

Hilltop Christian Preschool

A Ministry of
Faith Lutheran Church



Registration Handbook

Windy Mickle, Director

2021 E. Fir Street
P.O. Box 3732
Cottonwood, Arizona 86326

(928) 634-7759 (Preschool)
(928) 634-7876 (Church)

Hilltop Christian Preschool

Parent Handbook

MISSION STATEMENT

The mission of Hilltop Christian Preschool is that out of our love for our Lord and Savior Jesus Christ, we use His word to touch the hearts and lives of the children and families in our community.

PURPOSE

Our purpose is to provide a safe and healthy environment where children can assemble, work, and play together while being guided toward happy and wholesome development in faith, academics, and relationships.

GOALS FOR EACH CHILD

1. To provide opportunities for socializing with other children in a safe, Christian setting.
2. To provide each child with an atmosphere and program that encourages growth in the intellectual, physical, emotional, social, and faith areas.

FOR THE FAMILIES

1. To provide families with the security of knowing their child is in a happy, nurturing, and safe environment.
2. To provide families with opportunities for their children to participate in activities which help to nurture them as loving Christians.

STAFF

The Pastor and the Director of Hilltop Christian Preschool are available for counseling either children or parents upon request.

Our teaching and aid staff are continually learning through education and childcare experiences. They attend regular staff meetings, in-service training, certified workshops, and classes to continually update their skills in the area of early childhood care and education.

OWNERSHIP

Our Christian Preschool is operated by Faith Lutheran Church and is therefore nonprofit. Our center is governed by the Board of Christian Education of Faith Lutheran Church.

LICENSING

We are licensed by the State of Arizona and we adhere to the Arizona State Health Codes at all times.

To ensure the health, safety and well-being of the children in our preschool and learning center facility, our school is regulated by Arizona Department of Health Services.

Facility inspection reports are available for public viewing upon request.

Arizona Department of Health Services, 150 North 18th Ave. Suite 400, Phoenix, AZ 85007

Phone: (602) 364-2539

ADMISSIONS

Hilltop Christian Preschool admits any child of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, and other social school-administered programs. We reserve the right to refuse service to any family if we feel that we cannot meet the needs of the children.

FEES & POLICIES

Hilltop Christian Preschool

Preschool Program Rates

Class	Age	2-day (T & Th only)	3-day (M, W, & F only)	4-day (M – Th only)
Little Me	2 ½ - 3 years old	\$175.00/month	n/a	n/a
3's Class	3 – 4 years old	n/a	\$200.00/month	n/a
Pre-K	4-5 years old	n/a	n/a	\$240.00/ month

Class times are from 8:00 am – 12:00 pm. Parents are welcome to bring their child 10 minutes before class time, and stay to do an activity together, such as a puzzle or read a book.

Hilltop Christian Preschool will attempt to follow the same class and vacation schedule as the Cottonwood Oak Creek School District.

Tuition is due on the 1st of each month and considered past due after the 7th of each month. A \$5 late fee will be posted if payment is past due. An additional \$5 late fee will be added for each additional week the tuition is late. If a child's account becomes one month past due, that child will be suspended from class until the account is brought current. Please contact the director for alternate arrangements if the tuition cannot be paid by the 1st of each month.

Checks should be written out to "Hilltop Christian Preschool" and given to or mailed to the Director/Administrator in care of:
 Faith Lutheran Church-Hilltop Christian Preschool
 P.O. Box 3732
 Cottonwood, AZ 86326

There is a \$25.00 charge on all returned checks

The check amount and the NSF fee must be paid in cash within the week of notification and prior to the child(ren) returning for care. Continual NSF payments will result in a cash-only payment status. Tuition is based on a per year price; you may pay the full sum at the beginning of the school year and receive 5% off the full amount. Tuition is broken down into 10 monthly installments and takes into consideration the breaks in the school year.

Parents wishing to withdraw their child from the preschool must notify the Director at least one month in advance. During this month, parents are required to continue to be responsible for all duties and tuition. A \$50.00 non-refundable registration fee must be paid before a place for your child can be reserved. Registration fees cover the required state liability insurance for Hilltop Christian Preschool. We do have limited enrollment, therefore, students who are registered after the classes are full will be placed on a waiting list.

In order to help cover the cost of the extensive supplies used in preschool education, a \$25.00 supply fee will be charged per child, per year.

There is a late pick-up fee and it will be enforced if you arrive more than 10 minutes late to pick-up your child. The fee is \$1.00 each minute you arrive late after the 10 minutes.

SCHOLARSHIPS

A limited number of scholarships may be available for families with financial needs. Church scholarships are awarded at the beginning of the school year by a scholarship review committee from the Faith Lutheran Church Board of Education for Preschool children. Scholarship applications are due at the time of registration for review. All Church scholarships given are awarded at the beginning of the school year. When scholarships are available from other organizations such as First Things First these will be made known and available. Once all the scholarship slots are full, children may be assigned to a waiting list to await a vacated slot. Please see the school or church administrators for the respective scholarship applications.

SIGN IN&OUT / PICK UP&DROP OFF

Hilltop Christian Preschool does not offer transportation to or from the school at any time.

The state of Arizona requires that each child be signed in and out with the parent's full first and last name and with the arrival and departure time. When your child is picked up at the end of class time, be sure to sign out in the same manner. Our state licensing specialist will be sure to check this when s/he comes to visit! For the safety of the children, the sign up area will be just inside the main entry door. In addition to the sign in/out sheet in the classroom we also have our fingerprint sign in/our system located in the preschool office. We ask that everyone who will be dropping off or picking up your child register their finger print.

Parents have access to their children at any time throughout the school day. Please check in at the preschool / church office before accessing the classroom.

As you leave through the front door, please hold your child's hand because of the busy parking area. Children must not go out of the front door without an adult and very close supervision. Unattended children must not be left in your car during drop-off and pick-up. We are very strict concerning this safety issue and appreciate your help.

INSURANCE

Hilltop Christian Preschool does not carry any type of insurance on students (medical or otherwise). It is each parent's duty to carry insurance for his/her child. In the case of an emergency, an ambulance will be called. Payment for these services will be the parent's responsibility.

Hilltop Christian Preschool, under the auspices of Faith Lutheran Church, maintains comprehensive business liability through GuideOne Mutual Insurance Company, West Des Moines, IA. A copy of the Certificate of Insurance is on file with the Director of the Preschool and Parish Administrator of Faith Lutheran Church.

CURRICULUM FOR PRESCHOOL

We offer a flexible program to assist your child in his/her learning process. The curriculum is teacher developed using Zoophonics and AZ Early Learning Standards (www.azed.gov/early-childhood). Lesson plans will be posted on the information board outside the classroom and also inside the classroom. This includes time for free, outdoor play, games, creative crafts, rhythm and music, sharing time, and story time. This schedule is supervised, well balanced, and age appropriate; each child is encouraged to progress at his/her own rate. Parents are encouraged to review the lesson plans. Suggestions for activities are welcome and can be discussed with classroom teacher.

The children are surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God's creation. Every child attends chapel weekly. Lessons learned during chapel time are reviewed throughout the week during class time. Our aim is to help children develop in intellectual, physical, emotional, social, and faith areas.

Field trips: Parents will be notified in advance of field trips. All field trips are after school hours and done as a group but are not mandatory to attend. Parents / guardians are responsible for transporting their child to and from the location and remaining with their child throughout the field trip.

TRANSITION

Back to School Night is the Monday before regular classes begin; we encourage all of our families to attend. This is a good time for you and your child to visit the classrooms and become familiar with the teaching staff. You may also schedule a classroom observations time with the classroom teacher. Students enrolled after the start of classes may schedule a classroom visit with the teacher, up to 2 weeks prior to starting. Children stay with the same teacher for the entire school year.

For the first two weeks of school we would prefer that all parents not spend the day. This will be helpful in establishing classroom rules and routines with the children. If your child has a difficult time with departing, please let us know how we can help!

In April at the final Parent/Teacher Conference, a list of kindergarten open houses and classes will be given. Lesson plans in May include reading books and doing activities about Kindergarten in order to prepare the children for the next school year. Parents are given Kindergarten readiness activities to work with their child over the summer break during the last week of school. Our Pre- K class has a graduation ceremony at the end of May.

NEWSLETTER

A newsletter containing messages from the teacher and suggestions for helping with your child's learning will be distributed every week. You will also receive a calendar that includes the name of the child who will bring the snack for the particular day and the type of snack that should be brought. It will also list the children's birthdays, field trips, and other school activities for the month. Please read these carefully and keep them for future reference.

SCRAPBOOKS

Hilltop Christian Preschool puts together an individual scrapbook for each child containing memories and snapshots from activities and special events throughout the year. The cost of each scrapbook is \$25.00. As parents, you will be sure to find this a priceless treasure preserving your child's early learning years.

BIRTHDAYS

All treats must be pre-arranged with your child's teacher. All treats must be store bought and in original packaging. This policy alleviates the danger of an allergic reaction. NO PEANUTS, please.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held twice a year once in October and once in April. Children's development is an ongoing process. Teachers will assess children with anecdotal notes, developmental checklists, and pictures of the children and samples of their work. These will be reviewed at the conferences with the parents. Parents are encouraged to share their observations and/or concerns about their child's development at Parent /Teacher conferences or informally at pickup and drop off. Parents may schedule a conference at any time if they have a concern about their child.

PASTOR/PARENT INTRODUCTIONS

Pastor/Parent introduction is a one-time appointment lasting 10-15 minutes to get to know you and your family.

PARENT HELPERS

Hilltop Christian Preschool is a "cooperative" preschool. All parents are encouraged to help provide snacks and help with special parties and field trips during the school year. Hilltop Christian Preschool believes that to be successful, parents must be as involved as possible. In addition to helping with snack provision, all parents are requested to serve as parent helpers. Families and (or) other family members are also encouraged to help.

ILLNESS and WELL-CHILD POLICY

If your child shows the following signs of illness, your child will not be admitted for the day and cannot return until there are no signs or symptoms for 24 hours. This policy is for the protection of your child as well as the other children and staff.

- Fever
- Diarrhea
- Vomiting
- Contagious and/or infectious disease (chicken pox, strep, bronchitis, pink eye, etc.)
- Uncontrollable or persistent cough
- Lice or nits (lice eggs) in hair or on scalp

Should your child be exposed to a contagious or infectious disease while here at the preschool, you will be notified as soon as possible.

Should your child have any of the above listed symptoms and it appears to be due to an illness, we will call the parents to come pickup their child. With regard to lice and nits, Hilltop Christian Preschool adopted a "no-nit" policy: If your child shows signs of lice or nits (lice eggs) in his/her hair or scalp your child will not be admitted for the day and cannot return until there are no signs or symptoms. Additionally, parents are asked to leave a change of seasonal clothes at the center. If we do not have a change of clothes, parents may be called to bring in clothes at the time or pick up their child.

MEDICATION

Only Medications deemed life saving (such as Epinephrine and breathing treatments) and/or prescribed by a physician (such as an antibiotic) will be allowed on premises and administered by a staff member with a signed parental consent form as per Arizona State Health Codes. All other medications such as Tylenol, cold and flu medicines, cough medications, or any pain medication will not be kept or given here at the Center.

EMERGENCY MEDICAL TREATMENT & PROCEDURES

First aid supplies are kept on hand at all times and all staff members are First Aid and CPR certified. Should an emergency develop, the center's policy is to contact the parents first. If we are unable to contact you within a reasonable time period, we will contact one of the emergency contact persons listed on the blue emergency card.

A "blue emergency card" must be filled out for each child by the first day of attendance. A copy of your child's medical record of all immunizations or an exemption form is also required by the state to be kept on file. It is a state requirement that each child should have two alternate emergency contacts on file other than the people listed on the front of the blue card.

SCREENING AND REFERRAL

If a parent or teacher is concerned about the development of a child we have access to a nurse consultant and a mental health consultant who are available for consultation and observations. Parents may request a screening for their child through Child Find which is offered through the school district.

SUN SAFETY POLICY

In order to safeguard your child against harmful sun exposure and protect against cancer, Hilltop Christian Preschool provides ongoing sun safety/cancer awareness activities for your child and asks you to model and follow these steps with us especially during mid-spring through mid-fall:

- Liberally apply sunscreen to exposed skin 30 minutes prior to arrival at the school. Choose a sunscreen that has a minimum SPF of 30 or greater and specifies it protects against both UVA and UVB (broad-spectrum) rays.
- Provide a bottle of that sunscreen to the school labeled with your child's name for reapplication during the day.
- Apply lip balm with a sunscreen of SPF 30 or higher, and send it to school with your child's name on it.
- Have your child bring in and encourage your child to wear a wide-brimmed hat that produces a shadow that covers the head, face, and neck.
- Have your child wear sunglasses that provide 99-100% UVA and UVB broad-spectrum protection.
- Encourage your child to drink lots of water during the day.
- Dress your child in tightly woven, loose fitting clothing that covers as much of the body as possible.

For more detailed information about sun safety and cancer awareness, we have printed materials for you in the office.

PEST/ WEED CONTROL

In order to keep hazards away the children we occasionally spray for pests and/ or weeds. A notification will be posted 48 hours before and after application. We use a licensed exterminator to apply the chemicals on days that school is not in session. A list of all chemicals used is available in the preschool office upon request.

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency at Hilltop Christian Preschool when children are present, the emergency evacuation procedure shall be as follows:

- Evacuate children to the posted “safe area” away from the Preschool.
- The Director and/or Administrator will retrieve all blue emergency cards and daily sign-in sheet from the preschool and bring the cards and sheet to the posted “safe area.”
- The Director and/or Administrator will do a complete check of all children on the daily sign-in sheet to make sure all children are at the posted “safe area.”
- The Director and/or Administrator will quickly and carefully do a thorough room and bathroom check, and close all exit doors upon leaving.
- The Director and/or Administrator and all children will remain at the “safe area” until it is determined by authorities that it is safe to return the preschool.
- In the event of an evacuation of major proportion, an off-site evacuation will then take place. Parents of all attending students will be called and only the persons listed on the blue emergency cards will be allowed to pick up the child. This authority to pick up a student may be extended to other individuals if a note is written, or a phone call is received, from the parent/legal guardian.

PROCEDURE FOR REPORTING ABUSE

Arizona State Child Protection Standards and Policy

This Preschool’s staff is required by law, as well as morally bound, to report any children who appear to be emotionally, physically, or sexually abused or neglected, to Child Protection Services. Suspicions of child abuse or neglect shall be documented and maintained in a confidential record.

Arizona law states that it is the responsibility of the personnel of Hilltop Christian Preschool who suspect that a child has received non-accidental injury or has been neglected to report their concerns to CPS or local law enforcement (ARS §13-3620.B). Children often tell a person with whom they feel safe about abuse or neglect, and if a child states any such experiences, Hilltop Christian Preschool will act to protect that child by calling the toll free hotline.

Arizona Child Abuse Hotline 1-888-SOS-CHILD (1-888-767-2445).

DISCIPLINE PROCEDURES

In developing the discipline guidelines for our learning center, we model ourselves after the wisdom from the Bible, that instructs, in part: “Train up a child in the way he should go and when he is old he will not depart from it” (Proverbs 22:6).

1. We are here to show love, reinforce good behavior, and to work change in unacceptable behavior.
2. We will define boundaries to establish reasonable expectations in advance; we will be consistent in our lessons, and we will expect any negative behavior to change.
3. We use loving action, not anger.
4. The Director or staff will explain unacceptable behavior to the child immediately and offer acceptable alternatives.
5. When necessary, we will remove the child from the classroom for a short period of time. The child will sit with a staff member in the Director’s office until he/she is ready to return to the activity.
6. Mechanical restraints, devices, spanking, or medications shall not be used to discipline.

7. If specific circumstances need attention, the following procedures will be conducted with staff/director and parents:

The teacher will observe and document the behavior and discuss the behavior with the child's parent/guardian. The teacher will also discuss the options with the director. The goal is to help the child develop age appropriate behavior.

The teacher will follow up with the parent regarding the plan and how it is working with the child's behavior. If concerns persist, the teacher and director will meet with the parent to discuss options to help the child manage the behavior.

Hilltop Staff will make every effort to work with the child and family to resolve the behavior concerns. At times it may be necessary for staff to seek outside resources to assist with the issue. The plan may include removing the child from the classroom and placing the child with office staff, or having the parent pick up their child. Repeated behavior problems that cause injury to other children or alter the learning environment drastically, may result in Hilltop Christian Preschool excluding the child from attending preschool. Any remaining balance of tuition up until that last day of enrollment will need to be paid.

PICTURE WAIVER

Included with this registration handbook is a waiver to give the preschool permission to use photographs (and all likenesses) of your child in publicity materials for the preschool and/or church.

Any questions or concerns regarding preschool matters should first be directed to the preschool director/teacher. If the matter is not resolved, then the preschool board should be contacted.

Thank you for your cooperation with these matters.

Registration Handbook Revision Date: January 2017