



Hope Christian Preschool Policies  
*2020 – 2021 School Year*

Keep this document for future reference.

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### Behavior Policy

Our goal is to ensure that every child experiences a loving Christian environment, which includes feeling safe and cared for resulting from positive interaction with peers and adults.

To help achieve this goal, all preschool staff model respect, love and grace in all interactions with each other, families and children. This is the behavior is reinforced in the classroom as the children learn to share and communicate.

Teachers use behavior tactics such as redirection and positive reinforcement of appropriate behavior, to encourage success regarding certain behavior. Children are not put in 'time out' but will be removed from a situation which is leading to or prompting unwanted behavior.

Most behaviors can be worked out using these tactics. Parents will be kept informed when behavior is repeated. Due to the young age of the children and the learning curve for sharing and spatial awareness, a parent is not called every time a child is bumped in class or other social learning situation.

However, occasionally a child's behavior warrants an immediate phone call to a parent and/or a request for a meeting. So you know what to expect, following are a few examples of behavior that will prompt a parent meeting and possible request for the child to be picked up from school early.

- Flight risk: Running away from adults (inside or outside).
- Repeated hitting/pushing
- Repeated and/or unwanted touching/hugging of other children
- Any behavior which results in or causes potential injury to other children, including running within a classroom.
- Verbal comments or gestures of inappropriate language and/or behavior

A parent meeting will be necessary before the child returns to school. No tuition adjustments will be made for missed days as a result of behavior.

Hope Christian preschool is committed to our children and families and will assist in exhausting every resource to help find a positive solution to any situation. Please respect the teacher's feedback in these situations, we are here to help.

If the behavior does not improve within a pre-agreed upon period of time it may become necessary to suspend or remove the child from our preschool. This is a last resort when all other alternatives are unavailable or have been exhausted.

### Communications

The primary email address you give us will be used as the primary form of communication for the preschool office, billing, and the teacher. You may request to have this electronic communication stopped at any time. You may request a second email be added for communication.

### Non-Discrimination

Hope Christian Preschool admits students of any race, color, or national or ethnic origin.

### Photo Policy

Your child may be photographed throughout the year at field trips and school events. By signing the Policy Agreement on the registration form, you give us permission for these photos to be used in the classroom, bulletin boards, and the year-end slide show and on the sharethehope.org website. If you choose to opt-out of this policy, please download the form at <https://sharethehope.org/wp-content/uploads/2018/02/Hope-Photo-Video-Opt-Out-Form.pdf>, fill it out and email to the appropriate email address.

### Toilet Training & Bathroom Policy

To begin any 3 or 5 day class, your child must be fully toilet trained (without pull-ups). Please contact us in advance of the school year starting if your child's toilet training is still a work in process.

#### *Bathroom Policy:*

Children need to be independent in the bathroom. This means they are able to pull up/down their own clothing or pull-ups. Note that for child safety reasons, teachers cannot assist children with personal hygiene. Teachers and assistants will provide help with clothing only. Teachers can and will talk them through steps for cleanliness and washing hands after visiting the bathroom.

Children will be asked to close the door for privacy. The bathroom doors do not lock.

#### *Accidents do happen:*

Please provide a change of clothes. Wet clothing will be changed and sent home in a bag. We may need to call a parent.

Soiled pull-ups or clothing cannot be changed by staff in classes due to teacher/student ratio needs. Either the parent or alternate contact will be called to come change the child. Once changed, the child can return to class.

Any soiled diapers in the 2s class will be changed on a changing table.

#### *Pull-up Policy:*

**Two year old classes and Young 3s class:** diapers/ pull-ups are accepted and will be changed as needed. Please be sure it is changed just before you leave for school.

Children will be given assistance to step in and out of wet pull-ups if requested by your child.

### Tuition Agreement

By signing your child's registration form, you agree to the following:

I understand that the tuition for Hope Christian Preschool is due quarterly the first week of September, November, January and March. See the postcard for the specific due dates. **Invoices will be emailed approximately 3 weeks in advance of due date.** A **\$15 late fee** will be enforced if you do not pay the tuition by the due date. The late fee becomes part of the tuition due and is expected to be paid.

I further understand that if I need to make any alternate payment arrangements at any time during the year, it is necessary to contact Sherry Trerise, Accounts Receivable Specialist, directly to work out arrangements at [sherrytrerise@sharethehope.org](mailto:sherrytrerise@sharethehope.org), or at 723-4673 x142.

**All quarterly accounts must be paid in full by the first by March 1, 2021.**

**A 30-day written notice is required** if you need to withdraw your child for any non-medical reason. No refunds will be given for non-medical withdrawals with less than 30-days' notice. If a refund is owed, you will receive it within 4-6 weeks.

Please ensure the billing office is notified of any address changes.

**If an account goes more than 30 days in arrears** without any communication from the person(s) responsible, it will be necessary for us to **suspend** your child's attendance (without financial credit), including field trips and you will not be entitled to the early bird special for preschool summer camp until the billing matter is handled. In addition, any account that has an excess balance \$15 or less at the end of the billing period will be forfeited.

**Please return this completed form to the Children's Ministry Office.**

By signing below, I am acknowledging that I have read the tuition agreement and that I am ultimately responsible for payment of tuition for the student(s) listed below.

All billing correspondence and phone calls, if needed, can be directed to me at the email address and phone number listed as my primary email on the registration form. I give permission for Hope Christian Preschool to leave billing information on my voice mail.