



School Policies

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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 that 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 behaviors.

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 situations. However, occasionally, a child's behavior warrants an immediate phone call to a parent and/or a request for a meeting. So that you know what to expect, here 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 that results in or causes potential injury to other children, including continual running within a classroom
- Verbal comments or gestures of inappropriate language and behavior
- Behavior that requires excessive staff attention to the disadvantage of other class members

A parent meeting will be necessary before the child returns to school. No tuition adjustments will be made for missed days due to 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, 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 exhausted.

Classroom Size

HCPS classes may have up to 18 students, with 2 staff members. The number of students varies by age, please refer to the website for specifics.

Communication

We will communicate primarily through Brightwheel. Parents are responsible for setting up and checking their Brightwheel account. The preschool office can help with this.

You can access Brightwheel via the smartphone app or the Brightwheel.com website. Through Brightwheel, you can choose how you would like to receive notifications: SMS text, app notification, or email.

Be sure to check daily for messages from your teacher and notifications from the school.



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Drop off and Pick up Procedure

Arrival

Each classroom will be assigned a specific pickup and drop-off time. The doors will open at that time. Should you arrive when the doors are locked, a call button is located to the right of the doors.

Pickup

Only adults listed in your child's Brightwheel profile are authorized to pick up your child. To add/remove an authorized pickup during the year, please update Brightwheel and message your teacher. **Verbal authorization will not be accepted.** All adults picking up your child will be asked to provide a photo ID.

Please inform your teacher if you need to pick up your child early. Use the call button to the right of the outer doors when you arrive.

Field Trips

We typically schedule fall, winter, and spring field trips for the Threes, Fours, and older Fours. Your classroom teacher will notify you of the dates as soon as possible. Our policy for these trips is for one adult to accompany each child. While on the field trip site, that adult is responsible for the child.

Illness

Daily Health Screen

We ask that you consult the Health Screen on our website each morning. If your child has any of these symptoms, please keep them home until they have been symptom free for 24 hours for their health and fellow students' health.

- Temperature 100.0 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for individuals with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Child Illness during school

Following guidelines, if a child becomes ill during the school day, they will be separated from other children in a supervised area to evaluate symptoms, including taking their temperature with a touch-free thermometer. We ask that you have someone on call each day who could leave immediately to pick up a child within about 20 minutes or less.

Any child waiting to be picked up will be supervised the entire time and will be provided comfort, water, and an option to color or read a book while they wait.

All medical information is kept confidential.

If a child stays home from school due to illness

Please notify your classroom teacher using Brightwheel.

Please consult your pediatrician. Once your child is symptom-free for 24 hours and can successfully complete the health survey, the child may return to school.



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Staff Illness

Any staff that becomes ill will also be sent home and a sub will replace them. Staff follow the same procedures as the students.

Community Outbreak

If at any time the Department of Health, or other governing body **requires all schools to close** for a period of time, HCPS will close temporarily as well.

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 changes in contact information and all other questions, please contact:

Administrative Assistant, Becky Kilbride at beckykilbride@sharethehope.org or

Office Administrator, Alexis Bertola at alexisbertola@sharethehope.org

or by starting an "admin" message in Brightwheel.

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. Understand that staff may use their personal phones to take photos, which can be uploaded to the preschool account and then deleted from their private accounts.

If you choose to opt-out of this policy, please download the form located on our webpage, sharethehope.org/preschool, fill it out and email to the appropriate email address. This form can only be accepted electronically.

Preparing your child for school

Preschoolers love learning self-help tasks and the process helps them learn independence and self-confidence!

- practice sitting still for 1 minute for an activity and work up to 5 minutes
- help your children get used to a routine by setting a routine at home. Give little ones verbal and visual clues to ease transition from one activity to the next.
- work on being independent in the bathroom
- work with them on drinking from an open cup- school does not use cups with lids
- work on being able to take off/put on their own shoes. Velcro shoes are wonderful for independence!
- teach them to sneeze and cough into their elbow

- attend social outings, library storytime and playgrounds with your child
- read to your child daily and encourage them to listen without interrupting
- encourage your child to help pick up their toys, and help them understand how to follow directions
- visit the Hope playground, and join us for open playcenter days

School Supplies

We always welcome donations of the following supplies:

- Alcohol-based wipes
- Alcohol-based, store purchased, hand sanitizer
- Tissues

Snacks

Snacks must be store purchased and unopened.

Teachers will assign snacks by alphabet to each family, taking note of birthdays. Each family is asked to bring an unopened package of snacks, enough for each student in the class.

The teacher will inform the class of any allergies. Regardless of allergies in your room, please provide a peanut-free snack (a snack that does not contain peanut products). Unless your teacher specifies otherwise, 'made in a factory with peanuts' is okay.

Examples of a healthy snack are goldfish, pretzels, individual fruit cups, or applesauce. Please, no cookies or muffins. No drinks please, water will be provided.

For birthday snacks: mini cookies, mini cupcakes or other small sweet treats are acceptable for a birthday. No juice please. The teacher may cut snacks in half if they are an adult size portion.

Therapy Providers

All therapy providers must sign in at the Welcome Desk and wear their professional ID at all times. We welcome therapy providers as integral partners in the education process.

Toilet Training & Bathroom

Two-year old classes

Diapers/pull-ups are accepted and will be changed as needed. Please be sure they are changed just before the child arrives at school. Any soiled diapers in the Twos class will be changed on a changing table.

2-day Three-year-old classes

Although pull ups are allowed in the 2 day 3's class, children should have an interest in going potty and be 'potty training', with a goal of being fully potty trained by the time they return from Christmas break. All children, even those in pull ups, will be expected to 'try to use the potty' prior to transition to activities outside the classroom.



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No diapers are allowed. Teachers will call the parent or authorized pick-up person and ask them to come to school to change the child into a pull up if they are wearing a diaper.

When a child is wearing a pull-up, please be sure they are changed just before the child arrives at school.

Children will be given assistance to step in and out of wet pull-ups when the child requests assistance.

Exceptions for potty training: For children receiving services, when a service provider states potty training is not a developmental goal at the time. However, parents/guardians will still be called in to change soiled pull ups or wet/soiled diapers.

3-Day Classes and 5-Day Classes (Three-year-old and Four-year-old)

Children must be fully toilet trained, without pull-ups. **Pull-ups are not allowed in any three-day or five day classes.** When pull-ups are worn, the teacher will call the parent or guardian to come to the school to change the child into underwear.

Children need to be independent in the bathroom. Whether they are in a 2 day or 3 day class, this means they are able to pull up/down their own clothing or pull-ups, with small assistance for zippers and buttons.

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 children 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.

Please contact us in advance of the school year starting if your child's toilet training is still a work in process.

Accidents do happen

For all children, please keep a change of clothes in your child's backpack. Wet clothing will be changed and sent home in a bag. If we have extra staff on hand to help, we will help your child to change quickly, however we may need to call a parent, as 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.

Tuition and Fees

Tuition due dates are listed in Brightwheel and in the tuition schedule and tuition agreement (copies are in the Brightwheel paperwork tab). You are responsible for making timely payments. Tuition can be paid via Brightwheel, or in person at the Welcome Desk by cash(exact amount please) or check by the due date. **A late fee will be assessed for all payments beyond the due date.**

The registration fee and tuition deposit are non refundable for any reason other than medical withdrawal from school.

Please email alexisbertola@sharethehope.org with any questions.



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What to bring to school

- We will provide all the school supplies your child needs.
- A great backpack. Your child will have wonderful art and other projects to show you, and school may occasionally send home important papers. Please make sure the bag is big enough to hold these amazing projects! And don't forget to check for those important papers.
- Socks for the indoor playcenter (keep an extra pair in the backpack).
- An extra change of clothes in case of an accident.
- **PLEASE LABEL backpacks, coats, boots, sneakers, sweaters, etc.** with your child's last name.