



# HARVEST LEARNING CENTER

224 Harvest Lane | Natrona Heights, PA 15065 | 724.295.0611

## PARENT HANDBOOK

We appreciate your interest in Harvest Learning Center. God has blessed our church and academy with a beautiful facility, excellent teachers, and wonderful families. Our goals are to meet the needs of our students personally and to provide them with a well-rounded education, while striving to develop a strong biblical foundation in the lives of each one. As you read over the following information, please feel free to contact us with any questions you may have. We look forward to meeting you and working with you throughout your child's educational years.

The following packet includes general information about Harvest Learning Center such as rates for services, general information, and documentation that needs to be completed prior to admission. Thank you for choosing Harvest Learning Center. If you have any questions, please contact the school office at 724-295-0611.

### SCHOOL OFFICE HOURS

During the School Year

Monday — Friday from 8:00 AM – 3:00 PM

During the Summer

Tuesday from 9:00 AM – 12:00 PM and Thursday by appointment only

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Payment may be sent to HLC with your child, mailed to the church office, dropped off in the church office, or paid online (tuition invoices will be sent via email). *If payments are late, HLC reserves the right to issue a late fee. If an account becomes delinquent, the school reserves the right to financially withdraw any student(s) until outstanding payment has been made.* Current tuition rates are reflected in the Tuition and Fee Schedule. Tuition payments may be paid by the year, by the semester, or in ten equal payments. HBA discount for multiple children does not apply to HLC.

## **DISCIPLINE**

If a child displays behaviors deemed to be disruptive or inappropriate at any given time during the school year, steps will be taken to remedy the behavior through partnership with the staff and parents. If such behaviors continue, Harvest Learning Center reserves the right to remove your child from the program.

## **MEDICATION**

All medication, prescription and/or non-prescription, will be administered only with written permission from a doctor. The medication must be in its original container with your child's name and a current date. Also please include a schedule of doses, times for medication to be administered, and a measuring device. Please allow 24 hours for reaction to any medication.

## **SICKNESS POLICY**

If a student is sick with any illness (whether it be a cold or something more severe), the Administration has the prerogative to send the child home and/or ask him to stay at home based upon the recommendations of our school nurse. If a parent is unable to pick up a sick child, we will use the emergency contact list to get in touch with the person the parent has chosen to pick up the student if there is an emergency/sickness. If a student goes home or stays home from school with a fever of 100 degrees or more, he must stay home for 24 hours or until he is fever free for 24 hours WITHOUT medication.

Students with vomiting and/or diarrhea must go home or stay home for 24 hours or until free of vomiting and/or diarrhea for 24 hours WITHOUT medication. Colds can be contagious for at least 48 hours. Returning to school too soon may slow recovery and make others sick.

## **ANTIBIOTIC POLICY**

If your child is prescribed an antibiotic by the doctor, please keep your child home for 24 hours after the FIRST dose of antibiotic for anything like an ear infection or strep throat, unless written permission is given by the doctor.

## **SCHOOL CLOSING**

In the event of a winter storm, school closings or delays will be announced on [www.KDKA.com](http://www.KDKA.com) (click on "School Closings"), KDKA AM 1020, WPXI, or KDKA Channel 2 News (or Channel 6 in some areas). IMPORTANT: Be sure to look for delays/cancellations for Harvest Baptist Academy and ***not*** Harvest Christian Academy or other similar school names. ***IN THE EVENT OF A 2-HOUR DELAY, PARTIAL K3/K4 PROGRAM STUDENTS WILL BEGIN AT 10:15 AM AND DISMISS AT 12:15 PM. CHILDREN WILL NEED TO BRING A LUNCH ON THOSE DAYS.***

## **MEALS AND SNACKS**

Harvest Learning Center will provide one snack for your child, whether partial day or full day. Parents of those children who chose a full day will need to provide a lunch and/or have the option to order a lunch for your child via the Learning Center. Ordering procedures will be provided at the beginning of the year. Please provide a sippy cup or "no spill" water bottle for your child. Be sure to mark all items with your child's name.

## **CLOTHING**

Casual play clothes are to be worn during the school day. Please dress children appropriately for outdoor playground activities and weather conditions. There are no flip flops allowed due to safety reasons. Girls that wear dresses or skirts should wear bike shorts underneath skirts for playing and climbing on the playground equipment.

## **COMMUNICATION**

Communication between Harvest Learning Center and parents is extremely important. Harvest Learning Center will keep parents informed of any special events, policy changes, etc. via notes. We ask that you keep us informed of any “life circumstances” that would cause a change in your child’s behavior such as a death in the family, parents’ separation or divorce, or the impending arrival of a new sibling. If you have any concerns or questions about your child’s day, please ask us in a timely manner. It is hard to remember the day’s events several weeks later.

## **ATTENDANCE**

If your child is unable to attend school for whatever reason, please notify staff via email or a phone call.

## **TARDINESS**

If you arrive after 8:15 AM, you must check in at the school office and walk your child to the classroom.

## **ARRIVAL POLICY**

Students should not arrive earlier than 7:45 AM. and will be received at the church office entrance. Please park in a parking spot to drop off your child. This will help eliminate traffic congestion during arrival.

## **DISMISSAL POLICY**

Morning Learning Center students dismiss at 11:15 AM daily. Full day Learning Center students dismiss at 2:45 PM daily. Parents are asked to arrive at 2:40 PM (at the church office entrance) to pick up their child to help eliminate overflow in the circle at dismissal time. Please park in a parking spot to pick up your child.

Often a parent may need to change his child’s typical transportation arrangements (e.g., a grandparent will pick the child up from HLC, the student will be staying after school, he will ride home with a classmate for a birthday party, etc.). **It is important that parents notify HLC in advance of any changes by sending in a note both to the school office and to the child’s teacher to ensure that everyone is aware of the arrangements.** (Writing a note in your child’s student-provided folder alone is insufficient.) We cannot rely solely on a student’s word for what he believes his arrangements will be; we will always have to verify any verbal arrangements with a phone call. If the person picking up your child is different than what is listed on your child’s emergency contact form, please give HLC a description of the person and vehicle. Parents must keep their younger children with them at all times when they come to pick up students.

## **CHANGE OF ADDRESS**

Please provide your new address and/or contact number (if different from the previous number) to HLC as soon as possible.

## **HOLIDAY AND BIRTHDAY CELEBRATIONS**

- **Birthday Parties**  
Students may celebrate their birthday by bringing treats for their classmates and teacher. Parents must make arrangements with their child's teacher first.
- **Holiday Celebrations**  
Holidays at Harvest Learning Center will be celebrated in such a way as to give glory to the Lord. You may coordinate sending in treats, etc. with your child's teacher.

*Please note that children may have allergies. We ask that you check with your child's teacher before sending in treats.*

## **SCHOOL VISITORS**

*(Parents, Volunteers, and Others)*

Upon entering the school building, **all** visitors (staff spouses, parents, etc.) must sign in at the school office. If a parent needs to drop off an item for a student, he should leave it in the school office and the office staff will deliver the item. If a student wishes to have a visitor attend classes, he must receive permission through the school office the day before the visit. All permanent volunteers who will be working in the school on a regular basis will meet with Pastor Rousey prior to starting.

## **LICE CHECK POLICY**

Once a semester, the school conducts a lice check to detect the presence of head lice in our student body. If we should find any lice or nits in your child's hair, he will be sent home at the end of that school day with instructions for treating lice. Follow the treatment instructions, and check your child's hair again before sending him back to school. He may return to school as soon as his head is free of lice and nits, and we will check his head again on the day he returns to school.



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## PARENT PLEDGE

I recognize that Harvest Learning Center has a qualified staff, and I have confidence in their ability to perform the educational functions due my child at their discretion.

I have read and understand the Harvest Learning Center Handbook and will adhere to those decisions made by Harvest Learning Center.

I further realize that building strong relations with my child's teacher to aid in the training of my child is as much my responsibility as it is the school's. I will see that my child reaches school on time; I will furthermore cooperate in training the child to respect school property and pay for irregular abuse of the same.

I realize that negative comments about Harvest Learning Center should be addressed to the Administrator or school office staff. Discontent should not be discussed on social media sites. Any questions should be addressed to the office staff and not be posted on any social media.

I believe that enrolling children in this school is a privilege and not a right. In the event that I choose to violate this pledge, I understand that I forfeit the privilege of my children's enrollment at Harvest Learning Center.

It is my intention to abide by the decisions and support the discipline of the Administration. I concur that this pledge is an agreement to cooperate, and I have read both the pledge and the Harvest Learning Center Handbook and support their contents.

Student's Name(s): \_\_\_\_\_  
(Please print.)

Signature of Father or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mother or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_