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Hillside Preschool—A Ministry of Hillside Church

Dear Parents,

We are very pleased that you have chosen Hillside Preschool for your child's early learning experience. As with any well-run facility, there are some guidelines that we must follow to provide the best learning environment for your child. If you have any questions feel free to contact the church office or email the program director.

MISSION

Hillside Preschool is a nonprofit ministry of Hillside Church, a United Methodist Community. The purpose of the preschool is to provide a loving, nurturing, educational, and Christian environment while encouraging social skills and play.

PROGRAM

Hillside Preschool will run a calendar year from August to May. There are 2 levels of learning: Preschool and Pre-Kindergarten (Pre-K). Our teachers use Creative Curriculum in planning their lessons and activities for the month.

The preschool children should be 3 years old by August 1 and on their way to being potty trained. (We understand that at this age there will be occasional accidents.) We have a low student-teacher ratio that gives us the opportunity to give the children more individual attention. If your child turns 3 after August 1st and there are openings available, they can be enrolled and start on their birthday. Enrollments are accepted based upon availability.

Days and Times: **Preschool** – Monday through Wednesday **Pre-K** - Monday through Thursday.

The hours are the same for both Preschool and Pre-K: Am classes 8:15a.m.-11:15 a.m. and PM classes: 11:45 a.m.-2:45 p.m. (We are offering an early drop off for the AM class; children may be dropped off at 7:30a.m. for an extra fee of \$3.00 a day. We need a minimum of 5 children per day to offer the early drop off time.)

Snacks:

Parents will provide snacks on a rotation schedule. **All snacks must be store bought.**

Birthdays:

When you would like to celebrate your child's birthday, just let your child's teacher know and you will be in charge of snacks that day. Please remember all snacks must be store bought, no homemade food allowed in the school.

FEES AND PAYMENT FOR PRESCHOOL PROGRAMS

There is a Nonrefundable **registration fee of \$100** to help with the cost of paper, paint, craft items, and special events (Mothers Tea, Grandparents Day, Christmas program, Dogs with Dad, Saint Patrick's Day, Graduation etc.) throughout the school year. Your child will receive a Hillside Preschool t-shirt. This full \$100 is due with the application upon registration, or \$50.00 upon registration and \$50.00 the beginning of the second semester in January. **Spots to hold a registration are only confirmed with payment.** Due to the rising cost of transportation there will be a fee for field trips **The tuition: Preschool: \$40.00 per week Pre-K: \$50.00 per week.** No payment is owed for the week of Christmas Break and Spring Break.

This fee should be paid on Monday of the week owed. You can choose to pay weekly or bi-weekly. If your payment has not been made by the Thursday of the week it is owed, your child cannot come back the following Monday until payment is made. On weeks that there is a scheduled day off, the full amount of the week is to be paid. If your child misses for any reason, full payment is still expected.

RETURNED CHECK POLICY

If a check is returned because of insufficient funds, a \$25 charge will be added to your account. Accounts must be settled before your child may return to school. All future fees must be paid in cash.

LATE FEE POLICY

Tuition is expected to be paid on time. If you are paying weekly, payment is expected to be made on Monday and no later than Thursday of the week owed. If you are paying bi-weekly, your payment is due no later than the Thursday of every other week. If your payment (weekly or bi-weekly) is not received by Thursday of the week owed; **then your child cannot return to school until payment is made.**

ATTENDANCE POLICY

Regular attendance is important and expected. Every child needs to form the habit of coming to school daily. A typical school day is filled with learning. Preschool children are not able to "make up" the learning missed when they are absent from school. The children not only learn from their experiences and discussions in class, but also begin to understand the concept of "responsibility". A sick child does not need to be in school. ****Please do not send your child if ill.****

SICK CHILD POLICY

We understand that when a child is ill/sick it is hard on the parents in regards to your job, etc. But we will not care for your child under some circumstances. We have 10 or more children to think about when one child is ill/sick. This is a guideline for you as a parent to use. If your child fits these guidelines, please do not bring him/her to the facility, or we will call for you to pick him/her up. If we do call for you to pick up an ill child, we expect that child to be picked up in a reasonable amount of time. If you or a designated person is not here within an hour of the time that the initial call was made, we will go down your list and call someone else to pick up your child. When your child is sick/ill they want and need their own parent or guardian. Also under some circumstances we do

expect your child to be seen by their physician showing verification that they are allowed to return to the facility. This protects all staff and other children.

Please **DO NOT** send your child if he or she has any of the following symptoms:

1. They have a temperature of 100 degrees or more.
2. They have diarrhea or any gastro-infectious problem.
3. They are vomiting or have diarrhea.
4. They have a cough that is deep and croupy.
5. They have an unexplained contagious rash.

Sore Throat	Pink Eye	Earache
Rash	Swollen Glands	Diarrhea
Chicken Pox	Vomiting within last 24 hours	Cold
Head Lice**	Respiratory Infection	Skin Sores
Measles	Fever in last 24 hours	Mumps

**If your child has been absent from school for 3 or more days and/or admitted into a hospital for treatment, a "permission slip to return" from a doctor or health department must be presented before the child can return to school.*

LICE

Periodic head checks will be done. We have a no nit policy. *There will be NO exceptions.* (No nits mean dead or live nits. It is too difficult to be sure.) In the event that lice or nits are found on a child, the child will be separated from the rest of the children and must immediately be picked up, even if it is just a half hour before pick-up time. The child may not return to school until he/she has been given a clean bill of health by a healthcare professional (see above). Confidential notices will be sent home to all parents if anything is found.

Your child **must be nit free before returning to school. Obtain a "permission slip to return" from a doctor or health department.

CONFERENCES

Two weeks are set aside for a parent/teacher conference- one in the fall and one in the spring. If at any time there is a need for a conference, the teacher will contact you. If at any time you feel the need to talk to the teacher or director, please call and set up an appointment.

FIELD TRIPS AND PARTIES

There are two to three scheduled field trips during the school year. Notices and permission slips will be sent home to remind you of the trips and if a payment for the trip is due. We will have 5 class parties throughout the year: a Halloween party, Thanksgiving feast, Christmas party, Valentine's party, Easter party. We may ask that you help supply snacks/goodies for the parties. **All snacks must be prepackaged.**

Volunteers for field trips and parties will be on first come, first serve basis. **All volunteers for field trips and parties will have to complete a background check before being allowed to attend these functions. This information will be available at our annual parent orientation before the school year starts.**

Orientation/Open House

We will be having an orientation night for you and your child. This will give you the opportunity to fill out any additional paperwork, meet the teachers before school starts, and bring in the supplies. The date for this is Sunday, August 17th. A parent orientation meeting will be conducted at this time to go over the parent handbook and answer any questions you might have about the program.

SCHOOL CANCELLED DUE TO WEATHER

Hillside Child Care Ministry follows the North Gibson School Corporation policies. If the school corporation **cancels school** due to bad weather, so do we. If there is a **2 hour delay** due to snow, ice, flooding or imminent storms the **AM classes will be cancelled** but the **PM classes will be open at regular time**. If North Gibson issues an **early dismissal** due to snow, ice, fog, flooding or imminent storms, then your **child must be picked up immediately**. If North Gibson issues a **2 hour delay for fog** in the AM, the **AM classes will start at 9:15 and dismiss at regular time**. If you have any questions, please contact the church Administrative Assistant, Brenda (812) 385-2910. We will also post all cancellations on our Facebook page. If there have been 6 or more days cancelled, we will make them up on Thursdays for Preschool and Fridays for Pre-K. The make-up days will be determined at a later date.

DROP OFF AND PICK UP

For both the AM and PM classes, you will have to walk your child to and from the classroom and sign them in and out on a sign in/out sheet. The person signing the child in or out must be at least 15 years of age and on the emergency card. If it is the first time a person is picking up the child's teacher will ask for a photo ID. This is for your child's safety. Under emergency circumstances, due to sickness or flat tire etc., the parent may send a note or call and give permission for someone not on the emergency card to pick up the child, but a photo ID will be needed.

DISCIPLINE/GUIDANCE

We have a strict policy **NO** physical punishment or to withhold food or snacks as a form of punishment. Should the need arise to discipline your child, the following procedures will be used.

1. Talk to the child, discuss the problem, and recommend a way to resolve the problem.
2. Remind the child of step 1; go over the situation again.
3. When the behavior has not improved, the child must be removed from the group and redirected to another activity.
4. We will also use the holding method if the child becomes hostile or uncontrollable. The holding method allows the child to get control of his/her emotions without injuring him or herself or others.
5. If a problem occurs during a meal or snack time, the child may be moved to another table or have to sit with his/her teacher during meal or snack time.

Should we have multiple discipline problems, we will send a note home or directly contact the parent if the need arises. The parents and teachers will work together to handle the problem.

If we have a child or children with extreme behavioral issues, the staff will use the following guidelines: notes to parents, parent-teacher conferences, and parent mentoring (along with the measures listed above). If the behavior does not improve after the appropriate steps have been taken and if at any time the child or any other child's health and safety is at risk, **the director reserves the right to terminate the child's enrollment in any and all Hillside Programs.**

Please be advised that during the course of the day an occasion may arise where your child will have to have a discussion on appropriate and inappropriate behavior. Inappropriate behavior includes: hitting, biting, scratching, kicking, wrestling, foul language, fighting, etc. If the above procedures do not improve the situation, (in extreme circumstances), the parent may be asked to come pick up the child immediately.

RECORDS

All paperwork must be filled out and turned in prior to your child's first day of class. On the emergency form please list **as many** emergency numbers as possible. Also, be sure to turn in a copy **of your child's immunization records and completed enrollment packet with a signed Parent's Notice.**

DRESS POLICY

Please dress your child in comfortable clothing. Shorts, jeans, slacks, jogging suits, tee shirts, etc. are acceptable. If your child is unable to snap or button his or her pants, we encourage elastic waist pants, no overalls, and no snaps at the crotch. Please make sure your child's clothing fits loosely so he/she may care for his/her own toilet needs. Children will use paint, markers, glue, etc., so please do not allow them to wear their very best clothes. Even though we may use paint smocks, clothing may still become soiled. (We utilize washable paints and markers in class for seatwork and artwork). If your daughter likes to wear dresses, that is fine. Be sure she wears a pair of shorts under the dress, especially if she likes to flip, climb, or roll down the hill.

Each child needs to have an extra set of clothes in his/her backpack in case of any toileting accidents. Please place these clothes in a zip-loc bag with your child's name on it.

We do go outside each day. The only exceptions are wind chills below 25 degrees, extreme heat, and storms. In cold weather, we recommend layers- t-shirt, sweater, coat. Also, be sure your child has a hat and gloves. These should be washed thoroughly and regularly.

Children are encouraged to wear gym shoes and socks. **Slick, dressy shoes, shoes with heels, cowboy boots, and shoes without backs are not appropriate for our program.** Crocs are an acceptable shoe IF your child wears the strap around his or her heel.

PLEASE LABEL The FOLLOWING ITEMS: Coats, Backpacks, Sweaters, etc.

The staff at Hillside believes in the importance of providing a quality, well rounded, early childhood education.

OUR GOALS:

Spiritual: To support families in teaching, loving, and living in a Christian environment.

Social: To provide experiences that foster tolerance, respect, and sensitivity to the varying abilities of all people.

Emotional: To foster independence and self-confidence.

Physical: To develop large and small motor skills, as well as enhance overall physical coordination and to promote healthy habits.

Intellectual: To provide hands on experiences that encourages the children to use reasoning and problem solving skills and to promote Kindergarten readiness in a fun and exciting learning environment.

Creative: To promote creativity through playful expression and freedom of choice using varied activities and materials, and provide a safe fun environment to experience art, and music

Preschool program: To promote curiosity, following directions, listening, increased attention span, and to expand the child's social and communication skills through listening and speaking activities.

Pre-K program: To promote pre-reading, pre-math, and pre-writing skills such as listening, following directions, problem solving, and language acquisition skills in preparation for attending kindergarten.

Registration Date: _____
Fee Paid: _____
Class: _____

Child's Information

Name	
Age	
Birthdate (Month, Day, Year)	
Address	
City, State ZIP	
Phone (they will learn this one)	
Allergies	
Medical Conditions	
Medications	
T-Shirt Size (circle)	(2 – 4) (6 – 8)

List of things needed upon registration:

1. Registration fee.
2. The child, parents and sibling information filled out including emergency numbers.
3. Picture and Field Trip Permission slips.

Things needed at Orientation:

1. A copy of immunizations
2. Signed Parent Notice
3. The supplies from the supply list.

Parent/Legal Guardian Information

If it is a two-parent home, please list both parent names

Please mark "P" preferred number to call during preschool hours

Name(s) & Relation to Child		
Home Phone		
Cell Phone		
Work Phone		
Email Address		
Insurance		

If your child has siblings, please list their names here:

Name	Relationship	Age + Birthdate



Policy about Reporting Suspected Child Abuse

Hillside United Methodist Church Ministry is required by law to report any suspected child abuse or neglect to Child Protective Services.

Confidentiality Policy

All information pertaining to admission, health, family, or discharge of a child is confidential.

Ill Child Policy

Children who are ill will not be allowed to attend the program. I have read the ill child policy and understand the procedures if my child is ill.

Emergency Situations

In the event of a medical emergency or weather emergency, I hereby, give my permission to Hillside United Methodist Church to follow guidelines and to administer help to my child. Hillside will contact me as soon as possible to let me know of the situation. I give Hillside permission to transport my child to the nearest emergency medical facility if the need arises. The director or lead teacher will accompany the child and I will be notified before transport if at all possible or as soon as the situation is under control.

Policy on Release of a Child to an Intoxicated or Impaired Person

If an authorized intoxicated or impaired person insists on removing children from the center, Hillside will immediately report the incident to the local police agency.

Policy on Alcohol, Tobacco, Firearms, Illegal Substances

The use of tobacco, and use or possession of alcohol, illegal substances and firearms is prohibited on the premises of Hillside United Methodist Church.

Parent responsibilities

It is my job as a parent to provide Hillside United Methodist Ministry with all of the required records, including my child's birth certificate, health examination form, health record, emergency contacts, supplies, to follow proper drop off and pick up procedures, clothing suggestions, and to encourage my child to adhere to all of the procedures and policies to ensure a positive, fun, rewarding experience for my child. It is also my responsibility to attend the parent orientation meeting before the school year begins or make arrangements with the director to go over the information.

Non-Discriminatory Statement

We follow the guidelines that the USDA and State of Indiana follow and we are equal opportunity providers and employers and do not discriminate on the basis of color, race, religion, sex, national origin, age or disability in our programs, activities or employment procedures.

I have read and have received a copy of the facilities “Discipline policy” and agree that my child may be disciplined by these methods.

Parent/Guardian Signature _____

Date _____

I have read and agree to the policies and procedures listed in this Preschool Packet. My child has permission to participate in activities provided by the Hillside Preschool. If for some reason I cannot be reached in case of emergency, I give Hillside Preschool and staff permission to seek medical attention for my child.

Parent/Guardian Signature _____

Date _____

My child has my permission to be on the premises of Hillside and to go anywhere in the building with his/her class while under supervision of a Hillside teaching personnel.

Parent/Guardian Signature _____

Date _____

Hillside Preschool

School year 2014-2015

Dear Preschool Parent:

Hillside Church would like your permission to take pictures of the preschool children from time to time so that we might include them in our church newsletter with articles about the program. We will not take pictures of your child without written permission. The pictures would usually be during special events: the first day of school, field trips, a special learning for the day, or a special program. Our photos are sometimes published on our Facebook and web page via the internet. Names of children are not published.

In addition, we would like to send you a copy of our monthly church newsletter, which includes preschool updates.

Thank you for your consideration and for allowing the Hillside Preschool staff to teach and care for your child.

Pastor Chris Neikirk

Senior Pastor

I, _____, grant permission to Hillside Church to take appropriate

Parent/Guardian signature

photographs of my child, _____, while he/she attends the program.

I, _____, **do not** grant permission to Hillside Church to take appropriate

Parent/Guardian signature

photographs of my child, _____, while he/she attends the program.



Hillside Preschool Payment Plan

I will pay \$ _____ for _____ to attend Hillside United Methodist Child care
Ministry. (Child/children's name)

I will pay: **Weekly** **Biweekly** **Monthly**.

I will have my child/children account paid in full for the first semester by December 18, 2014 and the second semester by May 14, 2015.

Parent/ Guardian Signature

Hillside Summer Fun Director