



HIDENWOOD PRESBYTERIAN PRESCHOOL

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POLICIES 2022-2023

Please read the following policies before completing the registration form.

CHURCH SPONSORSHIP: Hidenwood Preschool & Kindergarten has been an outreach of Hidenwood Presbyterian Church since 1957 and is governed by a Board composed of church members and at least one parent representative. The Board meets on a regular basis with the Director of the school and oversees school policy and operations. The Preschool is covered under the insurance policy of the Church.

ENTRANCE REQUIREMENTS: Children must be 2, 3, or 4 years old on or before September 30th to be placed in a 2, 3, or 4 year-old-class. The following items are required before your child is fully enrolled:

- Original Birth Certificate
- Registration Form
- Personality Form
- Emergency Form
- Commonwealth of Virginia School Entrance Health Form (after March 1)
- Fees and Tuition due at registration

It is not expected that the 2s will be toilet trained, but **it is expected** of the 3s & 4s.

REGISTRATION & TUITION FEES: Children currently enrolled and their siblings, children and grandchildren of the staff, and children and grandchildren of members of Hidenwood Presbyterian Church have priority registration. After the two-week priority period, open registration begins. The Director will decide, based on space and requests, which classes will be formed. The tuition fee covers supplies. Families with two children attending HPP&K will receive a 10% discount on the second child’s tuition.

Days per week	Deposit Due at Registration	Monthly Tuition
2 day – TTH	\$ 150.00	\$ 150.00
3 day – MWF	\$205.00	\$205.00
5 day – M-F	\$320.00	\$320.00

The deposit fee (one month of tuition) is due at the time of registration. Tuition is due September 1st and the first of each month thereafter through April 1st. A **\$25 late fee** will be charged if tuition is not received by the 6th of each month. Payment must be made every month or your child will lose his/her place in the classroom. There is no refund for the absence of a child. **Please put checks, made payable to Hidenwood Presbyterian Preschool, in the communication envelope provided by the teacher in your child’s book bag, send checks to the school office or use bill pay through your bank.**

CLASS SIZE:	<u>Class</u>	<u>*Number of Students</u>	<u>Teachers</u>
	2 year olds	10	Lead and Assistant (and parent helper)
	3 year olds	15	Lead and Assistant
	4 year olds	17	Lead and Assistant

*These are the recommended maximum numbers in each class. Minimum enrollment is at the discretion of the Board.

SCHOOL HOURS: The school day begins at 9:15. Dismissal for 2s is 11:45. The 3s will be dismissed at 12:00 unless riding with 4s who are dismissed at 12:15. The 2s are picked up at the classroom.

WITHDRAWAL: If WRITTEN notice of withdrawal is received by April 30th, the deposit will be refunded minus a \$50 registration fee. If WRITTEN notice of withdrawal is received by May 31st, half of the deposit will be refunded. No refunds are given after June 1st. If withdrawal is necessary during the school year, thirty days WRITTEN notice is requested.

ORIENTATION: Classroom assignment letters are sent via email in mid-August. School begins on the Tuesday after Labor Day. During the prior week, there will be a Parent Orientation Night when it is best to make other arrangements for your children. There is also a brief morning visit for children to see their classroom and meet their teachers.

BIRTHDAYS: Children's birthdays are recognized in the classroom, and parents should contact the teacher in advance to arrange for a celebration. In an effort to focus on the uniqueness of each child and promote safety and healthy practices, no food treats are allowed. Birthdays are also acknowledged in chapel, and families are invited. Books or puzzles may be donated to the school to honor the birthday child. Please speak to the teacher about how to celebrate.

CLASSROOM VISITATION: You are welcome! Advance appointments for observing should be made with the office, but they are not required. We do ask that parents not confer with teachers during observation and especially at playground time, as this distracts the teachers from their responsibility for the children's safety. All visitors should report to the office before going to the classroom. Parents should speak with the teacher about occasional visits.

COMMUNICATION: Please call the office if you have any questions or contact the teacher if you have concerns about your child. Day to day messages (for 3s and 4s) are to be sent in the communication envelope provided. Verbal messages from the children **cannot** be accepted by the teacher.

CONFERENCE DAYS AND FAMILY EVENTS: Conferences, not report cards, are used for reporting children's progress and are scheduled in the fall and the spring and as needed. However, please feel free to call the office at any time to arrange additional conferences as needed. There are several opportunities during the year for families to attend school events in the evening.

CONFIDENTIALITY: Only the child's teachers and office staff have access to a child's screening and assessment results. These files are kept locked in the preschool office. Staff members do not share information about a child with anyone without parental consent.

EMERGENCY PROCEDURES: Fire drills and shelter-in-place drills are held regularly. The Director will notify parents via *Remind* in a real emergency. *A lock down drill will be held in the spring.*

EXTENDED DAY: Children attending a 3 or 4 year-old class may register for before and/or after school care on the days a child attends school. Information and forms are available after Spring Break in the office. A state-mandated hour of rest time is observed. Registration and hourly fees are charged.

HOLIDAYS AND IN-SERVICE DAYS: Holidays are normally the same as in the Newport News Public Schools. We will also be closed on professional development days for training of teachers, but we have fewer days than the public schools so these will not necessarily coincide with the NNPS schedule.

ILLNESS: A child is **NOT** permitted in the classroom with a contagious disease, fever, or any signs of an infection that might spread to the other children. After being sick, **your child must be symptom free (fever, rash, vomiting, diarrhea, etc.) without medication for 24 hours before returning to school.**

RELIGIOUS INSTRUCTION: A Christian atmosphere is a primary characteristic of our school. Although most students are from Christian families, we have children from homes of other beliefs and children from other cultures. We do not try to make them Presbyterians, but neither do we refrain from expressing our Christian beliefs. Parents are always welcome at our chapel services, which include birthday recognitions.

SNACKS: The 3s and 4s will bring a nutritional snack each day. The parent helper for the 2s will bring snacks for the entire class. No drinks are necessary; filtered water will be provided in each classroom.

SPECIAL NEEDS: Contact the Director if you have questions. We may be able to accommodate children with mild disabilities and/or special needs.

TRANSPORTATION: The school does not provide transportation. The 2s will be walked to and picked up from the classroom door. The 3s and 4s are encouraged to participate in car pool in order to promote independence. The school is not held responsible for the safety of the children in car pools.

WEATHER CLOSURE: When the Newport News Public Schools are closed because of inclement weather, our school will be closed also. If NNPS opens one hour late, we will open at 10:15 a.m. and there will be no morning care. If NNPS opens two hours late, we will not have school or Extended Day that day. Make-up days are at the discretion of the Board. For information on closings, check our Facebook page, your email or *Remind*. In inclement weather you are welcome to pick up your child early.