

*High Point
Christian Academy
Preschool*

*Parent
Handbook*

School Year 2008 - 2009

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*Train up a child in the way he should go, and when he is old
he will not depart from it. Proverbs 22:6*

High Point Christian Academy Statement of Philosophy

Mission Statement

High Point Christian Academy is committed to Christ-centered, quality education, and academic excellence in partnership with family and church within a loving, caring atmosphere.

Vision Statement

High Point Christian Academy students will acquire wisdom, knowledge, and a biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship, and worship.

Specifically, the young men and women will mature to loving God with all their heart, mind and soul (Matthew 22:37); grow in wisdom and stature (Luke 2:52); be willing to stand apart from the world as salt and light (Matthew 5:13-14); and give sacrificially of themselves and their resources, reflecting the essence and love of the Christ who lives and dwells within them (Romans 12:1).

Core Values

Kingdom Education

High Point Christian Academy Preschool was established by Green Street Baptist Church as an outgrowth of its ministry for the purpose of:

- 1. leading a student to Christ.*
- 2. building a student up in Christ.*
- 3. equipping a student to serve Christ.*

Dependence upon God

High Point Christian Academy Preschool will be faithful to Christ by prayerfully:

- 1. seeking God's will and direction in all matter of the Preschool.*
- 2. following His leading, regardless of circumstance and consequence.*
- 3. trusting Him to supply all our needs in the development and operation of the Preschool.*

Biblically-integrated Curriculum

High Point Christian Academy Preschool recognizes God as the Source of Truth and will acknowledge God in the Preschool program daily by:

- 1. integrating biblical truth into every area of the curriculum.*
- 2. using curriculum and teaching that will uphold the traditional family, the dignity of life, the biblically-ordained institutions of marriage, family, church and government.*
- 3. using curriculum and teaching that will unite science and faith.*
- 4. using curriculum and teaching that is biblically based and developmentally appropriate.*

Quality Personnel

High Point Christian Academy Preschool places emphasis on the Christian character and professional qualifications of our personnel. This is accomplished by hiring capable, properly trained, credentialed teachers of notable Christian testimony and maturity who will be role models, teaching with the love of Christ in all things. Teachers are required to demonstrate commitment to a local church fellowship and maintain their skills through on-going professional development.

Partnering with Parents

High Point Christian Academy Preschool recognizes that the education of children is the primary responsibility of parents. The Preschool staff will seek ways to support and encourage parents in the nurture and education of their children. The Preschool will strengthen the home-school relationship through regular communication with parents/caregivers and frequent self-examination of the program to identify potential areas for improvement.

Philosophy of Education

High Point Christian Academy has developed these statements of belief to direct our policies and the administration of these policies.

The Purpose of Education

The purpose of education is to know God and respond to His Word (Proverbs 1:7). When students are rightly related to God through a personal faith in the Lord Jesus Christ as Savior and they learn His Word, they can view the world from a biblical perspective and apply biblical truth to all areas of learning and life.

The Content of Education

The God of the Bible is the Source of Truth (John 14:6). In addition to academic knowledge and skills, education is concerned with the spiritual development of students. Instruction in biblical morality and the diligent pursuit of a Christ-like character must be part of a complete education.

The Process of Education

Education is accomplished through a professionally competent Christian teacher using instructional methods that are appropriate for the content and developmental level of the student. A variety of methods may be used to teach the content and enable students to think critically (Deuteronomy 6:6-9, Proverbs 22:6).

The Responsibility of Education

The education of children and youth is the primary responsibility of parents (Deuteronomy 6:6-7). Teachers partner with families by providing academic instruction and by serving as Christian role models.

The Nature of the Student

Students are physical and spiritual beings created by God in His image (Genesis 1:27, 2:7) and are of great worth in His eyes. They are sinners who need to profess faith in the Lord Jesus Christ as their personal Savior. Each student is unique with a preferred learning style, and each is endowed by God with varying levels of academic, physical and creative abilities.

Statement of Faith

We believe the Bible to be divinely inspired and the only infallible and authoritative Word of God.

We believe that there is one God eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death by His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal visible return in power and glory.

We believe in the total depravity of all mankind.

We believe in the necessity of regeneration through faith alone in the Lord Jesus Christ.

We believe all true believers endure to the end by the power of God even though they may fall into sin.

We believe in the resurrection of both the saved and the lost – the saved to eternal life, the lost to eternal damnation.

We believe in the local church that is made up of believers who God will use to carry out the Great Commission.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the present ministry of the Holy Spirit by indwelling a Christian to enable him to live a godly life.

Since we are a Southern Baptist-established school, all doctrinal matters must conform to the “Baptist Faith and Message” of the Southern Baptist Convention.

Biblical Principles on the Education of Children and Youth

- 1. The education of children and youth is the primary responsibility of parents. Deuteronomy 6:4-9; 11:18-21; Psalm 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4*
- 2. The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth till maturity. Deuteronomy 6:7; 11:19; Proverbs 22:6*
- 3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation. Psalm 78:6-7; Matthew 28:19-20*
- 4. The education of children and youth must be based on God's Word as absolute truth. Matthew 24:35; Psalm 119*
- 5. The education of children and youth must hold Christ as preeminent in all of life. Colossians 2:3; 6-10*
- 6. The education of children and youth must not hinder the spiritual and moral development of the next generation. Matthew 18:6; 19:13-14; Mark 10:13-16; Luke 18:15-17*
- 7. The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles. Exodus 18:21; I Samuel 1:27-28; 3:1-10*
- 8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers. Luke 6:4*
- 9. The education of children and youth must have a view of the future that includes eternal perspective. Colossians 3:1-2; Matthew 6:19-20; II Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24*

High Point Christian Academy PRESCHOOL

Policies and Procedures

Welcome to High Point Christian Academy (HPCA) Preschool. We are glad that you are a part of our family. Clear communication is one of the keys to a successful preschool program. This handbook contains specific information and requirements set forth by HPCA Preschool in accordance with the laws of North Carolina. As a half-day, church-based preschool program, HPCA Preschool is not bound by North Carolina Daycare Standards. However, we at HPCA Preschool strive to meet or exceed all applicable standards set forth by the state of North Carolina. After reading all the information, please sign the handbook verification form stating you have received, read, and understood this information and return it to us. This form will be kept in your child's file and must be returned within 30 days of his/her enrollment at the Preschool. This handbook is designed as a handy reference for you. We suggest you keep it in a convenient place for easy referral throughout the school year.

OUR PROGRAM

Our classes are open to any child regardless of race, nationality or religious belief. The curriculum is appropriately designed to the age groups and developmental level of each child. Since children learn best through hands-on activities, lessons are built around play and experiential learning. We believe that a child absorbs his/her concepts of God from people, things, and experiences that are part of his/her environment. Thus, a love for God, Christ and the things God has made are stressed through appropriate activities. Curriculum is designed to help the child develop in all facets of his/her life ~~ mentally, emotionally, socially, and spiritually.

Child Development

In the area of child development, there are two important factors to remember: a child will develop in an orderly and sequential manner which was ordered by God before the child was born (Psalm 139:13-14), and each child is an individual and will develop at a rate appropriate for himself. Acknowledging these factors, there are generalizations which allow for a brief discussion of development.

Realizing that development is unique to the individual and results from maturity and learning, there are some very basic guidelines which may be followed in dealing with children. First, it must be understood that a preschool child thinks in very concrete terms. He is incapable of reasoning or complex analysis. Therefore, any communication with the child should stem from concrete ideas, stories and activities should utilize concrete processing, and expectations on the child's reasoning ability should be limited.

Secondly, a preschool child is obviously egocentric. His understanding of his world is ordered from himself outward. As he progresses from toddlerhood to young childhood, he gradually becomes aware of the other people around him. In the late two's and early three's he begins to develop relationships with other children. By the later three's and four's he develops greater independence and autonomy, asserting his personhood in many ways.

A young toddler, under the impression that he is the center of his universe, will not necessarily understand the concept of sharing. He primarily acts on impulse to fulfill his selfish desires. He is not intentionally being mean or hurtful to his friends; he just hasn't developed an understanding of commonality and cooperation. A teacher who understands the limitations of her student's development will coordinate activities which allow for parallel play and individualized attention.

Thirdly, a preschool child has a limited concept of time, space, relationships and causality. His understanding is symbolic; he conceptualizes his thoughts in mental images which transform into words. A two year old, for example, will make dramatic progress in language development. By the time he is four, he will increase his vocabulary tenfold. When he reaches four, he has also developed quite an imagination and will continuously flow between fact and fantasy.

As stated previously, it is essential to focus on the child's spiritual development as well as other areas. Realizing that children of this age range are such concrete thinkers, it is important to formulate complex spiritual concepts into understandable, developmentally appropriate ideas. For instance, a preschool child can begin to understand the complex attributes of God by hearing stories and simple repetition. He can learn that God made all things, God loves him, God is with him, God hears it when the child talks to Him, and God takes care of the child. He can learn of Jesus as a little baby, how he grew as a young boy and his ministry as an adult. Through Bible stories and examples the child can begin to develop a distinction between good and evil, right and wrong. Most importantly, it is imperative to keep the examples concrete and simple.

Methods and Techniques

A fundamental principle in working with young children is to utilize methods and techniques which are appropriate given the above-mentioned characteristics of child development. The methods and techniques should promote growth and development in all aspects of the child's life; socially, psychologically, emotionally, physically and spiritually. Some examples of appropriate techniques and methods are as follows, according to age groups.

Toddlers:

Teachers plan opportunities for children to have play experiences that will help them learn and grow. Physically the toddler can be challenged to push or pull larger toys, build with blocks, mold clay, and gross motor movements such as jumping, kicking and throwing. Mentally he can be challenged to identify objects in books or pictures, enjoy sensory exploration, experiment with simple musical instruments and play games about parts of the body. Socially he will continue to play individually, but he can develop "helping" skills such as picking up toys, playing make believe, and playing house.

Two Year Olds:

Two's are more energetic and enthusiastic than toddlers. Activities for the two year old are more challenging and include many opportunities for movement. Linguistically, the two year old

advances in his abilities to express himself. He is encouraged to express his desires and feelings whenever possible. Stories for the two year old include simple words which may be repeated by

the child. Socially two's begin to engage in more dramatic play; taking care of a doll or going to the store. Even so, the two year old still has trouble sharing and needs opportunity to play alongside other children. Simple puzzles and container play are challenging for the child's mental development and coordination. It is important to encourage the two year old in a variety of self-help tasks such as using a spoon and cup, taking off his coat, and washing his hands with assistance.

Three Year Olds:

The three year old tends to be more conforming to adult wishes and responds well to praise and encouragement. Play time encourages interaction with others as the child develops his ability to socialize and share. Increased motor ability allows daily routines to be completed with little assistance. Fine motor skills are developing and the three year old can enjoy experimenting with simple art projects such as fingerpainting, clay and tearing paper and cutting with scissors. A longer attention span allows for group story time, music and rhythms. He can express himself more completely and should be encouraged to communicate and share ideas.

Four Year Olds:

The four year old has developed more large and small muscle control and will benefit from increased opportunities for dramatic play, manipulating small objects, and experimenting with spatial relationships and basic arithmetic concepts. Most fours enjoy drawing and coloring and will benefit from opportunities to experiment with writing letters and numbers when s/he shows signs of interest. An expanding imagination often leads to increased interest in dramatic play in many creative ways. Dramatic play tends to include more verbalization which utilizes expanding vocabularies. Sharing in group time allows the child to exercise his expanding verbal skills and learn from the experiences of others. Group time and helper time allows the child to exercise his developing socialization and participation skills, listening and following directions.

Five Year Olds - Transitional Kindergarten:

Transitional Kindergarten is a unique program designed for children who have completed a Four Year Old preschool program yet need another year to develop physically, socially or academically prior to entering Kindergarten. A Five Year Old in Transitional Kindergarten will benefit from a calm, nurturing environment in which s/he can be challenged at his/her individual levels to develop confidence in the skills necessary for future success in school.

Transitional Kindergarten serves as a bridge for children who would benefit from the gift of time - time that is essential to absorb and express ideas, learn more about friendships, assert independence, and perhaps most importantly, to gain confidence as they move to the next level of academic achievement. The Transitional Kindergarten curriculum is comprehensive in meeting the needs of the Five Year Old child at a pace that has been adapted to best suit his/her needs and abilities. Please note: a child must have completed a Four Year Old preschool program to be admitted into the Transitional Kindergarten program.

Family Involvement and Support

God designed the family as the primary unit of nurture and instruction in the life of a child. Children are born into a family as the product of the union between man and woman. It takes both man and woman, actively involved in the nurture and care of the child, to ensure proper development. That care and nurturing is shared by members of the extended family who are uniquely equipped to provide encouragement and support.

Beyond the realm of the immediate family, responsibility for encouragement and support extends to the greater community. Whether it be a church, neighborhood, or school, complete and comprehensive training of a child depends on involvement from the entire community. This involvement, however, is secondary to, and never a substitute for, the primary involvement of the parents. The church or school is equipped to supplement the training and nurturing of the parents, but can never replace it. At the same time, the church or school cannot fulfill its responsibility to the child without the active involvement of the family in its program.

A church preschool program is designed as a supplement to offer enrichment for the child in a variety of areas. Perhaps most obviously, the primary area of enrichment is the opportunity for socialization. If a child has no siblings at home, or little interaction with other children his own age, it is essential to provide opportunities for interaction within a structured setting. The preschool also offers opportunities for educational enrichment which may not be available to the child otherwise.

Any comprehensive enrichment program will incorporate the active involvement of the family to provide the best opportunities for achievement and satisfaction. There can be opportunities for moms or dads to volunteer in the classroom, reading to a small group or helping with an activity. Parents can accompany children on field trips and join with them for parties and special occasions. When the children are learning about community helpers, parents can share about their careers or volunteer involvement.

Family involvement is not limited only to parents. Siblings are an important factor in a young child's life. Perhaps a younger child can look to his older brother or sister for academic help or challenges. Or the birth of a new baby can be cause to have a "birth-day" party. Equally important is the involvement of grandparents and older family members. Young children benefit tremendously from close interaction with senior adults and the senior adults can offer a unique perspective and sensitivity to young, inquisitive minds.

Under girding an effective family involvement in the preschool program is the consistent and open communication between school and home. From greeting children in the morning to sending notes home, the preschool teacher has numerous opportunities for maintaining open communication through frequent contacts with family members.

Remembering that the church preschool program is offered as an enrichment to the family unit and cannot operate effectively without the active involvement of the family, great satisfaction can be achieved when both sides work together for benefit of the child.

GENERAL POLICIES

Attendance

All children are encouraged to attend every class when possible to benefit from the full program offered. HPCA Preschool operating hours are from 8:30 am to 12:00 pm. Children may be admitted to the classroom beginning at 8:25 am. If your schedule requires you to bring your child prior to 8:25 am, you must see the director to make other arrangements.

Children must be picked-up promptly at 12:00 pm. If you are unable to pick-up your child promptly, you must contact the office immediately. If your child is not picked-up by 12:10 pm, you will be charged a late fee of \$5 for every five minutes you are late.

Entering and Leaving the Facility

All children must be accompanied by an adult when entering the school or leaving at the end of the day. Due to the design of our entrance, all parents are required to park in designated parking spaces in the parking lot when bringing children to school or picking them up. Please do not park in the driveway area or drive under the portico. Parents and children are walking through this area and safety must be our first concern.

Clothing

Children need to be brought to school in clothing that will enable them to play outside during the day when weather permits. This means clothing that is appropriate for the season, comfortable and washable (learning can be messy at times!) Tennis shoes or shoes that tie are preferred. Boots and sandals that are not secured to the foot are prohibited. Preschoolers are very active and still learning to maneuver in their environment. They need good, sturdy footwear to enable them to run and play without fear of tripping or falling. A change of clothing (including socks and underwear) are to be left at the school at all times. All clothing needs to be marked with the child's name. The school cannot be responsible for items that are not clearly labeled with your child's name. Lost and found items are generally placed in an area of your child's classroom.

Classroom Snacks

Each teacher will plan snack time for her class and the parents will be notified. If a teacher chooses to have parents bring snacks, she will have a sign-up sheet for parents to register. If a parent wants to bring a special snack for a special occasion, the teacher must be contacted in advance to plan accordingly. We encourage you to bring snack items that provide necessary nutrition for growing children. Please avoid foods with high sugar content and take into consideration any children in the class with food allergies. Please inform the teacher immediately when your child is diagnosed with a food allergy.

Field Trips

North Carolina law states that a child must be in an approved child safety restraint until the child is 8 years of age and always must be placed in the rear seat of the vehicle. Parents will be responsible for providing an approved child safety restraint to accompany every child on every field trip.

All children will be required to have a permission form signed by the parent prior to departure for the field trip. Parents will be invited to accompany the class when space permits and/or schedule requires. Parents who sign up to drive for a field trip are required to complete the appropriate forms and provide documentation of adequate insurance coverage.

Birthdays

Each child's birthday will be acknowledged and celebrated during a school day. If parents choose to contribute a special snack, the parent must contact the teacher in advance to coordinate snack time. Any special snack must be approved by the teacher prior to snack time so she can monitor distribution in the event that there are children with food allergies or special dietary needs. For safety reasons, balloons will not be allowed at Preschool. Birthday celebrations must be limited to snack time only unless prior permission is obtained from the director.

Holiday Parties

We actively integrate major holidays within the Preschool curriculum as a part of the child's social learning. It is our intention to maintain a Christ-centered focus in all instruction and celebration. Therefore we request parents to closely adhere to the party guidelines as set forth by the teacher. Each teacher will maintain a sign-up sheet for major holiday celebrations (i.e. Thanksgiving, Christmas, Easter, etc.). Parents will sign up for a particular holiday and coordinate with other parents, under the direction of the teacher, to plan a simple celebration.

Children with Special Needs

At HPCA Preschool we strive to encourage full participation by all children in the preschool program. We will not exclude a child from the program based on a particular special need. It will be necessary however, if your child has a special need, that you discuss the situation with the Preschool Director in detail so that the least restrictive environment may be provided for the child. Each situation will be evaluated on its own merit and a judgment will be made as to the most appropriate placement for the child.

Toileting

We believe the task of toilet training is truly a joint effort of both home and school and we are willing to assist in any way possible. Teachers in a two-year-old class will assist children with toilet training at the direction of the parent. When a child is able to wear underwear, without accidents (excluding naptime and bedtime), for a full weekend, he or she may wear underwear to school. If a parent chooses to use pull-ups, we ask that s/he use only the side-fastening style (such as Pampers). Changing non-fastening style pull-ups frequently requires clothing and shoes to be removed and replaced.

Every effort will be made to assist the child to be completely trained prior to the end of the two-year-old class. Children enrolled in a three-year-old class or older must be completely toilet trained before entering the class. Teachers will be available to help with buttons and buckles and such, but the child must be able to use the toilet independently. Children are taken to the restrooms as a class at set times through the day. If a child needs to use the restroom at any other time, s/he will be escorted by a teacher. Children are never allowed to leave the classroom unattended.

Students in a 3 year old or 4 year old class who have 3 accidents within a 3 week period are not considered fully toilet trained and will not be allowed to attend class for 2 weeks. This break is designed to give parents time to fully train the child. If a child returns to school after the break and continues to have accidents, s/he will be asked to leave the program until s/he is able to demonstrate appropriate control. Parents may choose to hold the child's spot in the program by continuing to pay the regular tuition until the child returns.

Discipline

Webster's Dictionary defines discipline as "mental and moral training". Such training is beyond the typical misconception that equates discipline with punishment. Proverbs 22:6 tells us, "Train up a child in the way he should go, and when he is old he will not depart from it." If we train a child properly through intentional guidance and instruction, there will be fewer situations that require punishment or negative consequences.

As the students of HPCA Preschool grow and mature in their development and understanding, they will be guided to follow the these Biblical principles:

Respect God	I Corinthians 6:19-20; Matthew 15:8-9
Respect self	Psalms 119; I Corinthians 6:19
Respect others	Philippians 2:3; Proverbs 18:24
Respect property	Proverbs 3:9
Do your best	Colossians 3:17
Do what is right	Philippians 4:8
Treat others as you want	I Thessalonians 5:15

The Biblical principle of discipline is learning to submit to the will of God. This principle requires the child to learn control of his will through timely and appropriate correction. When the child is corrected in a timely manner for intentional rebellion or willful challenge of authority, he learns proper submission. Therefore, little follies or indiscretions can be overlooked as simple playfulness. When a child is trained with clear and complete limits, he can enjoy more flexibility and freedom within those limits.

HPCA Preschool utilizes a developmentally appropriate discipline plan that is proactive with a clear purpose: to develop self-control and self-discipline and the ability to accept responsibility for behaviors. Whenever possible, teachers attempt to anticipate potential problems and intervene if necessary. If negative behaviors emerge, teachers will redirect the child to more appropriate behavior. The teacher will also utilize this "teachable moment" to instruct the child in more appropriate ways to handle the situation in the future. In addition, the teacher will try

to look at the situation from the child's point of view and uncover any underlying needs which the child may be incapable of expressing.

The goal of teachers and parents alike is to help children learn appropriate behavior. As parents define, plan and carry out discipline decisions their child, they may use the selected Bible verses below to guide them in formulating plans and keeping discipline within the family based on biblical principles.

Proverbs 22:6 Train a child in the way he should go and when he is old he will not turn from it.

Ephesians 6:4 Fathers (and mothers) do not provoke your children to anger, but bring them up in the training and instruction of the Lord.

Proverbs 20:11 Even a child is known by his actions, by whether his conduct is pure and right.

Proverbs 22:15 Folly is bound up in the heart of a child, but the rod of discipline will drive it far from home. (Young children do foolish and dangerous things simply because of the natural human sin nature. The "rod of discipline" stands for all forms of discipline and training.)

At times children exhibit aggressive behavior toward one another. Behaviors labeled as aggression are actions such as hitting, pushing, slapping, and/or hurting another person or using verbally aggression language. These actions may occur as a result of provoked or unprovoked actions from another person. As the teacher observes these behaviors, it will be determined if an incident report should be completed based on the circumstances of the situation. HPCA Preschool teachers and administration want to partner with parents to provide a safe environment for the children. In doing so, we have established the following policy for aggressive behavior:

- *Each incident is to be documented with a description of what led to the act*
- *The teacher will notify and confer with the parent to explain the situation. Parents are required to sign the behavior report which will be placed in the child's file.*
- *After two aggressive incidents which are considered by the teacher to be unprovoked, the parent will be called to the school to discipline the child. The parents are expected to have a discipline plan in place before arriving at the school.*
- *After a parent comes to discipline the child at school three times during a semester, the parent will be notified to pick-up the child for the remainder of the day.*
- *After a parent picks up the child from school for aggressive incidents two times, the child will not be allowed to attend school for one week. A conference with the Preschool Director will be required before returning to school.*
- *After the child returns from a week of absence, if aggressive behavior occurs two more times, the child will be dismissed from the school for the remainder of the year. Students may apply to attend HPCA Preschool the following year pending the approval of the Preschool Director.*

We at HPCA Preschool strive to provide a safe, loving, healthy environment for our students and expect the parents to partner with us in this endeavor. As partners working together for the health and safety of children in our care, we ask that you carefully read over our policies and let us know if you have any questions.

BITING POLICY

Biting sometimes occurs in early childhood settings and is considered developmental behavior generally seen in children ages 12-36 months. Statistically, 2 out of ten toddlers will bite. The following are possible reasons for such behavior:

- *Exploring*
- *Learning cause and effect*
- *Imitating others. Toddlers use imitation as a way to learn.*
- *Developing understanding of autonomy and experimenting with asserting themselves as independent beings. Children this age are trying to make choices and have control or power over others.*
- *Needing more attention.*
- *Frustration – sometimes caused by their lack of language skills and self-control. They may know exactly what they want and do not yet have the words or ability to control themselves or be understood.*
- *Expressing anger.*
- *Releasing tension or anxiety.*
- *Excitement.*

The goal of teachers and parents alike is to help children stop biting and learn appropriate behavior. As parents define, plan and carry out discipline decisions for the child, they can refer to the selected Bible verses (listed above) to decide how to train and discipline their child. HPCA Preschool teachers and administration desire to partner with parents to provide a safe, nurturing environment for the children. In doing so, we have established the following policies for biting:

- ❖ *Each incident is to be documented with a description of what led to the bite.*
- ❖ *The teacher will notify and confer with the parent. The parent will be required to sign the behavior report which will be placed in the child's file.*
- ❖ *After three biting incidents that are considered by the teacher to be acts of aggression, the parent will be called to the school to discipline the child. The parent is expected to have a discipline plan in place before arriving at school.*
- ❖ *After a parent comes to school to discipline the child three times during a semester, the parent will be notified to pick up the child for the remainder of the day.*
- ❖ *After a parent picks up the child from school three times for biting incidents, the child will not be allowed to attend school for one week. A conference with the Preschool Director will be required before returning to school.*
- ❖ *After the child returns to school, if aggressive biting occurs two more times, the child will be dismissed from school for the remainder of the year. Students may apply to attend HPCA Preschool the following school year pending the approval of the Preschool Director.*

In extreme situations, the administration may suspend a student from school for improper or aggressive behavior. The administration and academy board reserve the right to expel a student any time s/he is found out of harmony with the rules and policies of the academy. We reserve the right to request the withdrawal of a student with options and recommendations for further services. Corporal punishment is not allowed at HPCA. In working with children, perhaps the most important characteristic the teacher can display is a healthy sense of humor. Children are a delight from the Lord and they bring such life and vigor to any situation. Their insights are inspiring and their perspective on life is so refreshing. When a child is affirmed in his personhood and valued for his contributions to a group, he requires a minimal amount of coercion to evoke obedience.

REGULATIONS

In compliance with the State of North Carolina Department of Human Services, HPCA Preschool is required to have the following information in your child's file. It is necessary to have this information updated on an annual basis.

Health Status

A dated, written statement of the child's current health status, signed by an approved health professional, shall be obtained at least annually for each child or when the director shall have reason to believe the child's general condition indicates the need for such an examination. The statement of health status must be submitted at the time of admission or within 30 days after admission.

Immunization Form

Information regarding all immunizations the child has had, including month and year each immunization was administered. Immunizations must be recorded on the certification of immunization form supplied by the North Carolina Department of Health. The immunization form must be submitted at the time of admission or within 30 days after admission.

Emergency Form

Information, including parents' home and work emergency contact information, alternate emergency contacts, known allergies to foods or medications, release for emergency medical treatment, and a release for field trips must be submitted at the time of admission or within 30 days after admission. The information on this form must be current at all times. Please inform the Preschool office immediately if you have any changes in telephone, address, employment, or medical issues.

In the case of separation or divorce, you must submit a copy of the official custody order for your child to remain in the child's file. Any changes to the custody order must be submitted to the office promptly. No changes to parental contact procedures will be made without supporting documentation from the court.

Authorization for Pick-Up

Information giving permission for person(s) other than the parents to pick up the child from HPCA Preschool. Any person other than the child's parent must be listed on the Release Authorization Form. This form must be submitted at the time of admission or within 30 days after admission. In emergency situations, the parent must provide written authorization or verbal authorization over the phone, speaking directly to the Preschool Director. The Release Authorization Form will also list any person who is not allowed to pick up a child.

MEDICAL/EMERGENCY INFORMATION

Immunizations

State regulations require up-to-date immunization information for all children documented in school records. Health and immunization information should be updated on an annual basis. Following is a list of required immunizations:

DTP (Diphtheria, tetanus and pertussis)	3 doses by 7 months 4 th dose by 19 months 5 th dose on or after 4 th birthday prior to kindergarten
OPV (polio)	2 doses by 5 months 3 rd dose by 19 months 4 th dose on or after 4 th birthday prior to kindergarten
MMR (measles, mumps, rubella)	1 dose between 12 and 16 months 2 nd measles dose at kindergarten entry
HiB (Haemophilus influenza B)	3 doses by 7 months 4 th dose between 12 and 16 months
HepB (Hepatitis B)	1 dose by 3 months 2 nd dose by 5 months 3 rd dose by 19 months

All Preschool staff and parent volunteers are expected to be up-to-date on all immunizations.

Absences

We plan our program with the assumption that every child will attend every scheduled class. If your child is unable to attend Preschool, please notify the HPCA Preschool office. If your child is absent due to illness with a communicable disease, please let us know as soon as possible. We are required to notify all parents of exposure to communicable diseases.

Sick Children

State regulation requires that there be daily observation of each child on arrival at the Preschool by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at the Preschool will not be admitted to the classroom or will be separated from the other children until the parent or guardian can pick up the child.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and parents will be notified immediately by the Preschool. With any infectious disease, we ask that you contact your physician and notify us of the disease. If a child becomes ill while at Preschool, the parent or guardian will be contacted and expected to pick up the child as soon as possible. The child will be separated from the other children until the parent's arrival.

If a child displays any of the following symptoms, he/she must be kept at home:

*fever
diarrhea
nasal secretions that are thick, yellow or green, and accompanied by fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your physician to rule out infection.
sore throat with fever or throat spots
cough accompanied by fever, chills, and the coughing up of green or yellow mucous, vomiting or nausea
eye drainage of any type should be checked by a physician to rule out infection
unusual rashes should be checked by a physician to rule out infection
lethargic behavior and/or crying*

The child may return to Preschool after illness when:

*fever has been broken for 24 hours
nausea, vomiting or diarrhea has subsided for 24 hours
at least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection
child is feeling well again and normal behavior has returned*

We believe regular school attendance is important. However, we do not encourage the early return of a child to Preschool after being ill unless he/she is able to participate fully in the normal daily routine.

Medication

The giving or application of medication or individual special medical procedures will be provided only on written order or prescription from a physician. Given that HPCA Preschool is a half-day preschool operating a limited number of hours, we strongly encourage parents to administer all medications at home. Under special circumstances, medications may be administered during school hours as approved by the Preschool Director. In the event medications must be administered during school hours, the parent must complete a Parental Request for Medication Administration form and submit it to the Director for approval.

Allergies

All allergies to medications and/or other substances must be stated on the emergency and medical forms. Any food allergies must be verified, in writing, by a physician and the physician must recommend alternate food choices for your child. Information about children with food allergies will be distributed to all teachers and staff members where applicable.

Accidents

In the case of an accident, assessment and treatment of the injury will be given by a teacher trained in infant/child first aid or the Preschool Director. If further treatment is deemed necessary, the parent, guardian or emergency contact person will be called. All accidents are

recorded on an accident report form that requires the signature of the parent. In the event it is deemed necessary for the child to be treated by a physician, parents will be contacted to transport the child. In extreme emergencies, the child will be transported to High Point Regional Hospital and every effort will be made to contact parents prior to transport.

Tornadoes

In the event of a tornado warning, students will be escorted to a safe shelter in one of our inner hallways and instructed in proper safety procedures according to the HPCA Tornado Plan. Tornado drills are conducted regularly to instruct students in proper safety procedures.

Health Department

HPCA Preschool is inspected on a regular basis by the Department of Health as a part of the Green Street Baptist Church facility.

Inclement Weather Conditions

When severe weather conditions exist, please listen to the radio or television for school closings. HPCA Preschool closings will be listed as "High Point Christian Academy Preschool" (now listed separately from High Point Christian Academy) and will be announced on all local television stations and the HPCA website at **Error! Hyperlink reference not valid.** In the event of a delayed opening, specific instructions will be listed for "High Point Christian Academy Preschool". If school is in session, please use your best judgment to determine the safety of transporting your child to school.

Child Abuse

The staff of HPCA Preschool is required by North Carolina state law to report any allegation of suspected child abuse to the Department of Social Services (DSS) when there is cause to suspect that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision, or other forms of abuse have occurred. While the Preschool is expected to communicate with parents regarding the well-being of their child, the administration is placed between the parent and the state, acting on behalf of the child and in accordance with state law. It is the academy's policy not to contact parents in advance of making a report to DSS. Appropriate academy staff will make such reports in the best interests of the child and do not, once cause to suspect is established, have any legal alternative except to make the report to DSS for their investigation and review. The academy may also undertake an inquiry of school personnel prior to making a report to determine whether or not there are sufficient grounds to require reporting.

Fire Drills

Fire drills are held on a monthly basis to familiarize children with proper and safe procedures for emergency exit of the building. In the event of fire, students will be evacuated according to plan. The HPCA Preschool is inspected on a regular basis by the fire marshal as a part of the Green Street Baptist Church facility.

Building and Playground Safety

The HPCA building facility and playgrounds are inspected on a regular basis for potentially harmful situations. Maintenance and repairs are conducted in a timely manner to avoid disruption of the Preschool schedule.

Children will be supervised by one or more adults any time they are within the HPCA Preschool facility. At no point in time will a child be left unattended. When activities require the children to leave the classroom (i.e. play time), children will be escorted in an orderly manner to and from the location.

While on the playground or in the gym, teachers and assistants will continuously interact with the children and visually monitor every child for the duration of the time. Children will be instructed in safety procedures when using outside play equipment or equipment in the gym. Caution is used within the classroom to make the environment as safe as possible for the children. Care is taken to ensure that potentially dangerous situations are avoided such as leaving adult scissors within a child's reach, leaving an exposed electrical plug, or allowing toys with small parts around infants and toddlers. While we cannot guarantee there will never be an accident, we will do all in our power to make HPCA Preschool a safe place to be.

FINANCIAL POLICIES

Entrance Requirements and Fees

Children must have attained the appropriate age for a particular class on or before October 16th to be admitted into the class. Children enrolled in a Transitional Kindergarten program must have completed a Four Year Old preschool program to be admitted into the Transitional Kindergarten class. Registration fees must be submitted with the registration form. A child will not be considered registered until the fee is paid. The registration fee is non-refundable. Tuition fees are calculated by the month and are due on the first of each month. There are no discounts or deductions on tuition.

Tuition rates for the 2008-2009 school year are as follows:

<i>Transitional Kindergarten</i>	<i>\$195.00 per month</i>
<i>5 days per week</i>	<i>\$170.00 per month</i>
<i>3 days per week</i>	<i>\$140.00 per month</i>
<i>2 days per week</i>	<i>\$125.00 per month</i>

Please note: Parents are strongly encouraged to utilize the Direct Payment Plan administered free of charge by High Point Christian Academy.

Tuition is due the first day of every month, September through May. If tuition is not received by the 10th of the month, the account is considered delinquent and a \$10 late fee will be assessed. The \$10 late fee must be paid any time tuition is paid after the 10th of the month, no exceptions. When an account becomes thirty (30) days past due, parents will be notified that the child has been dismissed from the program. Returned checks or drafts due to insufficient funds will incur a fee of \$25. The returned check fee must be paid at the same time tuition payment is made.

Registration and Withdrawal

Registration for the next school year will begin in February. A letter will be sent home with each student outlining procedures for registration. Registration is on an availability basis with primary consideration being the most suitable placement for the child. Current enrollment does not guarantee placement for the next school year.

All tuition accounts must be paid in full for a child to be registered. After the designated registration time for current students, registration will be opened to the general public. Currently enrolled students will not be given priority status after registration is opened to the public.

In the event it becomes necessary to withdraw your child from High Point Christian Academy Preschool you are required to notify the Preschool Director directly. It is requested that you provide 2 weeks notice prior to withdrawal. At the time of withdrawal all tuition and fees must be paid in full.

STAFF POLICIES

Health and Safety

HPCA Preschool staff members are expected to abide by the following guidelines for health and safety:

- wash their hands, using proper guidelines*
- be up-to-date on all immunizations*
- use non-toxic art and cleaning supplies*
- get annual physical examinations*
- exercise caution when lifting children and items around the school*
- follow approved guidelines for handling body fluids/accidents/illnesses*
- stay home when sick*
- model a healthy lifestyle with proper nutrition, exercise and rest*

When a staff member is ill, she is expected to use caution when determining when to return to work. Guidelines for this decision should follow those prescribed for sick children (see above list).

Personal Care Issues

There is no more effective way to reduce the spread of disease than through hand washing. The recommended guidelines for all staff, parent helpers and children are as follows:

- use soap and running water*
- rub hands together vigorously*
- wash all parts of the hands including back of hands, wrists, between fingers and under fingernails*
- rinse hands well, leaving the water running*
- dry hands with a single-use paper towel*
- turn off the water tap, using a paper towel instead of bare hands*

Staff and parent helpers should wash their hands:

*when they come to the preschool each day
before and after preparing and serving food
after wiping a child's nose, own nose, sneezing, coughing, or
using a tissue, cleaning up toileting accidents, vomit, or any
accident involving body fluids (even if gloves are worn)
after using the bathroom, helping a child with toileting, or
diapering
after playground time
after handling a pet or any animal*

Children should wash their hands:

*when they arrive at preschool each day
before they prepare, serve, and eat food
after they have used the toilet or had a toileting accident
after they have vomited or had an accident involving body fluids
after they have had contact with another sick child
after blowing, wiping or picking their nose or other body parts
after sneezing, using a tissue, drooling, sucking thumb, etc
after playing outside
after handling a pet or any animal*

Tissues should always be available in the classroom or on the playground for staff and children to use. Children will be instructed in proper health and safety procedures. Children should not share items such as hairbrushes, combs, hats or hair clips. Personal items brought from home must be kept in a sealed container.

Sanitation Procedures

HPCA Preschool staff members are trained in proper methods of disinfecting toys, equipment and work surfaces. Disinfectants used are registered by the US Environmental Protection Agency for use as a disinfectant in medical facilities and hospitals.

Preschool staff members also exercise Universal Precautions for handling body fluids as prescribed by the Occupational Safety and Health Administration. Such precautions include the use of protective barriers such as gloves for diapering, cleaning up toileting accidents, cleaning up vomit or treating minor cuts or abrasions.

Grievance Procedures

Any questions or concerns regarding these policies should be addressed to the Preschool Director. Every effort will be made to accommodate your concerns when possible or provide an explanation for the policy in question.

High Point Christian Academy Preschool

Parent Handbook Verification Form

I hereby verify that I have received, read and understood the Parent Handbook provided me by High Point Christian Academy Preschool. I agree to abide by the policies and procedures as outlined in this handbook.

If I have any questions or concerns regarding these policies and procedures, I understand I have opportunity to discuss these concerns with the HPCA Preschool staff at any time during the school year.

Student Name : _____

Parent Name : _____

Signature : _____ Date : _____