



High Point  
Christian Academy  
Preschool

Parent/Student Handbook

**2022-2023**

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Kingdom Education:

The life-long, Bible based, Christ-centered process of leading students to Christ,  
building students up in Christ, and equipping students to serve Christ.

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# **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 reinforce a strong work ethic.
5. 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. Therefore we accomplish this by:

1. hiring capable, properly degreed, certified teachers of notable Christian testimony and maturity who will be role models, teaching from a biblical worldview.
2. maintaining an equitable, regionally comparable salary scale, and employee benefits.
3. requiring ongoing professional development.

### **Partnering with Parents**

High Point Christian Academy Preschool recognizes that the education of children is the primary responsibility of parents. Therefore, we will assist parents by:

1. pursuing the achievement of our spiritual, academic, social and physical objectives.
2. developing, improving, and expanding the academy's programs and services.
3. strengthening the home-school relationship via regular communication and sound academy policy.

### **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**

### **The Scriptures**

1. The Holy Bible was written by men divinely inspired and is God's only written revelation of Himself to man. It is a perfect treasure of divine instruction. All Scripture is totally true and trustworthy.

### **The Godhead**

2. There is one and only one living and true God; the eternal triune God reveals Himself to us as Father, Son, and Holy Spirit.
3. Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit, born of the Virgin Mary, and was without sin. He gave His life as a substitutionary death on the cross, was raised from the dead with a glorified body, ascended into Heaven, and is now exalted at the right hand of God.
4. The Holy Spirit is the Spirit of God who indwells believers, enables men to understand truth and convicts men of sin. He cultivates Christian character, comforts believers, and bestows spiritual gifts by which they serve God.

### **Salvation**

5. God is the Creator of the universe. Man is a special creation of God, made in His own image.
6. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. This places man under God's condemnation.
7. Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no salvation apart from personal faith alone in Jesus Christ as Lord.
8. All true believers endure to the end. Believers may fall into sin through neglect and temptation, yet they shall be kept by the power of God through faith unto salvation.
9. Christ will return personally and visibly to the earth: the dead will be raised and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous will receive their reward and will dwell forever in Heaven with the Lord.

### **Christian Living**

10. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime.
11. Children, from the moment of conception, are a blessing and heritage from the Lord.
12. Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation.
13. A New Testament church is an autonomous local congregation of baptized believers who God will use to extend the gospel to the ends of the earth.

14. Christ's people are to live in Christian unity and may engage in voluntary cooperation with various Christian denominations for common ends when such cooperation involves no violation of conscience of compromise of loyalty to Christ and His Word as revealed in the New Testament.

Since HPCA is a Southern Baptist established school, all doctrinal matters must conform to the "Baptist Faith and Message" of the Southern Baptist Convention.

### **HPCA's Position on Marriage and Sexuality**

1. Every person is created in the image of God (Gen. 1:26-27) and deserves to be treated as such. Christians or non-Christians living in a lifestyle outside of God's design still have the opportunity to be redeemed and their relationship with God restored (1 John 1:9).
2. The Bible teaches that the only appropriate expression of all sexual intimacy happens within the confines of a covenant marriage relationship between one man and one woman and contributes to God's design for human flourishing (Gen. 1:27-28; 2:24-25; I Tim. 5:14).
3. Man is a special creation of God, made in His own image. He created them male and female. Denying one's biological gender is dishonoring to God's created order (Gen. 1:26-27, 2:21-24).
4. Any practice of heterosexual sexual intimacy outside of marriage is against God's created design and obstructs human flourishing (Ex. 20:14; Prov. 5:18-23; 6:20-35; 1 Cor. 6:9-10; and, Heb. 13:4).
5. The Bible clearly states that the practice of homosexual acts is always sinful and lies outside of God's created order, distorting the grand design of God's gift of sex (Lev. 18:22, 20:13; Rom. 1:26-27; 1 Cor. 6:9-11; and, 1 Tim. 1:8-10).
6. Because of the curse of sin, human sexual desires do not always line up with God's design. God's help should be sought to help control those sexual desires that are not in line with His plan (Gen. 3; Rom. 5:12-21, 7:18-25; and, Gal. 5:16-24).
7. Temptations or desires for sexual expression outside of a heterosexual covenant marriage do not in and of themselves constitute sin (James 1:13-15).
8. One sins when he or she willfully entertains sexual thoughts or actions outside of a heterosexual covenant marriage (Matt. 5:27-28; and, James 1:15).
9. The Bible teaches that believers should seek to marry other believers (1 Cor. 7:39; II Cor. 6:14).
10. The Bible does not condemn marriage between people from different races or cultures

(Gen. 1:27, 3:20; Num. 12; Acts 17:28; Gal. 3:28; Col. 3:9-11; Rev. 5:9, 7:9).

11. Children, from the moment of conception, are a blessing and heritage from the Lord and are created in His image. Abortion is a sinful act that destroys God's special creation. (Gen. 1:26-27, Psalm 139:13-14)

12. We believe lifelong singleness, and thus celibacy, is neither imperfect, incomplete, nor insufficient for human flourishing, but instead offers Christian believers unique opportunities for dedication of time and energy for Christian service (1 Cor. 7:6-8, 32-38).

### **Statement of Cooperation**

**FINANCES:** We/I understand it is necessary that parents pay tuition for the amount stated on the Tuition Information Schedule. Tuition that becomes 30 days past due will result in the student being withheld from attending school until such amounts due to HPCA are made current. We further understand that there are no refunds or transfer of fees to other children or other school years for the Registration Fee. Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. Also, the full month's tuition is due for any month in which the student attends one school day. **Monthly tuition is a set amount for each month whether we are out for holidays, bad weather or a student is absent.** All fees are due in full and are non-refundable. Any refunds made are for tuition only, and will be made on accounts that are paid beyond the current month.

**ARRIVAL AND DISMISSAL:** We/I understand that school begins at 8:15 am and concludes at 12:00 pm for all students with the exception of Cougar Cub Club, for four-year olds only, which concludes at 1:00 pm on Wednesdays only. All students must be picked-up promptly at dismissal time. All students should be picked up in the drive thru as designated by Administration. If a student has not been picked-up within 10 minutes after the official dismissal time, the preschool will assess a late pick-up fee of **\$5.00 for every five minutes of delay**. This will be monitored by the Afternoon Program Coordinator. The preschool office must be contacted immediately in the event that a parent/guardian will not be on time for dismissal.

**PHOTO/VIDEO/PUBLICATION PARENTAL CONSENT:** We/I understand that there will be times during the year, representatives from High Point Christian Academy, the news media, and others request permission to film, photograph, or videotape in our school. They subsequently use the material in school publications, presentations to professional and community groups and newspaper, TB and social media. In addition, HPCA may use photographs and samples of student work in a web site home page. We/I understand that my home address and phone number(s) may be released for school/classroom directory.

**SCHOOL ACTIVITIES:** We/I give permission for our students to take part in any and all school activities, class field trips, and absolve the school from liability to us or our student because of injury to us or our child at school or during any school activity. In case of emergency or serious illness, we request the school contact us first. If we are not available, please contact the designated emergency contact listed on the Annual Field Trip Release/Emergency Medical



Form. If the emergency contact cannot be reached, the school has my permission to make whatever arrangements deemed necessary for our child(ren)'s treatment. If the emergency is life-threatening and we cannot be reached, the physician has my permission to act accordingly absolving the school of any liability.

### **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: 1-17
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; 1 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, 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.

### **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, 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. Through play two's learns to cope with new situations, learns how to get along with others, explores and experiments. 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, tearing paper, and cutting with scissors. They will learn color and shape recognition and be introduced to penmanship. 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. They will be introduced to phonics and reading through developmentally appropriate instruction. They will learn penmanship and being to identify simple sight words. Activities include cutting, pasting, counting number and reciting the alphabet. Time is spent each day reading the Bible and sharing Bible stories and verses. Children learn they are God's unique creation and to respect and enjoy each other. Teachers apply a multi-sensory approach to learning in an effort to reach each and every child in a way they learn best.

### **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 preschool program is designed to offer growth and 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, read to a small group, or help 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; they can offer a unique perspective and sensitivity to young, inquisitive minds.

Undergirding 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 preschool program is offered as 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.

<b>GENERAL POLICIES</b>
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**Attendance**

All children are encouraged to attend every class when possible to benefit from the full program offered. HPCA Preschool operating hours are from 7:30 a.m. for Early Room, 8:15 am to 12:00pm for the academic day and up to 6:00 p.m. for the Afternoon Program. Children may be admitted for drop off at Early Room at 7:30 a.m. and beginning at 8:15 a.m. for the regular day.

Parents should plan to arrive for drive thru pick-up at 11:55 a.m.. Your arrival on time helps teachers dismiss in an orderly and timely fashion. If you are unable to pick-up your child promptly, you must contact the office immediately. If your child is not picked-up by 12:05 p.m., you will be charged a late fee of \$5 for every five minutes you are late.

## **Entering the Facility**

All children must be accompanied by an adult when entering the school each morning. 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 for morning drop off.** Parents and children are walking through this area and safety must be our first concern. Please do not leave children unattended in your vehicle while entering the building.

## **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, FLIP FLOPS, CROCS AND SANDALS OR any other shoe that does not secure to the foot are NOT ALLOWED** for 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, underwear and shoes) that are seasonally appropriate are to be left at the school or remain in the child's bookbag at all times. Please label all clothing with 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 turned into the office.

### *Prohibited Clothing Items*

Bandanans, hats, and head coverings inside the buildings.

Sunglasses inside buildings.

Unusual hair coloring (pink, green, blue, etc).

Political attire or accessories with political references, symbols, slogans, or political promotional items.

Preschool attire is not intended to be all-inclusive. The administration reserves the right to make decisions on items not specifically mentioned. It is important that all clothing be clean, neat, modest, inoffensive, and not distracting to the educational environment.

## **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 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. **We are an allergy aware facility so please no nuts or red drinks.**

### **Field Trips**

Only our fours participate in off-campus field trips. 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. **Please note siblings are not allowed to attend any field trips.**

### **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 are limited to student's snack time.

### **Party Invitations**

When students are having a birthday party, etc., and invitations are being sent home, please mail the invitations or make phone calls.

### **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. To allow for full participation by parents, **it is strongly recommended that younger siblings not attend classroom parties. Please check with the teacher concerning acceptable refreshments for the party.**

### **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 Administrator 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 for the side-fastening style (such as Pampers) for more efficient pullup changes.

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 will be put on a consistent schedule in order to get them potty trained by a goal date agreed upon by the teacher and parent. Children must come in pullups in our threes's class, if they are not completely potty trained. Teachers will be available to help with clothing, but please dress your child in clothing they are able to maneuver more independently. Children are taken to the restrooms as a class at set times through the day for 4's and 3's go to the toilet in their room and go as a class to the hall bathroom as well.

## **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. The goal of discipline is to direct students toward acceptable behavior that helps develop self-control and maintain order necessary to accomplish tasks within the classroom setting.

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

Respect God	I Corinthians 6:19-20; Matthew 15:8-9
Respect self	Psalm 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. Teachers at HPCA Preschool do not use corporal punishment to correct the children in their care.

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 aggressive 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 Administrator 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 Administrator.

Please note - in the event an act of aggression is extreme, the parents will be notified to come to the Preschool immediately to pick up the child.

We at HPCA Preschool strive to provide a safe, loving, and 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.

### **Searches**

Administration reserves the right to search students' personal belongings or their person if there is a reason to suspect a school rule has been violated. Students and parents are expected to cooperate with the school.

### **Biting Policy**

Biting sometimes occurs in early childhood settings and is considered developmental behavior generally seen in children ages 12-36 months. Statistically, two 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 Administrator 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 Administrator.

High Point Christian Academy generally follows the disciplinary procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive disciplinary steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

## **PRESCHOOL REGULATIONS**

### **Required Medical Forms**

Information must be on file 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.**

The following information must be turned in on or before the first day of school:

1. Emergency Medical Form
2. Immunization Records (see information below)

State law requires that we have up-to-date immunization records on file for each student. Below is a basic guide of the immunizations that are required for all 2-4 year olds. For additional information, please visit [www.immunize.nc.gov](http://www.immunize.nc.gov)

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

<b>Immunization Requirements for Preschool 2022-2023</b>		
<b>VACCINE</b>		<b>NUMBER OF DOSES REQUIRED FOR PRESCHOOL ENTRY</b>
1	DTaP/DTP	4 doses
2	Polio	3 doses
3	MMR (Measles, Mumps, Rubella)	1 dose
4	Hib	3 doses
5	Hepatitis B	3 doses
6	Varicella (chickenpox)	1 dose

### **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.

### **Custody Orders**

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.

The preschool has no legal authority to refuse either parent the right to have custody of their child unless this is **COURT ORDERED** and the center has a current **COPY OF THE JUDGEMENT**. It is requested parents arrange visitation pick-up/return around non-school hours. It is not the school's responsibility to keep up with the visitation rights. It is requested that the school not be brought into the middle of any custody situation. Our primary concern is the well-being of the child while on campus and in our care.

### **Authorization for Pick-Up**

Any person other than the child's parent must be listed on the Release Authorization Form. Information giving permission for person(s) other than the parents to pick up the child from HPCA Preschool is contained in this 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 Director. The Release Authorization Form will also list any person who is not allowed to pick up a child.

## **MEDICAL/EMERGENCY INFORMATION**

### **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. Extended absences (more than 2 weeks) without notice will result in withdrawal from the program.

### **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. No medication will be administered to a child by a staff member.

When children have been exposed to communicable diseases such as COVID-19, hepatitis, chicken pox, measles, or strep infection, all impacted 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.

### **HPCA 2022-2023 Safe & Healthy Protocols**

Deciding when to keep a sick child home from school is not always easy. But when a child is truly sick, it is necessary for the child to stay home to get well and to prevent spreading illness to others.

- **COVID** - If a student tests positive for COVID, they are required to stay home and notify the school. The family will be given instructions regarding when the student may return to school. *Notification of a student positive case must be reported to our school nurses.* If the student has a pending COVID-19 PCR test, they are required to remain home until the results are back or until five days have passed. If a sibling of a child who has tested positive begins to exhibit COVID-like symptoms that sibling will then be required to stay at home for five days or until a negative test is presented.
- **Fever at or above 100 degrees** – Student should be fever free without fever reducing medication for 24 hours before returning to school.
- **Vomiting** – Student should stay home until no vomiting has occurred for 24 hours.
- **Diarrhea** – Student should stay home until no diarrhea has occurred for 24 hours.
- **Hand, Foot, and Mouth Disease** – No fever for 24 hours (without fever reducing medicine), no secretions from blisters, and child feels well enough to participate.
- **Fifth Disease** – Student should stay home until rash appears unless there is fever.
- **Impetigo** – Student may return to school after 24 hours of antibiotics; cover lesions.

- **Strep Throat** – Student may return to school 24 hours after treatment with a prescription antibiotic begins and the student has been fever free for 24 hours without fever-reducing medications.
- **Pertussis (whooping cough)** – Student may return after appropriate antibiotic treatment for 5 days, and child feels well enough to participate in activities.
- **Pink Eye** – Generally, student may return to school 24 hours after treatment with a prescription antibiotic ointment or eye drop. However, please consult your child’s physician because cases vary in type and severity.
- **Ring Worm** – Student may return after 24 hours of treatment; ringworm on the scalp requires oral medication.
- **Undiagnosed Rash** – Especially if accompanied by fever, discomfort and/or behavior change.
- **Head Lice** – Student may return to school after being treated with a lice treatment product, if no live lice are present. Parent/guardian must provide proof of purchase of a lice treatment product.
- **Nasal Discharge** that is thick, profuse or yellow/green.
- **Cough** that is persistent enough to limit physical activity.

If a student goes home sick from school with (but not limited to) the above symptoms, they will need to stay home for a full 24 hours before returning to campus.

If you have questions regarding when your child may return to school, please email our school nurse team. Please take all necessary precautions with your child, as it is our responsibility to keep our students, faculty, and staff healthy while on our campus!

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.

## **High Point Christian Academy Medication Administration Procedures**

**Please note: no medication will be given without completed medication forms. New forms must be completed each school year.**

### **Prescription and Non-prescription Medication:**

1. In accordance with North Carolina General Statute § 115C-375.1, **physician authorization (signature) and parent permission** are required before school employees can administer any prescription and/or over-the-counter medication. The Prescription Medication Form (PMF) and the Over-the-Counter Medication Form (OTC) are available in the school office or on the HPCA website under the forms tab.
2. Parents/guardians may come to the school and administer medication directly to their child if they do not have a PMF or OTC form on file.
3. Prescription medications must be brought to the school office by the parent/guardian in the pharmacy labeled container which indicates the following information:
  - a. Student's Name
  - b. Physician's Name
  - c. Date of Prescription
  - d. Name of Drug
  - e. Dosage/Directions for Administration
4. Over-the-Counter medication must be brought to the school office by the parent/guardian in the original labeled container and will be administered according to the physician's written instructions.
5. Parents are responsible for notifying school personnel of any medication changes.
6. Daily non-emergency medication will be kept and administered in the school office. Medications will not be administered in the classroom except in individual cases approved by the principal and school nurse.
7. Emergency medications, such as Epi-Pens and rescue inhalers, will be kept in the first aid pack in the classroom or in the lunchroom as deemed appropriate.
8. Students, who turn in a completed and signed Prescription Medication Form (PMF) and a Student Agreement for Self-carried Medication (SASM) Form, may self-carry emergency medications.
9. Each dose of medication administered by staff will be recorded on a Medication Administration Log.
10. No medications will be given beyond the expiration date.
11. The parent/guardian is responsible for removing medication from the school premises when treatment has been completed. Medication left on school premises at the end of the school year will be discarded if not picked up by the parent/guardian within 2 weeks after the last day of school.

## 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. Parents are encouraged to bring their child's own snack food if they have allergies. It will be stored in a separate container.

## 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 Director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called and the Preschool Director will be contacted. 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.

## 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.

## 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.

## Weather-related School Closing

When severe weather conditions exist, please listen to the television for school closings. HPCA Preschool closings will be listed as "High Point Christian Academy Preschool" and will be announced on local television stations and the HPCA website at [www.hpcacougars.org](http://www.hpcacougars.org). 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. The decision to delay or cancel is made by the headmaster and administrative staff. **We will not automatically follow Guilford County Schools' decision.**



## **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.

## **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. Children are also encouraged to play with students from other classes to enhance social interaction skills.

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 ensure your child's safety while attending HPCA Preschool.

## **Promotional Materials**

From time to time, HPCA will photograph or videotape students and student activities and may include these in school publications and promotional materials. General parental consent is given for the students to be photographed or videotaped by the school in the course of school activities. Consent is also given for HPCA to use any photographs or videos in these publications or promotional materials unless the parents send a signed note requesting otherwise.

## **FINANCIAL POLICIES**

### **Entrance Requirements and Fees**

Children must have attained the appropriate age for a particular class on or before **August 31<sup>st</sup>** to be admitted into the class. Registration fees must be submitted with the registration form in order for your child to have a place in our program. A child will not be considered registered until the fee is paid. The registration fee is non-refundable.

All classes also collect an Activity Fee at the beginning of the school year to offset the cost of special activities, projects, field trips, etc. The fees will be charged to your blackbaud account and are included with your registration fee along with a tuition deposit.

### **Tuition**

Tuition rates are listed on our HPCA Cougar website.

Parents are to sign up for Blackbaud tuition account prior to the beginning of each school year. All fees will be charged to your Blackbaud account. Blackbaud tuition allows you to select the account of choice and the date you will be drafted.

Tuition fees are calculated by the month. There are no discounts or deductions on tuition. **Tuition is for places reserved for your child, not periods of attendance. No credit shall be given in cases of absences or illnesses.**

The center reserves the right to make tuition adjustments as may be required by increase/decreased enrollment.

If a family needs to change their schedule throughout the Preschool school year to add additional services (days of care - including early room or afternoon care), they must complete a Preschool Modification Form by the 15th of the month prior to the changes occurring for billing and staffing purposes. The addition of services, if approved, will take place on the 1st of the month. Once registered for services (days of the week for care), these services may not be reduced.

### **Re-Enrollment**

Re-enrollment for the next school year will begin in February. A letter will be sent home with each student outlining procedures for registration. Re-enrollment 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.

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.

## **Withdrawal and Termination**

In the event it becomes necessary to withdraw your child from High Point Christian Academy Preschool you are required to notify the Administrator 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. There is a \$500 charge for withdrawal.

We reserve the right to terminate care without notice for the following, or other reasons.

Failure of parent to pay fees.

Failure of child to adapt to childcare after a reasonable amount of time.

Provider's inability to meet the child's needs without additional staffing

Behavioral or disciplinary misconduct that has not improved after reasonable attempts to curb the disruptive, destructive or dangerous behavior.

Child's behavior is a danger to him/herself or other children and staff

## **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

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.

### **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 Administrator. Every effort will be made to accommodate your concerns when possible or provide an explanation for the policy in question.

### **Child Abuse Reporting**

The state of North Carolina requires citizens to report allegations 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 at home, at the academy, or at school-sponsored events. This abuse could be from a parent, guardian, employee, etc.

When a complaint/concern of abuse is reported to the academy, the academy will conduct its own

investigation to consider if there is sufficient information (names, dates, examples of abuse and/or signs of abuse) to file a report with DSS. The academy will also determine if the matter needs to be reported to local law enforcement, the academy board, the parents, and/or its insurance carrier. All investigations will be thorough and impartial. The Head of School, principals, or a designee will conduct the investigations. All employees are expected to fully cooperate with the internal investigation and with outside agencies. If the academy decides not to file a report with DSS and the person who reported it does not agree with that decision, that person is required by law to file his/her own report with DSS.

When a parent/guardian is the suspected perpetrator, the academy 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/guardians in advance of making a report to the DSS.

### **Off-Campus Activities and HPCA Staff Involvement**

Employees of HPCA are often asked by parents to assist with activities that are off-campus and not sponsored by the school such as babysitting, tutoring, private lessons, chauffeuring, etc. The Academy will not be responsible for the actions of school employees occurring off-campus at activities/events that are not sponsored by the school.

### **Drop Off**

We recognize that separation can be difficult for any child when entering preschool on the first day. We recommend the following tips to help with separation and to foster a positive self-image with your child.

Please send your child to school in PLAY clothes (no sandals)

Talk about preschool in a favorable, fun way

Avoid prolonged farewells. Linger only causes anxiety in the child. You will be notified if there is a problem of any kind.

Promote and allow independence in everyday routines

Have your child bring his/her bookbag into the room every day

Do not conduct teacher/parent conversations at the door at morning drop off. Schedule a time to meet with the teacher or email her with your concerns.

### **Parent Conduct**

The administration, faculty and staff will strive to maintain an atmosphere and guidelines for the students that will promote positive behavior. It is imperative that parents cooperate and reinforce classroom guidelines. Following are some suggestions:

1. Pray daily for the teachers, administrators, staff and the students
2. Be positive. Look for the good.
3. Be encouragers. Build one another up.
4. Do not gossip. Know the facts and support them.
5. If you do not understand something, ask the right people. Do not assume.
6. Be positive about the school in front of the students; never be negative. The seeds you sow will determine the type plant that grows.
7. Be a team player.
8. Remember your suggestions are important – let us hear from you.

If a parent fails to comply with the established academy policies, refuses to submit to administrative directives, or becomes disruptive to the Academy environment, the student's privilege of attending High Point Christian Academy will be forfeited.

**Volunteer Policy**  
**2022-2023**

**Purpose:** This policy sets the expectation for a volunteer as a role model for students. A volunteer is a person who serves in a position of trust, leadership and has regular contact with High Point Christian Academy students and parents (e.g. classroom helpers, chaperones, library workers, etc.)

- **Background:** Recognizing the importance of volunteers to our school and in order to ensure the safety and security of our students, the school will review volunteers.
- **Policy:** The volunteer will manifest by daily example the highest Christian virtue. Therefore, the volunteer is expected to be a role model in judgment, dignity, respect and Christian living.
- **Background Check:** required for all volunteers who accompany students on off-campus field trips. The cost is \$15.00 and is to be paid for by the volunteer. A signed release will be required prior to HPCA conducting a background check. **Background checks are valid for 3 years; however, the Volunteer Information Form must be completed annually.**
- *All volunteers must complete the Volunteer Information Form at the beginning of each school year.*

	<b>Visitors</b>	<b>Procedure</b>
	<ul style="list-style-type: none"> <li>• Family members/former students/ministers who are visiting with students during lunch.</li> </ul>	Check in at the Front Desk and receive a visitor's tag.

	<b>Volunteer Capacity</b>	<b>Required Items</b>
Level One	<ul style="list-style-type: none"> <li>• Assisting teachers in clerical situations.</li> <li>• Assisting teachers with class parties.</li> <li>• Assisting students in the classroom with teacher supervision.</li> <li>• These volunteers are never to be alone with a student</li> </ul>	<ol style="list-style-type: none"> <li>1. Volunteer Information Form</li> <li>2. Copy of Child Abuse and Reporting Policy (page 3)</li> </ol>
Level Two	<ul style="list-style-type: none"> <li>• Chaperoning/supervising students on off-campus field trips.</li> </ul>	<ol style="list-style-type: none"> <li>1. Volunteer Information Form</li> <li>2. Background Check</li> <li>3. Copy of Child Abuse and Reporting Policy (page 3)</li> </ol>
Level Three	<ul style="list-style-type: none"> <li>• Transporting students by school bus or personal vehicle.</li> </ul>	<ol style="list-style-type: none"> <li>1. Volunteer Information Form</li> <li>2. Background Check</li> <li>3. Volunteer Driver Application is required if using personal vehicles to transport students.</li> <li>4. Copy of Child Abuse and Reporting Policy (page 3)</li> </ol>

## Parent Commitment

1. We have read and understand the school's statement of philosophy, and we are in agreement with the purpose and philosophy of High Point Christian Academy.
2. We, as parents, accept the challenge to train our children according to Biblical standards, and we do state that this training will be carried out in the home. We place our trust in HPCA to extend that training more completely.
3. We do hereby state that we have made a thorough investigation of the school's program, curriculum, discipline, dress code, etc. and we agree to make them our full-hearted choice for the coming school year.
4. We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the academic standards of this school by providing a place at home for our child/youth to study, and to give our child/youth encouragement in the completion of homework assignments.
5. We will faithfully support the school through our prayers and a positive attitude and in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of using the school's chain of command. (i.e. Teacher-Administrator-School Board)
6. We understand that the standards of HPCA do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
7. We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline set forth in the Scriptures. We further agree that we will cooperate and discipline our child/youth in the home as needed.
8. We pledge that if, for any reason, our child/youth does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child/youth.
9. We understand that assessments will be made to cover damages to the school, including breakage of windows, book damage, and the abuse of other personal property.
10. We will support the school by involvement in Parent-Teacher-Fellowships, Open Houses, parent-teacher conferences, work days and other school-sponsored meetings and activities.
11. We give permission for our child/youth to take part in all school activities, including sports and school-sponsored trips away from school grounds. Parents will be notified in advance when students will leave the school grounds. We also understand that buses, vans, and parent's vehicles will be used for transportation.
12. We understand and will fulfill our financial commitment to pay for the educational services the school is providing for our child/youth as outlined in the Student Handbook.
13. We understand that the academy reserves the right to change a policy at any time without notice.

We, as parents of the student, do sincerely give our pledge to the above items. We understand that failure of the parents or child/youth to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligations will forfeit the student's privilege of attending High Point Christian Academy

## **Community Relations**

### **Use of and Creation of Social Media Networks**

HPCA has official social media accounts that are managed by school officials. Public social media accounts are not to be created using the school's name, logos, or images of the school or school officials, unless written permission has been granted by the Advancement Director.

### **Fundraising/Sponsorships**

All solicitations must receive written approval by the Advancement Director before businesses and/or individuals are approached for donations (financial or in-kind). On-campus solicitation of non-HPCA sanctioned events/causes are not allowed.

### **Branding Policy**

Students and parents are not permitted to create, re-create, or revise the HPCA school logo. The use of the school logo is not allowed for personal sales, personal gain/benefit, or misrepresentation of the school. If a parent/student would like to use the school logo for public use, prior written permission must be given by the Advancement Director. To review the complete Branding Policy, please contact the Advancement Director.