all children ages twelve months or younger on their backs at nap time. Nap time usually occurs between 12:00 PM and 2:00 PM.

INFANT/TODDLER SAFE SLEEP POLICY

NC Child Care Health and Safety Resource Center January 2018

A safe sleep environment for infants reduces the risk of sudden infant death syndrome (SIDS) and other sleep related infant deaths. According to N.C. Law, child care providers caring for infants 12 months of age or younger are required to implement a safe sleep policy and share the policy with parents/guardians and staff. We implement the following safe sleep policy.

References: N.C. Law G.S. 100-91 (15), N.C. Child Care Rules .0606 and .1724, Caring for Our Children

Safe Sleep Practices

1. We train all staff, substitutes, and volunteers caring for infants aged 12 months or younger on how to implement our Infant/Toddler Safe Sleep Policy.
2. We always place infants under 6 months of age on their backs to sleep, unless a signed ITS-SIDS Alternate Sleep Position Health Care Professional Waiver is in the infant's file and posted at the infant's crib. We retain the waiver in the child's record for as long as they are enrolled.
 - *We do not accept Parent Waivers for infants older than six months.
3. We place infants on their backs to sleep even after they can easily turn over from the back to the stomach.
4. We then allow them to adopt their own position for sleep.
 - *We document when each infant can roll from back to stomach and tell the parents. We put a notice in the child's file and on or near the infant's crib.
5. We visually check sleeping infants every 15 minutes and record what we see on a Sleep Chart.
 - *We check infants 2-4 month of age more frequently.
6. We maintain the temperature in the room where infants sleep between 68-75°F and check it on the thermometer in the room.
 - *We further reduce the risk of overheating by not over-dressing infants.
7. We provide all infants supervised "tummy time" daily.
8. We follow N.C Child Care Rules .0901(j) and .1706(g) regarding breastfeeding.

Safe Sleep Environment

1. We use Consumer Product Safety Commission (CPSC) approved cribs or other approved sleep spaces for infants. Each infant has his or her own crib or sleep space.
 2. We allow pacifiers without any attachments. Pacifiers attached to clothing will be removed when placed to sleep.
 3. We do not allow infants to be swaddled.
 4. We do not allow garments that restrict movement.
 5. We do not allow any objects, such as, pillows, blankets, or toys other than pacifiers in the crib or sleep space.
 6. Infants are not placed in or left in car safety seats, strollers, swings, or infant carriers to sleep.
 7. We give all parents/guardians of infants a written copy of the Infant/Toddler Safe Sleep Policy before enrollment. We review the policy with them and ask them to sign a statement saying they received and reviewed the policy.
 - *We encourage families to follow the same safe sleep practices to ease infants' transition to child care.
 8. Family child care homes: We post a copy of this policy and a safe sleep practices poster in the infant sleep room where it can easily be read.
 9. Centers: We post a copy of this policy in the infant sleep room where it can easily be read.
- Effective date:4-1-18

DAILY NEEDS: A Quick LOOK...Your Child Needs These Items

Infants

- * Diapers
- * Wipes
- * Bottles/cups (milk, formula, etc)
- * Change of clothing
- * Please make sure all of your child's belongings have his/her name clearly marked.
- * All cups, bottles and food **must** be labeled with child's name and the day's date.

K-1

- * Diapers
- * Wipes
- * Cups with a lid and top cover or one that has a fold down straw (**must** be labeled with child's name and the day's date)
- * Food/Snacks
- * Change of clothing
- * Children must come completely dressed including shoes

K-2

- * Diapers/pull-ups (with Velcro sides)
- * Cups with a lid and top cover, or one that has a fold down straw (**must** be labeled with child's name and the day's date)
- * Food/Snacks/Drinks
- * Change of clothing (several changes for potty training)

K-3/K4

- * Change of clothing
- * Crib Sheet and blanket for nap time(No pillows)
- * Food/Snacks/Drinks (**must** be labeled with child's name and the day's date)
- * Book Bag, Lunch Box, 2 bags of individually wrapped candy

WHAT THEY LEARN IN THE CLASSROOM

Heritage Christian Academy Daycare strives to teach young children about the Lord. Teachers want children to realize that the Lord loves each one of them. Our daycare is laying the foundation for the Holy Spirit to work in the life of each child.

INFANT (6 weeks-1 year Old)

We love babies! From 6-weeks on, we can take care of your child in our infant daycare. We spend so much of our day on the floor with the little ones, providing the best infant care around. There's always lots of holding, cuddling, hugging, and interactions with the children whenever they're awake, and comfy places to nap when they're not.

Our infant care rooms are always kept clean, because we know you care about the environment in which your child spends his or her day.

ONE-YEAR-OLD Kindergarten

Teachers in the one-year-old class follow a schedule during the day. Having a daily routine for a child gives him a sense of security. It also helps him to know what to expect. Heritage Christian Academy Daycare strives to maintain a consistent schedule each day. Consistently following a schedule at home will make any child's transition into this class a little easier. We use the ABC Jesus Loves Me curriculum.

In our program, our one-year-olds will work on the following:

- Obeying the first time they are told
- Learning songs
- Learning how to play with others
- Observing proper eating habits
- Pronouncing words correctly
- Identifying colors

TWO-YEAR-OLD KINDERGARTEN

The two-year-old kindergarten program introduces the two-year-old child to new concepts. Learning habits is a vital part of the program. Heritage Christian Academy Daycare uses the Abeka curriculum. Class time is teacher-directed and focuses on teaching children the following:

- Obeying the first time they are told
- Learning Bible verses (KJV), stories, and songs
- Developing social skills
- Learning good manners and habits
- Working on potty training
- Identifying colors, letters and numbers
- Working with manipulatives to improve motor skills

According to state policy, two-year-olds should wash their hands before entering the classroom. Sinks are located in the classroom. To help children adjust smoothly to the program, Heritage Christian Academy Daycare also encourages parents to help by doing the following:

- Attending a Bible-believing church regularly
- Helping their child obey the first time
- Following a routine at home
- Encouraging their child to assist in chores
- Giving their child tasks he can accomplish
- Teaching their child to dress himself
- Working with tasks that improve fine motor skills such as fastening snaps and buttons
- Teaching their child to use utensils instead of fingers when eating
- Training their child to use a glass for drinking
- Reading to their child
- Being consistent when potty training

Two-year-olds must be COMPLETELY potty trained before entering the three-year-old program. They may move to the next class only as space becomes available. If a child is not completely potty trained, that child may be placed in the two-year-old class or will lose the privilege of attending the daycare.

THREE-YEAR-OLD KINDERGARTEN

The three-year-old kindergarten is an academic kindergarten. Heritage Christian Academy Daycare uses the A Beka Book Nursery curriculum. Class time begins at 8:30 AM each day; therefore, children should arrive before this time. Class time in which the children will be introduced to the following:

- Bible lessons such as Creation, Noah, Samuel, David, Jesus, Zacchaeus, the Good Samaritan
- Bible memory verses and hymns and choruses
- Language Arts
- Recognition of name, sound and picture for short vowels and consonants
- Formation of vowels and consonants in upper and lower case
- Language development and listening skills that include colors, shapes, animals, transportation, countries, community helpers, health, safety, manners and science
- Numbers simple counting 1-30
- Number concepts 1-15

FOUR-YEAR-OLD KINDERGARTEN

The Four-year-old kindergarten is an academic kindergarten. Heritage Christian Academy Daycare uses the A Beka Book Curriculum. Class time begins at 8:30 AM each day; therefore, children should arrive before this time. Class time in which the children will be introduced to the following:

- Bible lessons from the Old and New Testament
- Bible memory verses and hymns and choruses
- Language Arts such as phonics, reading short and long vowel words and sentences
- Language Skills Development, motor skills, and creativity through 99 topical studies such as animals and their habits, countries around the world, health, safety, and manners, community helpers, character development, science, poems, and much more.
- Language Arts include writing all of their alphabet and their name.
- Numbers will include recognizing numbers 1-20, counting by 1's to 100, Writing numbers 1-20, Comparing larger and smaller, before and after, more and less numbers 1-20, and finally adding number 1 to the numbers 1-9,
- Geometry: recognizing shapes (circle, square, rectangle, triangle)

Children in both the three and four year old kindergarten will also learn social skills. Good manners and eating habits will also be taught. Parents are encouraged to help by doing the following:

- Attending a Bible-believing church regularly
- Helping their child obey the first time he is told
- Following a routine at home
- Encouraging their child to assist in chores
- Giving their child tasks he/she can accomplish
- Teaching their child to dress himself
- Working with tasks that improve fine motor skills such as tying shoe laces
- Teaching their child to use proper eating habits
- Reading to their child

BIRTHDAYS

Parents may send cupcakes or cookies for their child's birthday. Parents need to notify the child's teacher in advance. Refreshments will be served during the children's snack time. If individual party favors are brought for children, they will be placed in each child's backpack for him to take home at the end of the day.

FIELD TRIPS

Heritage Christian Academy Daycare does not offer field trips for one and two year olds. Yet, our three and four year olds may have them occasionally.

FOOD REMINDER

Since breakfast is not served in the daycare, children should eat before entering the classroom. The preschool director and teachers should be notified of food allergies. All food allergies must be documented with a physician's note.

OUTSIDE PLAY

Except in intense heat or inclement weather, children will have an outdoor time each day. If a child has been out sick, he will be expected to go outside for fresh air and sunshine. The teacher will encourage recuperating children not to overdo it after being ill. Teacher and administrative discretion is used on cold, windy and damp days. Parents should dress their children accordingly. For safety reasons, children can be found inside on days where the temperature is below 40 degrees or above 90 degrees.

TOYS

Toys are not to be brought to school unless there has been special permission granted by the teacher. The teacher will alert parents if bringing a toy for show-and-tell is permissible.

VIDEOS

Videos may be used on limited occasions. All videos shown will have a "G" rating and will have already been approved by the administration. Children should not bring videos to school.

GRIEVANCE PROCEDURE

Disagreements sometimes arise between parents and the teacher. The first step is to approach the teacher to solve the conflict. A meeting should be scheduled in which both parents and the teacher are present. Usually most conflicts can be solved at this level. If the conflict is not resolved at this level, the daycare director will meet with both parents and the teacher. At this point, if the parents are not satisfied, the administrator will meet with all involved parties. If the conflict has not been resolved, the final appeal would be made to the Pastor of Heritage Baptist Church.

TERMINATING DAYCARE SERVICES

Heritage Christian Academy Daycare is a year-round program. A child must be present during the summer months in order to maintain space in daycare the following school year. Parents who are terminating the daycare service must present a two-week written notice. Parents are required to pay for those two weeks.

Summary of the North Carolina Child Care Law and Rules

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

What Is Child Care?

The law defines child care as:

- three or more unrelated children under 13 years of age
- receiving care from a non-relative;
- on a regular basis, of at least once a week;
- for more than four hours per day but less than 24 hours.

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education.

The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110. The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Star Rated Licenses

Centers and homes that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program.

Licensed centers must meet requirements in the following areas;

Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter.

Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

The Division of Child Development and Early Education does not promote or require any specific curriculum over another unless programs are using curriculum to get a quality point for the star-rated license. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. Rooms must be arranged to encourage children to explore and use materials on their own.

Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. They must have space and time provided for rest. The following requirements apply to both centers and homes.

Transportation

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

AGE	TEACHER/CHILD RATIO	MAXIMUM GROUP SIZE
0-12 months	1/5	10
12-24 months	1/6	12
2 years old	1/10	20
3 years	1/15	25
4 years	1/20	25
School-age	1/25	25

Records

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

Discipline

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

Parental Rights

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information visit the Resources in Child Care website at: www.ncchildcare.net. For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829, or visit our homepage at: <http://www.ncchildcare.net>.

Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be viewed during work hours; requested via the Division's web site at www.ncchildcare.net; or, requested by contacting the Division at 1-800-859-0829.

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-662-4499 or 1-800-859- 0829.

Child Abuse or Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services. In addition, any person can call the Division of Child Development and Early Education at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must

notify parents of children currently enrolled in writing of the substantiation of any abuse/neglect complaint or the issuance of any administrative action against the child care facility.



North Carolina Department of Health and Human Services
820 S. Boylan Avenue, Raleigh, NC 27603

Revised November 2011

PREVENTION OF SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA POLICY

Belief Statement

We, at Heritage Christian Academy, believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death¹.

Procedure/Practice

Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will³:
 - Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - Call the parents/guardians.
 - If the child has stopped breathing, trained staff will begin pediatric CPR⁴.

Reporting:

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services. Phone number: 919-212-7000

Prevention strategies to assist staff* in coping with a crying, fussing, or distraught child

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies⁵:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children⁶.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

Prohibited behaviors

Behaviors that are prohibited include (but are not limited to):

shaking or jerking a child

tossing a child into the air or into a crib, chair, or car seat

pushing a child into walls, doors, or furniture

Strategies to assist staff members understand how to care for infants

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, ncchildcare.nc.gov/PDFforms/NCFoundations.pdf
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9, www.acf.hhs.gov/sites/default/files/opre/nitrinquiremay2016070616b508compliant.pdf

Strategies to ensure staff members understand the brain development of children up to five years of age

All staff take training on SBS/AHT within first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff review and discuss:

- Brain Development from Birth video, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth
- The Science of Early Childhood Development, Center on the Developing Child, developingchild.harvard.edu/resources/inbrief-science-of-eed/

Resources

List resources such as a staff person designated to provide support or a local county/community resource:

Parent web resources

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>

References

1. The National Center on Shaken Baby Syndrome, www.dontshake.org
2. NC DCDEE, ncchildcare.dhhs.state.nc.us/general/mbccrulespublic.asp
3. Shaken baby syndrome, the Mayo Clinic, www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461
4. Pediatric First Aid/CPR/AED, American Red Cross,
5. www.redcross.org/images/MEDIACustomProductCatalog/m4240175Pediatricreadyreference.pdf
6. Calming Techniques for a Crying Baby, Children's Hospital Colorado, www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques
7. Caring for Our Children, Standard 1.7.0.5: Stress <http://cfoc.nrckids.org/StandardView/1.7.0.5>

Application

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers.

Communication

Staff*

- Within 30 days of adopting this policy, the child care facility shall review the policy with all staff who provide care for children up to five years of age.
- All current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgement form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment
- The child care facility shall keep the SBS/AHT staff acknowledgement form in the staff member's file. Parents/Guardians
- Within 30 days of adopting this policy, the child care facility shall review the policy with parents/guardians of currently enrolled children up to five years of age.
- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement
- The child care facility shall keep the SBS/AHT parent acknowledgement form in the child's file.

* For purposes of this policy, "staff" includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers. Effective Date: April 3, 2017

Meal Patterns for Children in Child Care Programs

The Child Care Commission approved the use of the United States Department of Agriculture (USDA) meal patterns as the minimum amount of food which can be served to comply with the licensing standards for adequate nutrition. The Recommended Dietary Allowance is based on the age, sex, weight, and height of an individual.

	Child Meal Pattern		
Breakfast	1-2 year olds	3-5 year olds	6-12 year olds
Milk —must be fluid milk	1/2 cup	3/4 cup	1 cup
Vegetable or fruit or 100% fruit juice	1/4 cup	1/2 cup	1/2 cup
Grains/Breads —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Cooked pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
Lunch or Supper	1-2 year olds	3-5 year olds	6-12 year olds
Milk —must be fluid milk	1/2 cup	3/4 cup	1 cup
Meat/Meat alternate			
Lean meat, poultry, or fish without bone	1 oz	1 1/2 oz	2 oz
OR, Alternate protein product	1 oz	1 1/2 oz	2 oz
OR, Cheese	1 oz	1 1/2 oz	2 oz
OR, Egg (large)	1/2 egg	3/4 egg	1 egg
OR, Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
OR, Peanut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp
OR, Nuts and/or seeds	1/2 oz	3/4 oz	1 oz
OR, Yogurt, plain or sweetened	4 oz	6 oz	8 oz
Vegetable or fruit or 100% fruit juice —serve two different vegetables and/or fruits to equal	1/4 cup	1/2 cup	3/4 cup
Grains/Breads —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Cooked pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
Snack—select 2 of the 4 components	1-2 year olds	3-5 year olds	6-12 year olds
Milk —must be fluid milk	1/2 cup	1/2 cup	1 cup
Vegetable or fruit or 100% fruit juice	1/2 cup	1/2 cup	3/4 cup
Grains/Breads —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
Meat/Meat alternate			
Lean meat, poultry, or fish	1/2 oz	1/2 oz	1 oz
OR, Alternate protein product	1/2 oz	1/2 oz	1 oz
OR, Cheese	1/2 oz	1/2 oz	1 oz
OR, Egg	1/2 egg	1/2 egg	1/2 egg
OR, Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup
OR, Peanut or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp
OR, Nuts and/or seeds	1/2 oz	1/2 oz	1 oz
Or, Yogurt, plain or sweetened	2 oz	2 oz	4 oz



HERITAGE
CHRISTIAN
ACADEMY

*Enter to learn,
Go forth to serve.*

Daycare Fees Beginning August 5, 2019

	Initial Enrollment Fee	*Annual Registration Fee	Weekly Rate	*Annual Resource Fee
Infant Class	\$100	NA	\$175	NA
K1 Class	\$100	\$75	\$165	\$135
K2 Class	\$100	\$75	\$165	\$150
K3 Class	\$100	\$75	\$140	\$220
K4 Class	\$100	\$75	\$140	\$220

**The. Weekly tuition is based on the child's classroom placement, not on the child's age. The school year runs from August to July.

Initial Enrollment Fee: (Non-refundable)

One-time fee, per child

Annual Registration Fee: (non-refundable) -Due July 1

Annual fee, per child

Resource Fees: Due August 1

The Student Resource Fee covers the cost of the books, student insurance, certain student art supplies, and classroom teaching supplements.

K3 & K4 Students will also receive the yearbook without additional cost.

Late Fees and Returned Check Fee

If tuition is not paid by Wednesday there will be a late fee of \$15.00 charged to the account. If a check is returned for any reason, there will be a returned check fee of \$30.00 assessed to the account.

"Teaching them to observe all things whatsoever I have commanded you..." Matthew 28:20
615 Mack Todd Road~Zebulon, NC 27597

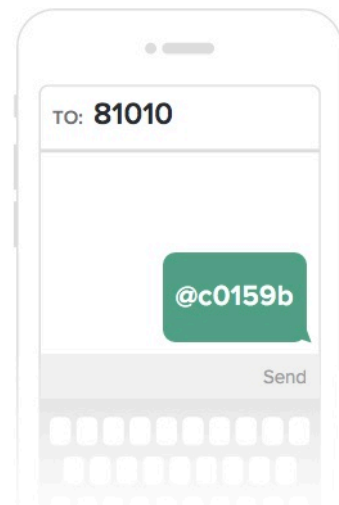
Phone 919-269-6915 ~ Fax 919-269-6833 ~ Website: www.hca-nc.org

Communication

We here at HCA believe communication is vital, especially in emergency situations. This will also help not only the daycare director be able to send messages out to you, but will allow you to get up with her more easily. We believe the app “Remind” will do this. **PLEASE** sign up for important updates from Mrs. Robin Dupree by texting @c0159b to the number 81010. If anyone has trouble with 81010, you can try texting @c0159b to (919) 261-3573. You will receive a welcome text from “Remind.”

****We also use “Praxi” to which is the school program for sending out messages and paying your bill.**

***PLEASE KNOW OUR FACILITY IS A NO SMOKING FACILITY. THANK YOU!**





HERITAGE CHRISTIAN ACADEMY

*Enter to learn,
Go forth to serve.*

615 Mack Todd Rd.
Zebulon, NC 27597
919-269-6915
www.hca-nc.org

Daycare Calendar 2020

New Years	Closed Friday, January 1, 2020
Presidents' Day	Closed Monday, Feb. 17
Easter	Closed Friday, April 10 & Monday, April 13
K4 Graduation and Preschool Program	May 21 at 7:00 pm (K3-K4)
Memorial Day	Closed Monday, May 25
Independence Day	Closed Friday, July 3
Open House	Friday, July 31 from 6:00 pm-7:30 pm
Labor Day	Closed Monday, Sept. 7
Fall Teacher Work Day	Closed Friday, Oct. 16
Thanksgiving	Closed Nov. 26-27
Christmas Program	December 17 at 7:00 pm (K3-K4)
Christmas	Closed Dec. 21-25
New Years	Closed Friday, January 1, 2021