

2020-2021 Hillside Parent Handbook

Our Philosophy

Our philosophy at Hillside Preschool is to provide a safe and fun environment for academic and social growth. Students will have the opportunity to learn and make progress in language, mathematics, music, art, fine/gross motor skills, and Christian values.

Our Curriculum

Three-year-old class

The curriculum at this age includes identifying letters A-Z, shapes, colors, and numbers 1-10. This class practices tracing, writing their first name, and fine/gross motor skills. The students learn to function in a classroom setting with skills such as taking turns, sharing, and verbal expression.

PreK class

The curriculum at this age includes identifying and naming letters, shapes, colors, and numbers 1-20. Students will learn to count to 30 and will be challenged to read some basic sight words by year end. We will introduce patterning, opposite identification, and sorting. These students will trace, write their name (first and last), practice fine/gross motor skills, and participate in music time, Jesus time, and centers.

Our Daily Schedule

9:00- Students are welcomed and may proceed down to the classroom. Personal belongings are stored, and folders are placed in the teacher's tray.

9:15- Circle Time- Calendar and weather time, story time

9:30- Centers/Learning Stations

10:30- Jesus Time

10:45- Snack

11:00- Language Time

11:15- Recess

11:50- Reflection and pack up

12:00- Dismissal

Drop Off

When you drop your child off each day, please park your car and bring your child into the building. Please do not park in the fire lane. You are asked to wait in the lobby area until a teacher welcomes you down to the classroom. At this time, you may walk your child to the door of the classroom and say your goodbyes. The first few days may be a little emotional for students and parents. It is not uncommon for there to be tears at the beginning. It helps to say a quick goodbye and leave the settling down to us. It usually does not take long to calm a child and we would appreciate your trust in this matter.

Pick up

When you pick your child up each day, please wait in the lobby. The teachers will line the students up along the hallway and call your child's name to walk to you. We want to make sure that each child gets with the correct parent. Please be patient with us, especially as we get to know your faces and names. Anyone who picks up your child must be on your pickup list on the enrollment form. Names are always checked, so please list anyone that may pick up your child (see Child Safety and Security Policy) and ask them to bring a photo ID. A written note will need to be sent to school if someone other than those listed picks up your child. Students should be picked up promptly at 12:00. If a parent is late picking up their child more than two times in a month, a late fee may be charged at the Director's discretion.

Tuition

Tuition is due on the 1st day of each month. Should the calendar due date of the 1st be on a Saturday or Sunday, the payment will be due the following Monday. A 5-day grace period will be given to receive payment without penalty. If the payment is not received by the end of the grace period, a \$25 penalty will be assessed. If payment and penalty fees are not received by the end of the month, the student will no longer be allowed to attend Hillside Preschool. A \$15 fee will be charged for returned checks. Tuition is the same amount each month regardless of sick days, holidays, and vacation. Every effort will be made to remind parents when tuition is due (usually in the Director's newsletter).

There is a one-time \$75 registration fee to enroll. For the 2020-2021 school year, the discounted registration fee is \$45 if paid prior to May 22, 2020.

Tuition Rates

5-day tuition: **\$280 per month**

3-day tuition: **\$185 per month**

2-day tuition: **\$135 per month**

Parent's Day Out: **\$25 per Friday (if space available, paid monthly)**

Sick Days

Please keep your child home if he/she has a fever, diarrhea, vomiting, bacterial infections, viruses, pink eye, or head lice. If your child is sick, call the church office at 636-343-5010 or send a message to your child's teacher using the Class Dojo App. Please inform us if your child has something contagious so that we can inform other parents if necessary.

Snow Days

Hillside Preschool follows the Rockwood District schedule for inclement weather. If Rockwood is closed for inclement weather, Hillside is also closed. Please check the Hillside Facebook and/or the Dojo App for updates.

Discipline

Part of our curriculum includes teaching students how to live and work in a community. We stress the importance of sharing, respecting our friends and teachers, listening, and following directions. Teachers will use the following methods for discipline: 1) redirection, 2) a warning along with an explanation of why the behavior is unacceptable and what is expected, 3) In a situation where a student exhibits aggressive behavior the student will be removed from the situation, and told why the behavior is unacceptable, and 4) a note will be sent home to the parents that day.

Snacks

Each day a snack is served. Parents will be asked to send a snack to share on certain days. This may be fruits, vegetables, yogurt, cheese cubes, pretzels, chips, cereal, or graham crackers. A refrigerator is available to store cold items.

Birthdays

If your child would like to celebrate his/her birthday at school, you may bring a special treat. Their snack day will be on their birthday, or around their birthday. You are welcome to be a part of your child's birthday celebration during snack time at 10:45 a.m. Immediately following the snack, you may read your child's favorite story or lead one of your child's favorite activities with the class. If you do this, we ask to limit the activity to 10-15 minutes.

Potty Trained Policy

All students that attend Hillside must be potty trained. We understand occasional accidents happen. No pull ups may be worn. In the event of an accident, we have limited extra clothes that have been donated for this cause. If your child comes home in some of these clothes, please wash and return them. It is best to keep a spare set of clothes, underwear and socks in your child's backpack. Children usually prefer their own clothes over our spares. Sometimes a child gets wet or dirty from the playground, so it is best that all students have extra clothes.

Personal Belongings

Please do not send your child's toys or personal belongings to school. There will be times when we ask students to bring a show and tell so please save toys for those special days. Label all coats, hats, gloves, etc. Sometimes students have similar items or things get lost. Labeling helps find the owner.

School Supplies

Each student will need a backpack and one folder to carry papers. They will also need a box that includes crayons, markers, and two glue sticks. Backpacks larger than a folder are preferred because all the papers fit easily without being folded or crumpled. There are a few items that the classrooms can often use. If you choose to donate any of the following items, it would be appreciated.

Optional supplies: wet wipes, paper plates, google eyes, playdoh, washable paint, watercolor paint, stamp pads, cotton balls, Q tips, brads

Nametags

Students will be given a nametag at Open House. We ask you to keep this and have your child wear it for the first two weeks of school until we get to know your child's name. After that, we will collect them for future use.

Field trips

Usually, two trips are offered each year. In order to maintain safety always, parents or guardians will be required to transport and attend the field trip. If a parent or guardian does not attend, their child will not be allowed to participate in the field trip. There may be a fee for admittance to some locations. More information will come regarding dates, times, and locations. No siblings allowed on field trips.

Holiday Parties

Hillside Preschool has three holiday parties: Halloween, Christmas, and Valentine's Day. All parents are invited to attend the parties. We encourage you to help during the party. The sign up will be posted prior to the party to donate needed items. Siblings are welcome at parties.

Special Visitors

If you have a special talent or knowledge and would like to share it with our students, please contact us to set up a time to visit the classroom. Examples may include playing a musical instrument, teaching the class about fire safety, or demonstrating how to stay healthy.

Conferences

We will have a parent teacher conference during the year. This will be an opportunity to meet with your child's teacher to review the report card and discuss your child's progress. If a concern is noticed before then, you will be contacted. Feel free to approach us if you have a concern.

Class Dojo App

Class Dojo App is a secure way to communicate with parents. We post pictures about your child's day, important updates, closings, and other important reminders. You can also privately message the teachers to ask questions or let us know if your child will be out. You will receive an invitation soon after school begins.

Communication

You may email the church office to contact our Administrative Assistant at admin@umcfenton.org or call 636-343-5010 to let us know if your child is ill or will not be in attendance. If there is an emergency and you need to speak with us, the Administrative Assistant can transfer your call to our classroom. For non-emergencies, you may write us a note and place it in your child's folder, stay after school for a few minutes and talk with us, leave us a message, or message us through Dojo App. You will be asked about your email preferences in the required paperwork. The monthly newsletter contains detailed information. Also, check our Facebook for information or to send a private message. We will respond as quickly as possible.

T-shirts

The price of a Hillside t-shirt is included in your registration fee. These shirts will be worn on field trip days and other spirit days throughout the year. You will receive the shirt early in the school year. Adults may request to purchase if desired.

Medical Forms

All students are required to have a physical by a physician on file. The student's current immunizations must also be attached. The documents must be submitted within 30 days of the first day of school. All immunization records will be examined at the beginning of the year to make sure the information meets the State's standards. If you have a medical or religious exemption, a separate form must be signed.

Emergency Preparedness

In order to prepare our students for emergencies, we have frequent fire and tornado drills. The more students are accustomed to the procedure, the more comfortable they become with it. Our classrooms each have an emergency backpack that is filled with a first aid kit, phone numbers to get a hold of parents in the event of evacuation, and some comfort items. Our facility is locked and under surveillance daily. However, in the event an intruder has entered the building, there is a plan in place. If Preschool would ever need to evacuate the building due to an emergency, the evacuation locations are 1) the parsonage behind the church building and 2) AutoZone off Gravois. The safety of your children is our priority.

Substitute Teachers

Sometimes the teachers are ill or have personal days that require them to be out of the classroom. In this event, there will be a substitute teacher. If you are interested in being a substitute throughout the year and would like more information, please let the Director know. Substitute teaching requires a background and fingerprint check.

Hillside Board

The Hillside Board is composed of members of Fenton United Methodist Church, teachers, and parents. This Board oversees Hillside Preschool, writes Bylaws, hires teachers, and makes sure that the school is operating effectively. If you have concerns or want to provide positive feedback, the Administrative Assistant can assist with contacting the Board Chair. There is a survey at the end of the year that is submitted to the Board. Please be honest in your responses. If you are interested in being a parent on the Board, let the Director know.

Themes

We will have a variety of themes to cover throughout the year, which could be weekly or monthly depending on content. All table activities are usually centered on this theme. We will be incorporating dramatic play, story time, and lesson time into these themes.

Donations

We are always looking for new materials to add to our themed units. If you have anything at home that you are ready to part with that we may want for preschool, please let us know! If we cannot use it, it can be passed on to our church Rummage Sale. Items may include craft supplies, counters, toys, games, puzzles, books, and more.

Daily Water Bottle

You may send a water bottle daily with your child, which they are allowed access at appropriate times during the day.

Acknowledgement of Parent Information

I, _____,

parent of _____ have read and understand the Parent Information included in the welcome packet.

Signature: _____ Date: _____

Photograph Release



I, _____,

parent of _____ give my permission for the teachers to take photographs of my child throughout the year. These may be displayed on Facebook, Class Dojo App, website, and in a slideshow at the end of the year program.

I prefer my child's photograph not be taken.

_____ (signature)

T-Shirt Order



Child's name: _____

My child's t-shirt size is (circle one)

X-Small Small Medium Large

You can order a skirt for yourself or anyone who would like one.
The shirts will be \$8.00 each.

Number of Shirt	Size of Shirt
	Child XS
	Child Small
	Child Medium
	Child Large
	Child X-Large
	Adult Small
	Adult Medium
	Adult Large
	Adult X-Large
	Adult XX-Large
