

Hillander School
1600 W. Wadley Ave.
Midland, Texas 79705
(432) 684-8681

Preschool Policy Handbook
2023-2024

Hillanderschool.org

HILLANDER PRESCHOOL POLICY

ADMISSION REQUIREMENTS FOR PRESCHOOL

The child must be at least three (3) years old on or before the first day of school for the three (3) Year Old Preschool Program, or four (4) years old on or before the first day of school for the Four (4) Year Old Preschool Program.

The child **MUST** be potty trained and be able to wipe themselves. No pull ups will be allowed.

Children attending Hillander School Preschool should be fully toilet trained and able to clean themselves. This means that they can effectively communicate when they need to use the toilet, are able to clean themselves and require little to no assistance redressing themselves. We understand that accidents do occur however accidents should be rare. We want to help you and your child make the transition from home to school easier; therefore, the students will be given a three week grace period after school begins. If your child has an accident, you will be called to come change him/her. Your child will wait for you in the office. Please do not send your child to school in pull-ups, or send extra clothes.

We are educators dedicated to helping your child learn to the best of his/her abilities in an accepting and safe environment. Spending an inordinate amount of time on toileting issues takes away from the majority of the children in the class and interferes with learning activities. Your child is always allowed access to a toilet. We are committed to providing the best possible learning environment for your child. Thank you for your attention and assistance with this basic skill training with your child.

PROGRAM

Hillander Preschool is licensed by the Texas Department of Family and Protective Services. We are licensed for children three and four years of age. There are two aspects to our program.

PRESCHOOL

We have a developmentally planned program for three year olds and four year olds from 9:00 a.m. to 2:00 p.m. The three (3) year olds attend Tuesdays and Thursdays. The four (4) year olds attend Monday thru Friday.

SCHEDULES

Each class has a daily schedule posted on the front bulletin board showing the time of the different activities. Each month the teacher will send home a calendar of upcoming activities.

HOURS OF OPERATION AND HOLIDAYS

Our days of operation are the same as for Hillander School, beginning when school starts in August and going until school is out in May.

Hillander Preschool is open Monday thru Friday. Opening time is 8:45 a.m. A teacher will unload your child and sign them in. The teacher will unload children for 15 minutes. Class begins at 9:00 a.m. Preschool's front door will be locked for security at 9:00 a.m., therefore, if you arrive after that time, please take your child through the office area and to their class. Please do not drop your child off at the front door.

The Hillander School Parking Lot is in a school zone. For the safety of all students, please refrain from using your CELL PHONE during active pick-up times.

Dismissal is 2:00 p.m. A teacher will load your child and sign them out when you pick them up. If your child is not picked up by 2:15 he/she will be taken to the front office area to wait.

Each child will be given a carpool visor sign to help make loading as safe and speedy as possible. If you would like to carpool with other parents, please let Preschool know in writing so that we can make note of this on our dismissal schedule. It is very important we have a **note** from you if your child is to leave with anyone other than yourself or the regular carpool. Please be aware that teachers will not fasten your child's seat belt due to insurance, so be prepared to pull over if you need to.

For the safety of your child, we require that anyone other than your normal carpool person pick up your child, they must park and come inside Preschool to avoid slowing the waiting line. We must see the person's driver license. A form must be filled out with their name, license number, address, phone number and signature. If you send a note that morning, the teacher can have part of the information filled out before the child leaves.

We observe the same holidays as Hillander School, with one exception. When Hillander has its Field Day, Preschool will be open. Opening will be at an earlier time to allow parents with older children to be able to drop off Preschoolers and get to the events before beginning time. Dismiss time will be announced according to Field Day time.

ILLNESS AND INJURY

Hillander Preschool will not admit an ill child if one or more of the following exists:

1) The illness prevents the child from participating comfortably in Preschool activities including outdoor play;

2) The illness results in a greater need for care than teachers can provide without compromising the health, safety, and supervision of the other children in class;

3) The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in activities:

A) Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness, or

B) Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or

C) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes within 24 hours, rash with fever, mouth sores with drooling, behavior changes and/or other signs that the child may be severely ill; or

4) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If a child becomes ill while at school the parent will be contacted so that the child can be picked up. Care will be given to the child apart from the other children until the parent arrives. Your child must be symptom free for **24 hours** before they will be allowed to return to school.

If critical illness or injury requires immediate attention of a physician, the physician identified on the child's record will be contacted and the child's parents will be contacted, during which time the child will be given immediate first-aid.

Treatment and/or CPR will be administered as needed. Emergency medical services will be contacted or the child will be taken to the nearest emergency room.

MEDICATION

Hillander Preschool teachers will not administer medications to children. This includes sunscreen and cough drops. **DO NOT** send medications in your child's lunch. If they need medication during the day, please fill out a medication form in the office. We must have the medication in its **original** container.

PARENTAL NOTIFICATION

Any changes in policies will be sent to each parent.

DISCIPLINE AND GUIDANCE PRACTICES

Our goal is to teach courtesy, cooperation, honesty, thoughtfulness and consideration through the continual use of good manners in our everyday school life. We expect the

student to learn respect for himself/herself, as well as respect for fellow students' rights, feelings and property.

We recognize that positive discipline teaches and encourages the healthy development of a child's self-esteem. Hillander Preschool does not allow the use of corporal or physical punishment. The following positive techniques are used:

- . Praise
- . Reinforcing good behavior
- . Setting limits and enforcing them
- . Redirection
- . Mediating
- . Time-outs

PARENTS WILL BE CALLED IF A CHILD BECOMES A DISCIPLINE PROBLEM AND NO SOLUTION HAS BEEN FOUND BY THE TEACHER. IF THE CHILD IS A CONSTANT DISCIPLINE PROBLEM, HE/SHE MAY NOT REMAIN IN HILLANDER SCHOOL. It is the belief of the Board of Trustees that every child is entitled to an education free of disruption and the threat of any bodily harm from other students.

If a student has been suspended from school for any reason, the parents must submit a written request for readmission for the following school year. The request must indicate the corrective action taken to remedy the reason for expulsion. Admission for the following year may be denied by the principal if satisfactory correction of the problem has not been made during the remainder of the school year. The written request must be on file by May 1st and will remain in the student's permanent file. If suspension occurs after May 1, the parents will have fourteen (14) days to submit a written request for readmission. The decision to allow the student to enroll for the following year is subject to review by the Board of Trustees.

BITING POLICY

The teachers will provide a notice to both parties involved when a biting incident occurs. Hillander Preschool will send home bite warning reports to the parents of the child who is biting. After three (3) notices, if the biting has not ceased, we reserve the right to remove the child from Preschool.

ADJUSTMENT PERIOD

Each child has his/her own way of adapting to a new environment. Some children will protest whereas some will never have a reluctant moment. Please remember to expect a period of adjustment---it is normal that new experiences cause concern and stress. Rely on teachers to help your child with their adjustment to new situations.

CONCERNS/CONFERENCES

If you have a concern or you have a complaint regarding your child, we encourage you to discuss it with your child's teacher. Please schedule an appointment with your child's teacher after dismissal **NOT** during instructional time. If you feel that you need a follow-up conference, please call the school office to set an appointment for you to meet with the preschool director or principal and teacher.

MEALS AND SNACKS

--MORNING SNACK

Hillander will provide a nutritious morning snack, which will be from one of the following food groups: milk, meat/meat alternative, vegetable and fruit or grain. There will be a sign-up sheet, available at Open House, to volunteer to bring snacks for the week. **IF** your child has special dietary needs, you will need to provide their snack that will be given only to them.

--LUNCH

You must provide lunch for your student. Hillander is not responsible for your child's daily nutritional needs. Please provide some type of protein everyday. Lunch for three yr. old classes is eaten at 11:30 a. m. in Preschool area. Lunch for four (4) yr. old classes is eaten at 12:00 noon in the main building cafeteria.

SPECIAL NEEDS

Hillander Preschool must have written approval from a physician or a registered or licensed dietician in the child's records to serve a child a therapeutic or special diet. If your child is allergic to any food, you must complete a form and it must be signed by a Health Care Provider. There will be no exceptions.

TEACHER PROCEDURES FOR CHILD ABUSE AND NEGLECT PREVENTION

1. Required annual training for employees;
2. Methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect;
3. Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect;
4. Strategies for coordination between the center and appropriate community organizations; and
5. Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention.

TEACHER PROCEDURES CONDUCTING HEALTH CHECKS

Teachers are required to give a visual sweep and brief touch of each student during morning greeting or attendance. Teachers check for common illnesses, fever, injuries and/or general well-being of the child.

IMMUNIZATION REQUIREMENTS FOR STUDENTS

A copy of your child's immunization record is required to be on file in the school office. All immunization records must be on file by the fifth (5) day of school. **This is a must for your child to remain in school.** These records are checked each school year and need to be current at all times.

HEARING AND VISION SCREENING

First-time enrollees who are four (4) years of age or older and all children enrolled in programs that are four (4) years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one (1) year prior to enrollment. The school must keep evidence of this screening.

VACCINE-PREVENTABLE DISEASES FOR STAFF

All employees are required to wear gloves when handling or cleaning body fluids due to accidents. The Hillander School does not change diapers, pull-ups, or assist with toileting. Students must be potty trained before attending school.

The Hillander School does not prepare or serve lunch. All students bring their own lunch from home. All employees are required to thoroughly wash their hands before assisting students with packaged snacks and or any other food items.

The Hillander School Teachers are advised but not required to obtain a flu vaccine once every 12 months.

The Hillander School Teachers are advised but not required to review their Immunization record and follow the immunizations recommended by the CDC.

EMPLOYEE ILLNESS:

All employees should be fever free without medication and symptom free for 24 hours before returning to work.

ENROLLMENT PROCEDURES

The policy of Hillander is not to discriminate on the basis of race, color, natural origin, religion, or physical handicaps.

Students who attend Hillander for the entire year will be eligible for pre-registration for the following year. After pre-registration is closed, any remaining vacancies will be offered to siblings of students already enrolled at Hillander, if they are on the current waiting list. Any remaining vacancies will be filled by students in which their name appears on the waiting list at Hillander.

Registration forms are sent home in January and must be completed and returned along with the registration fee and notarized contract no later than the given date. The first Monday in February, vacant positions will be filled from the waiting list.

PLEASE BE AWARE THAT EVERY AUGUST THE WAITING LIST IS NOT ROLLED OVER. IF YOUR CHILD IS ON A WAITING LIST AND DOES NOT GET INTO A CLASS, PLEASE CONTACT THE OFFICE AND SIGN UP AGAIN FOR THE FOLLOWING YEAR IN PERSON.

REGISTRATION FORM and Student Notarized Contract

1. Registration forms completed and registration fee paid.
2. Furnish to Hillander:
 - A. Immunization record.
 - B. Birth Certificate.
 - C. Social Security card of child
 - D. Signed Parent Handbook Agreement. (on admission form)

REGISTRATION FEE SCHEDULE

Preschool	\$150.00
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TUITION FEE SCHEDULE

	<u>Monthly</u>	<u>Yearly</u>
(3 year old, 2 day)	\$370.50	\$3,705.00
(4 year old, 5 day)	\$626.50	\$6,265.00

The non-refundable registration fee is used to purchase books and materials to be used by your child. This fee is due each spring along with the registration form. When both of these items have been received by the school office, your child will be enrolled for the coming school year.

Tuition rates and fees are set annually by the Board of Trustees. A copy of the payment schedule is mailed with the January student contract or at the time of enrollment. **If paying in full, tuition is due at the time you turn in the contract. If paying by installments the parent must sign up with FACTS online and pay tuition refund insurance. Payments begin in June for the following school year and runs through March. Tuition is nonrefundable.** If tuition becomes thirty (30) days late with FACTS, your child will be subject to dismissal immediately.

When a policy is to be changed a letter will be sent to each parent to notify them of the changes.

TRANSPORTATION

Hillander Preschool does not take the children from the school. Special programs are brought to the school for the children. We do not transport children, so no Field Trips are made.

WATER ACTIVITIES

Hillander Preschool does not have water activities for the children.

SAFE SLEEP

Hillander Preschool does not have nap time for the children.

SAFETY

Any area within 1000 feet of Hillander School is a gang free zone. Criminal offenses related to organized criminal activity are subject to harsher penalty.

CLASSROOM EMERGENCY PROCEDURES

Employees use the red/green cards for fire drills/building evacuation to indicate if all students are present and for Lockdown/Shelter in Place. A class roster is included with this emergency information for student verification.

The following drills are practiced each month with students:

1. Fire Drill
2. Lockdown
3. Shelter in Place
4. Severe weather
5. Employees are trained for Site Evacuation

This information is posted in each classroom

ANIMALS

No pets, dogs, cats, parrots, etc. may be brought to the Preschool at any time.

Children and parents may not bring chickens, ducks, reptiles, (snakes, turtles, lizards, iguanas, frogs or toads) to school.

DRESS CODE

For your child's safety, **they should not wear slick bottomed boots, shoes and sandals** which could cause them to slide on the outside playground equipment and resulting in an injury. Flip-flop shoes often cause children to fall while trying to run or climb on the playground. Tennis shoes or other enclosed shoes with tread are required. Parents will

be called to bring the proper shoes to the child. **NO flip-flops, sandals, cowboy boots or shoes without tread.**

DIVORCED PARENTS

If a student's parents are divorced, both parents-not just the custodial parent-have the right to visit the school. A parent will be prevented from visiting a child only if the school is shown a court order that specifically denies visitation rights to that parent.

Student records will be released to both parents unless the school is shown a court order that specifically denies the release of records to that parent.

APPOINTMENTS

Please **do not** schedule appointments during school hours--this includes **ALL** outside counseling or therapy sessions. Students miss important academic teaching when they are gone.

If you need to check your child out for any reason, you will need to come to the front office and sign them out when they leave and back in when they return.

PARENTAL PARTICIPATION WELCOMED

Parents may sign up to help with parties throughout the year at Open House and are encouraged to share any interest or talents with classes on subjects that we are covering.

LICENSING INFORMATION

A copy of Hillander's minimum standards and most recent Licensing Inspection Report are on the second bulletin board at the entrance to Preschool.

A parent may contact the local Licensing office at 432-368-2693 or PRS Child Abuse Hotline at 1-800-252-5400. The PRS website is www.txchildcaresearch.org.