



Policy Manual

12/31/2020

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Behavior Policy

Our goal is to ensure that every child experiences a loving Christian environment, which includes feeling safe and cared for resulting from positive interaction with peers and adults. To help achieve this goal, all preschool staff model respect, love and grace in all interactions with each other, families and children. This is the behavior is reinforced in the classroom as the children learn to share and communicate.

Teachers use behavior tactics such as redirection and positive reinforcement of appropriate behavior, to encourage success regarding certain behavior. Children are not put in 'time out' but will be removed from a situation which is leading to or prompting unwanted behavior. Most behaviors can be worked out using these tactics. Parents will be kept informed when behavior is repeated. Due to the young age of the children and the learning curve for sharing and spatial awareness, a parent is not called every time a child is bumped in class or other social learning situation. However, occasionally a child's behavior warrants an immediate phone call to a parent and/or a request for a meeting. So you know what to expect, following are a few examples of behavior that will prompt a parent meeting and possible request for the child to be picked up from school early.

- Flight risk: Running away from adults (inside or outside).
- Repeated hitting/pushing
- Repeated and/or unwanted touching/hugging of other children
- Any behavior which results in or causes potential injury to other children, including
- Running within a classroom.
- Verbal comments or gestures of inappropriate language and/or behavior

A parent meeting will be necessary before the child returns to school. No tuition adjustments will be made for missed days as a result of behavior. Hope Christian preschool is committed to our children and families and will assist in exhausting every resource to help find a positive solution to any situation. Please respect the teacher's feedback in these situations, we are here to help. If the behavior does not improve within a pre-agreed upon period of time it may become necessary to suspend or remove the child from our preschool. This is a last resort when all other alternatives are unavailable or have been exhausted.

Communications

The primary email address you give us will be used as the primary form of communication for the preschool office, billing, and the teacher. **Please be sure to add the “@sharethehope.org” domain as an approved contact in your email provider so that no important emails are sent to spam.** You may request to have this electronic communication stopped at any time. You may request a second email be added for communication.

Guests and Providers

All guests and providers will be required to sign in at the Welcome Desk. Be aware that when Covid prevention policies are in place, guests are prohibited from entering the school.

Non-Discrimination

Hope Christian Prescription admits students of any race, color, or national or ethnic origin.

Office Staff Contact Information

For questions regarding school policies, registrations and other concerns, please contact the Director of Hope Christian Preschool, Kellie Hudson, at kelliehudson@sharethehope.org

For questions regarding your tuition account, please contact our Accounts Receivable Specialist, Sherry Trerise at sherrytrerise@sharethehope.org

For changes in contact information and all other questions, please contact our secretary, Mrs. Brand at kellybrand@sharethehope.org

Photos and Video

Your child may be photographed throughout the year at field trips and school events. By signing the Policy Agreement on the registration form, you give us permission for these photos to be used in the classroom, social media and the year-end slide show and on the sharethehope.org website. If you choose to opt-out of this policy, please download the form located on our webpage, fill it out and email to the appropriate email address. This form can only be accepted electronically.

Pickup

Only adults listed on your Teacher Information Form are authorized to pick up your child. To add/remove an authorized pickup, please email our secretary at kellybrand@sharethehope.org and copy in your teacher. Verbal authorization will not be accepted. All adults picking up your child will be asked to provide a photo id.

Toilet Training & Bathroom

To begin any 3 or 5 day class, your child must be fully toilet trained (without pull-ups). **Please contact us in advance of the school year starting if your child's toilet training is still a work in process.**

Bathroom Policy

Children need to be independent in the bathroom. This means they are able to pull up/down their own clothing or pull-ups. Note that for child safety reasons, teachers cannot assist children with personal hygiene. Teachers and assistants will provide help with clothing only. Teachers can and will talk them through steps for cleanliness and washing hands after visiting the bathroom. Children will be asked to close the door for privacy. The bathroom doors do not lock.

Accidents do happen

Please provide a change of clothes. Wet clothing will be changed and sent home in a bag. We may need to call a parent. Soiled pull-ups or clothing cannot be changed by staff in classes due to teacher/student ratio needs. Either the parent or alternate contact will be called to come change the child. Once changed, the child can return to class. Any soiled diapers in the 2s class will be changed on a changing table.

Pull-up Policy

Two year-old classes

Diapers/pull-ups are accepted and will be changed as needed.

Two-day Three year-old classes

Children will be given assistance to step in and out of wet pull-ups when the child requests assistance. Because changing facilities are only in the 2 year old classrooms and also due to larger class sizes of the 3 year olds, **a parent or guardian will be called if a child has a soiled pull up that needs to be changed.**

When a child is wearing a pull-up or diaper to school for either age group, please be sure they are changed just before the child arrives at school.

Tuition Agreement

Our Tuition Agreement is available on our website, under the "Information for Current Families" button. Questions about billing should be directed to sherrytrrise@sharethehope.org