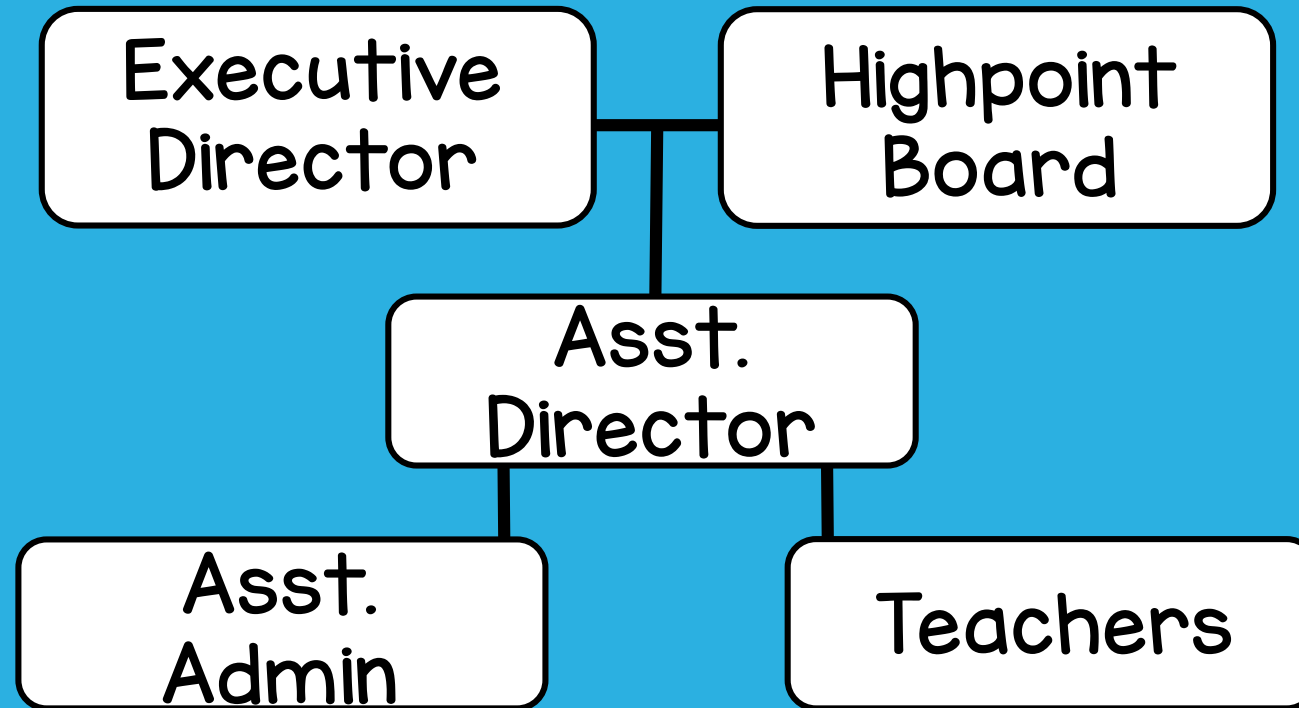




High Hopes Preschool

How Things Work





Do You Have the Time?

9am

Drop off/Arrival

2pm

Pick up/Dismissal

ARRIVAL NOTES



- Please arrive between 9:00 and 9:15
- Doors lock at 9:30
- SIGN IN to your child's classroom
- Make sure teachers are aware your child has arrived

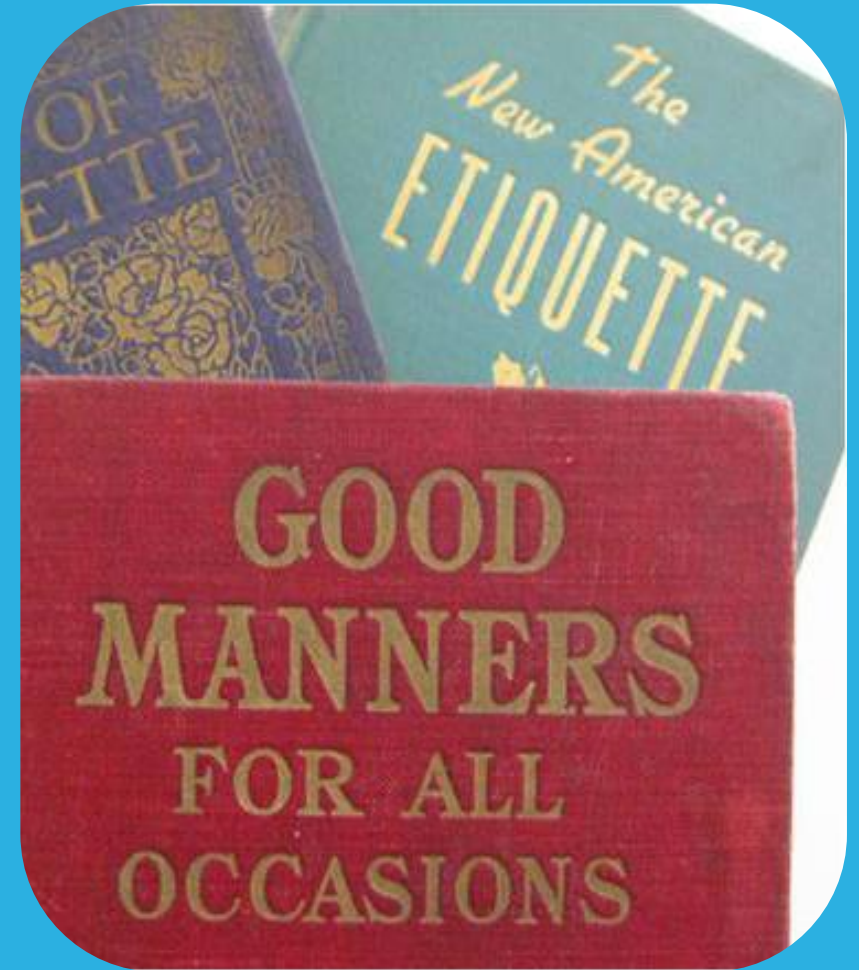
DEPARTURE NOTES



- Pick up your child no later than 2pm
- We **WILL NOT** release a child to someone not authorized for pick up
- Pick up permissions must be in writing
- Please **SIGN OUT** of your child's classroom

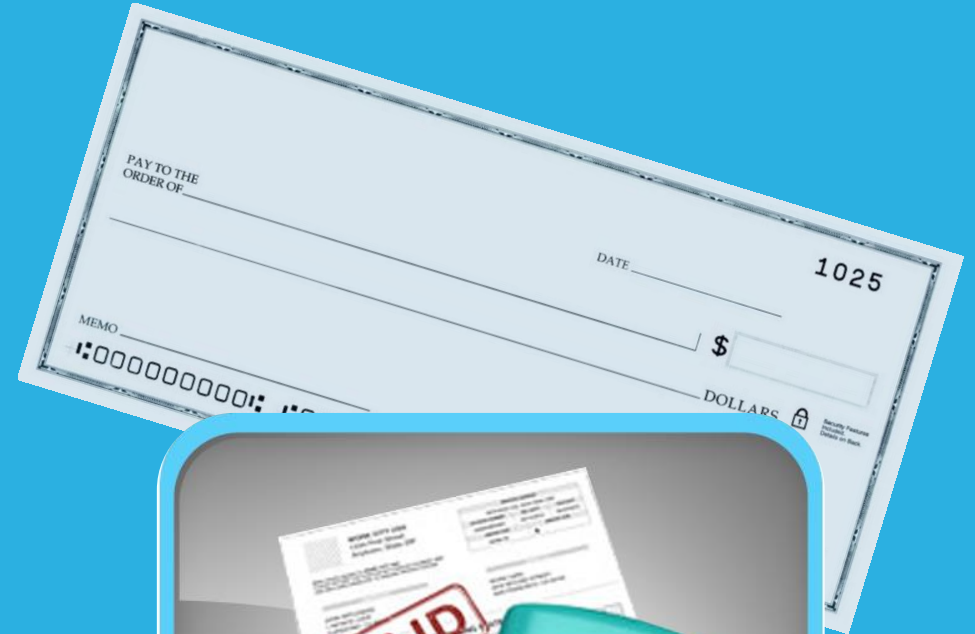
PROGRAM ETIQUETTE

- Once children are signed out, they are the responsibility of the authorized adult - DO NOT leave children unattended AT ANY TIME.
- Please be considerate of your Teachers' time - children MUST BE picked up and signed out of the classroom NO LATER THAN 2:05.



TUITION & FEES

- Calculated yearly - is non-flexible. Illness, vacation, etc. will NOT reduce tuition.
- Withdrawing from the program requires 30 days written notice to avoid the accrual of tuition/fees.
- Tuition is due the first class day of the month.
- Late fees will be assessed if tuition is not paid by the 5th school day of the new month.



TUITION & FEES, CONT'D

- Tuition payment options:
 - Cash
 - Check
 - Money Order
 - Add High Hopes to your bank's Bill Pay program - use our name, address, & phone #
- NSF Check Fee: \$25 + applicable late fees upon reconciliation
- Late Pickup Fee: \$5 at 2:05pm + \$2 per minute thereafter



REFERRAL CREDITS



- \$25 per referral once the family enrolls per semester (must remain enrolled for the whole semester).
- Credited at the end of the semester (December or May).
- If referred students remain for the entire school year, \$25 credit offered each semester (December AND May).

SAFETY

- Report safety concerns to the office IMMEDIATELY.
- Teachers are trained on recognizing abuse and neglect.
- If YOU suspect abuse or neglect, call (800)252-5400 to make an anonymous report.
- All staff members are trained on Emergency Procedures in the event of a fire, tornado, gas leak, etc.
- Practice drills are conducted throughout the year to aid in preparedness.
- Evacuation routes are posted in each room.
- Evacuation meeting point - New Hope Baptist Church.

PRE-K REQUIREMENT



To enroll in the 4-year-old class, children **MUST** be completely toilet trained by the start of school.

HEALTH



- Physician's Health Statement, Immunization Record, Vision & Hearing Screenings are **REQUIRED BY THE STATE** to be on file at preschool.
- Staff **WILL NOT** administer medication outside of prescribed emergency medications, accompanied by doctor's note/plan.

ILLNESS POLICY



- Please DO NOT bring children with symptoms of illness to school
 - Fever (100.4* +)
 - Rash
 - Vomiting
 - Diarrhea
 - Etc.
- Health checks occur upon arrival
- Children becoming ill at school will be separated from the group and parents contacted to arrange pick up
- After illness, children MUST BE SYMPTOM FREE for 24 hours

SPECIAL ACTIVITIES

- On-site “Field Trips”
 - Fire Department Visit
 - Petting Zoo
 - Dentist
 - And more!
- Family-oriented events to attend
- Splash Day!



PERSONAL BELONGINGS

- Students have one cubby and one backpack hook for storage
- All belongings brought to school (aside from lunchboxes) MUST fit into ONE average sized backpack - please label ALL items
- DO NOT allow your child to bring candy, gum, money, toy weapons, or any other items that can be considered weapons



DRESS CODE

- Dress children in PLAY clothes - we often engage in messy play
- CLOSED TOED shoes that stay securely on the foot should be worn to school
- Shorts or leggings should be worn under skirts/dresses
- Don't forget to dress for the weather and send appropriate outerwear when temperatures begin to change



NUTRITION & REST



- Please pack nutritious, well-balanced lunches with a water bottle
 - Candy, soda, red/purple drinks are NOT allowed
 - Rest time occurs in each classroom at the end of the day

DISCIPLINE & GUIDANCE

- Discipline is based on individual and developmental needs
- Absolutely NO cruel, harsh, or unusual punishment will be used
- Positive Guidance:
 - Children are guided to assure appropriate participation in daily activities
 - If inappropriate behavior persists, supervised separation may occur
 - Sending a child to the Director's office is a last resort
- Parents will be called to discuss appropriate action if inappropriate behavior becomes an issue

OPEN DOOR POLICY



- ALL VISITORS, *INCLUDING PARENTS*, ARE REQUIRED TO SIGN IN WITH THE OFFICE UPON ARRIVAL.

PARENT CODE OF CONDUCT

- Swearing or Cursing is NOT permitted on HHPS property
- Threats of ANY kind WILL NOT BE TOLERATED, authorities will be contacted
- Confrontational interactions ARE NOT appropriate means of communication and are PROHIBITED
 - Disagreements will be handled in a calm and respectful manner
- If a parent is suspected to be under the influence of alcohol or drugs, your child WILL NOT be released to you.

PARTIES & BIRTHDAYS



- Please check with your classroom teacher about birthday treats - ADVANCE NOTICE IS REQUIRED
- Food allergies are common and need to be considered when sharing treats at school
- Please understand, for allergy kids, it could be a matter of LIFE AND DEATH

COMMUNICATION



- High Hopes Office Phone - (512)260-5922
- Remind direct messaging - see handout for instructions
- Sandbox Parent Portal - Parent App available!
- Office email - nina@hpf.org, lea@hhps.org, or valerie@hhps.org

CONFERENCES



- Conferences MUST be scheduled with teachers ahead of time
- Drop off and Pick up times are NOT appropriate conference times
- Formal conferences can be planned if necessary
- Pre-K families will have conference opportunities in the spring