

# HILLSIDE PRESCHOOL PARENT HANDBOOK



**800 Gravois Road, Fenton, MO 63026  
636-343-5010**

**Email: [admin@umcfenton.org](mailto:admin@umcfenton.org)**

## **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**

#### **Preschool class** (After age 3 and potty trained)

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. We also offer music time, Jesus time, and centers.

#### **Prekindergarten class** (Age 4 by July 31)

The curriculum at this age includes identifying and naming letters, shapes, colors, and numbers 1-20. We will introduce patterning, opposites, 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.

### **Hours of Operation**

Hillside Preschool is open from 8:30 a.m. until 3:30 p.m. Monday – Thursday.

We operate nine-months a year from September through May.

Hillside Preschool is closed on all major holidays including but not limited to: New Year's Day, Martin Luther King Day,, Spring Break, Good Friday, Memorial Day, Thanksgiving Break, and Christmas Break. (Please see Hillside's monthly calendar for more detail.)

### **Missouri State Regulations and License Status**

The Missouri Department of Health and Senior Services is the regulating authority for childcare facilities. In our facility, we meet or exceed the standards for childcare in a License- Exempt facility. These standards relate to our facility, staff, health and safety, child-staff ratios, and record keeping. Health, Fire, and licensing representatives routinely inspect our facility. All staff receive a background screening through the Family Care Safety Registry. Staff is required to report suspected Child Abuse and Neglect.

State licensing requires each child to have a file on site while actively enrolled, which is kept on file for one year after enrollment. If you need to review your child's file or update information, notify your child's teacher. Files may not leave the facility and the child's information is updated yearly.

### **Admissions**

Prior to admission, a pre-enrollment tour of Hillside with parents or guardians may be scheduled. The purpose of this tour is to determine the needs of the parents and child and the suitability of the program to meet those needs.

Before attending, all forms must be completed and returned along with the registration fee and first month's tuition.

### **Sample Daily Schedule**

8:30 am Students are welcomed, and belongings are stored. Folders are put in the teacher's basket.  
8:45 am - Circle Time- Calendar and weather time, story time  
9:15 am - Centers/Learning Stations  
9:45 am- Bible Study  
10:15 am- Snack  
10:30 am- Academic Time  
11:00 am Gross Motor  
11:30 am Reflection and pack up  
Dismissal for morning students only  
11:30 am-Lunch  
12:00 pm-Rest  
1:00 pm-Academics/Fine motor  
1:30 pm-Music  
2:00 pm-Gross motor  
2:30 pm-Library/Reading  
3:00 pm--Reflect/Prepare for dismissal  
3:30 pm-Dismissal

### **Drop Off**

When you drop your child off each day, please park your car and bring your student into the lobby entrance. You will need to sign them in and wait until the teacher opens the education doors and invites the students down to the classroom. 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 staff. Usually, it 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 come to the hall. The teachers will bring the children to wait there, til the parents come to pick them up. The staff will verify the person is on the pick up list before releasing the child. 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, or a call to the school, will be needed if someone other than those listed picks up your child. Students should be picked up promptly at 11:30 am for morning session and 3:30 pm for afternoon session. If a parent is late picking up their child more than twice in a month, a late fee may be charged at the Director's discretion.

### **Financial Policies**

Tuition is due on the 1st day of each month. If the due date falls on a weekend, the payment will be due the following Monday. A three-day (3) grace period will be given to receive payment without penalty. If the payment is not received by the end of the grace period, a \$20 penalty will be assessed. If payment and penalty are not received by the end of the month, the student will no longer be allowed to attend Hillside. A \$15 fee will be charged for returned checks. Tuition is the same amount each month regardless of sick days, holidays, spring break, vacation, inclement weather, or any unforeseen or uncontrollable acts of God.

Payments must be written to Fenton United Methodist Church, or FUMC, with "Hillside" in the memo. Payment can be made in the church office, mailed, or sent by a bank. A one-time **Non-Refundable** registration fee is required to register.

### **Termination/Withdrawal**

Occasionally, we find that our program is not the best fit for every child. If the Director feels your child is not adjusting well to the program, we will request you remove your child near the end of the

week. You may request a prorated tuition reimbursement for weeks unattended.

If you choose to withdraw your child, please notify your child's teacher so items can be collected and sent home with your child. Parents may request reimbursement for time paid for, but unused due to the student leaving Hillside at the behest of parents or teachers. No reimbursement will be made for days the student was in attendance.

### **Illness**

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, please call the church office at 636-343-5010 or send a message to your child's teacher. Please inform us if your child has a contagious illness.

### **Inclement Weather**

Hillside Preschool follows the local school districts lead for inclement weather. If most other schools are closed for inclement weather, Hillside is also closed. Please check the Hillside Facebook and/or the Dojo App for updates. The safety of our families and staff are of the utmost importance.

### **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) the parents will be notified.

### **Behavior Concerns**

If a student has become a regular disruption in class, the following strategies will be used:

1. The teacher will calmly ask the student to stop the behavior and redirect him/her to what the teacher would like the student to do instead.
2. The teacher will write a note to the parent(s) describing the incident(s) and place in the student's backpack.
3. After two significant class disruptions, the teacher will notify the parent(s) and schedule a conference to discuss the teacher's concerns. The teacher will ask the parent(s) if they see behavior at home, discuss how it was handled in the home and develop an intervention plan.
4. The teacher will observe the student for improvement after talking with the parent(s).
5. If the behavior does not improve, a behavior incentive chart will be sent home with the student each day to be returned to the teacher with the parent(s) signature. This will allow regular communication between the teacher and parent(s) about the issue.
6. If a student is a threat to staff or other students, the teacher will bring the situation to the Hillside Board's attention. Suspension for a specified number of days is a possibility.

### **Tears/Shyness**

If a student is reluctant to leave his/her parent, the teacher will:

1. Try to direct the student's attention on an activity set up in the classroom.
2. Remind the parent(s) that most students will calm down only a few minutes after the parent(s) leaves.
3. Assure parent(s) that they will be called if the student has not calmed within 15- minutes.
4. Close the door after the parent(s) leave so the student does not run after them.

### **Nutrition-Snack**

Each day a snack is served. Parents will be asked to send a snack for their child in addition to lunch. The snack should not be shared due to allergies such as peanut, gluten etc.. If there is a child with a nut allergy we will notify the parents in the class. Depending on severity we will restrict certain foods and address each case accordingly.

### **Lunch**

If your student attends the extended day, your child should bring a sack lunch each day in attendance. This means the lunch should be non-perishable during class time or you may pack an ice pack to keep the foods cool. Hillside suggests the USDA Child and Adult Care Food Program guidelines for meal patterns. This is only a suggestion as you, the parent, will know your student's needs the best. The minimum quantity recommended is: milk—6 oz, meat/meat alternate—1.5 oz., vegetables— $\frac{1}{4}$  cup, fruit— $\frac{1}{4}$  cup, grains .5 oz. Of course, substitutions are allowed, and this is a guide for preparation purposes.

### **Birthdays**

If your child would like to celebrate a birthday at school, you may bring a prepackaged treat. The snack will be on or around their birthday. You are welcome to be a part of your child's birthday celebration if you wish.

### **Potty Trained Policy**

All students that attend Hillside must be potty trained. It is understood that occasional accidents happen. No pull ups may be worn. Please send a labeled set of clothes, underwear and socks in a Ziploc to be stored at school. In the event of an accident, we have limited extra clothes. If your child comes home in borrowed clothes, please wash and return them. 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.

### **Toys**

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. Please save toys for those special days.

### **Holiday Parties**

#### **To Be Determined**

We plan three parties: Harvest, Christmas, and Valentine's Day. All parents are invited to attend the parties. We encourage you to help plan, prepare, and assist during the party. The sign up will be posted prior to the party to donate needed items. Siblings are welcome.

### **Conference**

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. You may opt for a virtual or phone conference if preferred.

### **Clothing**

We encourage children to wear clothes that are comfortable and washable. We do occasionally get messy, and your child will not worry about staining. Keep in mind we go outside daily so your child will need a coat, boots, mittens, and hats when the weather is wintry. We prefer tennis shoes. No flip flops, slip-ons, or slick soles. Shoes need to accommodate our daily activities of running, walking and playing on the playground or in the gym. Label all coats, hats, gloves, etc. Sometimes children have similar items or things get lost. Labeling helps find the owner.

### **Communication**

Parent(s) should always call the church office (636-343-5010) for emergency and information purposes and NOT the teacher's cell phone as they will be unable to answer their cell phone or text messages during class time from 8:30am-3:30pm. If there is an emergency and you need to speak with us, the Administrative Assistant can transfer your call to our classroom. After the morning session is dismissed, if you need to contact your teacher, you may call her cell phone at the time.

You may email the church office to contact our Administrative Assistant at [admin@umcfenton.org](mailto:admin@umcfenton.org), or call 636-343-5010 to let us know if your child is ill or will not be in attendance.

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 our classroom 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.

### **Class Dojo App**

Class Dojo App is a secure way to communicate with parents. We post pictures, 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.

### **Accident Reports**

An accident report is completed for cuts, scrapes, bruises, etc. The report describes how the injury occurred and the location of the injury. If your child is injured, a teacher will call the number on file. If not able to talk to the guardian a message will be left and a message on Dojo will be sent. An accident report must be made and we will have it signed at pickup. A copy will be sent home with the child.

### **Medical Requirements and Conditions**

All students are required to have a physical exam signed by a physician on file. A copy of current immunizations must also be attached. These 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 State standards. If you have a medical or religious exemption, a separate form must be signed.

### **Medication Policy**

Our staff is not authorized to administer any medication at our facility. All medicine must be given to your child by you either before or after school.

### **Emergency Care Information**

We ask that you complete an authorization for emergency medical treatment. We hope we won't need this authorization, but we want to be certain your child receives the attention needed should an emergency develop. If your child is injured while at school, our first step is to administer any basic first aid. Staff is trained in CPR and First Aide. We will make every effort to contact you and/or the physician you have chosen to treat your child. Please keep your and the physician's phone numbers current. Emergency personnel will be contacted if necessary.

### **Emergency Preparedness/Evacuation**

To prepare our students for emergencies, we have fire, tornado, and intruder 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 contact parents in the event of an evacuation, and some comfort items. Our facility is locked and under surveillance daily. The safety of your children is our first 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 pastor. This Board oversees Hillside Preschool, writes Bylaws, hires teachers, and makes sure that the school is operating effectively. The Board reports to the Fenton United Methodist Church Administrative Council. If you have concerns or want to provide positive feedback, the Administrative Assistant can assist with contacting the Board Chair.

### **Themes**

We will have a variety of themes to cover throughout the year, which is usually monthly depending on content. 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 sent on to our church Rummage Sale. Items may include craft supplies, toys, games, puzzles, books, and more.

### **Daily Water Bottle**

You may send a water bottle daily with your child. They are allowed access to it at appropriate times during the day. Your child's water bottle will be used daily.

### **School Supplies**

Each student will need a two-pocket folder to carry papers. They will also need a box that includes crayons, markers, and two glue sticks. Backpacks are optional, however, one that is larger than the folder is preferred because all the papers fit easily without being folded or crumpled.

If you choose to donate any of the following frequently used items, it would be greatly appreciated.

**Optional supplies:** wet wipes, paper plates, playdoh, washable paint, watercolor paint, stamp pads, cotton balls, Q tips, brads, paper towels, Clorox wipes, hand sanitizer, tissues.

### **Nametags**

Students will be given a name tag. 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.

### **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.

### **Rest Time**

Extended day students will have a daily rest time. The student will need to bring a blanket and a sheet. At the end of each week, the sheet and blanket will be sent home to be laundered and returned on Monday.

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