



PRESCHOOL Parent/Student Handbook 2016-2017



2016-2017 Staff Directory for Preschool Families

Hillcrest Christian Preschool Campus		Hillcrest Christian K-12 Campus	
101 N. Skyline Drive Thousand Oaks, CA 91362 Preschool Office Fax: (805) 496-7356	Preschool Office Phone: (805) 495-5513 2nd Line: (805) 495-2537	384 Erbes Rd. Thousand Oaks, CA 91362 Email: hillcrest@hillcrestcs.org Website: www.hillcrestcs.org	Main Campus Phone: (805) 497-7501

Ext.	Staff Member	Responsibilities	Main Campus (K-12)
203	Geller, Sharon	Finance Manager	04
205	Stueber, Cathey	Registrar	100a
204	Malcolm, LuAnn	Admissions Director	02
258	Metcalf, Joni	Human Resources	109

Preschool Faculty

Staff Member	Responsibilities	Preschool Campus
Ross, Morgan	Preschool 2 year old Teacher	RM 3
Medrano, Nina	Assistant 2 year old Teacher	RM 3
Ford, Lindsey	Preschool 3 year old Teacher	RM 7
Lecka, Dakota	Pre-Kindergarten Teacher	RM 5
Myers, Brenda	Transitional Kindergarten Teacher	RM 8
Galvin, Kerry	Assistant Teacher/Office Assistant	
LeMaster, Brigitte	Assistant Teacher	
Sharifi, Ray	Maintenance	
Berg, Trish	Director	Office

Dear Parents,

Welcome to HCS - a place for your children to develop into outstanding young people. The goal of Christian education and Hillcrest Christian specifically is that your child will be able to grow in Christ in the same manner as Jesus did according to Luke 2:52 - "And Jesus kept increasing in wisdom and stature and in favor with God and men."

HCS is an extension of your home. As you and the school strive together, the contents of this handbook become a tool for mutually developing your child's training ground. Please take the time to read the contents of the handbook to assist you in bringing clarity to issues that occur throughout the school year, and secure your family's commitment to work within the school guidelines.

Some of the policies in this [Preschool Handbook](#) came directly from the [Main Campus Hillcrest Student/Parent Handbook](#), others apply only to

Preschool families and are in addition to the main campus handbook. However, like any handbook, it is unable to cover all of the possible questions that could develop. Please feel free to read the main campus handbook for more details, contact the school, or view our website at www.hillcrestcs.org if you need assistance beyond what the handbooks provide.

Although every effort has been made to ensure the accuracy and completeness of the information in these handbooks, students and parents should note that laws, rules and policies change from time to time, and these changes may alter the information contained in this publication. This handbook does not constitute a contract or the terms and conditions of a contract between the student or parent and Hillcrest Christian School.

In His and Your Service,
HCS Administration

Mission Statement

Hillcrest Christian School exists to serve the Christian community by providing high quality Christian education and training for the development of well-rounded students who will impact this world for the Lord Jesus Christ through Biblical thought and action.

Vision Statement

Our vision is to develop and maintain an accredited, multiple-facility, interdenominational, community-wide, Christian school system for students in grades preschool through 12th grade. The school system will provide rigorous academic instruction that is faithfully integrated with a God-centered worldview including a range of extra-curricular and athletic activities. Our goal is to help students strengthen their personal relationship with the Lord Jesus Christ and develop their talents, abilities, and character to impact this world for Him.

Statement of Faith

We believe the sixty-six books of the Old and New Testaments of Holy Scripture (the Bible) to be inspired by the Holy Spirit, the only infallible, authoritative, inerrant Word of God. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation. (2 Timothy 3:15-17; Hebrews 4:12; 1 Peter 1:23-25; 2 Peter 1:21; Acts 4:18-19; Romans 13:1-5).

We believe there is one and only one true and living God existing in three Persons - Father, Son, and Holy Spirit - each a distinct Person, but all of one essence and all having the same nature, perfections, and attributes, and each is worthy of precisely the same worship, confidence, and obedience (Genesis 1:26; Jeremiah 10:10; Matthew 3:16-17, 28:19).

We believe in the Lord Jesus Christ who is the Son of God, conceived by the Holy Spirit and born of the virgin Mary, His sinless life, His miracles, His shed blood on Calvary as a vicarious substitute and atoning death, He was buried, He rose again bodily and ascended to God the Father according to the Scriptures and in His personal and visible return in power and glory. (Isaiah 7:14; Matthew 1:18-25; John 2:11; Isaiah 53:4-6; 1 Corinthians 15:3-4; Mark 16:19; Hebrews 4:15, 7:25; Acts 1:11; Revelation 19:11).

We believe that the Holy Spirit is the third Person of the Trinity, very God coexistent with the Father and the Son. The Holy Spirit is the chief agent in regeneration for salvation because of the exceeding sinfulness of human nature, the chief convictor of sin, and the chief comforter of the believer; who indwells Christians uniting them as one in Christ, enabling them to live a Godly life and empowers them to serve in the church and community in the name of Jesus Christ. (Matthew 28:19; John 16:7-11; Acts 5:3-4; Romans 8:9, 13-14; 1 Corinthians 3:16; 6:19-20; 12:12-14, Ephesians 4:1-7,30; 5-18). We believe the triune God created the universe apart from pre-existing materials and without any evolutionary process as set forth in the first eleven chapters of Genesis. We believe that man is the direct creation of God - body, soul, and spirit - and is made in the image of God. (Genesis 1:26; Genesis 1:1; Matthew 19:4; John 1:1-3; Romans 1:20; Colossians 1:16-17; Hebrews 11:3).

We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of mankind and incurred both physical and spiritual death for all. We believe that everyone will one day stand before the judgment seat of Christ, and there receive eternal life or death. We believe eternal salvation for the lost comes through faith alone, in Jesus Christ alone, by His sacrifice on the cross alone, is a gift and not as a result of works. Salvation is found in no one else but Christ, for there is no other name under heaven given to men by whom we are saved. (Romans 3:10, 23; 5:12; 14:10; 2 Corinthians 5:10; John 1:12; 3:3, 17:17; Ephesians 2:8-9, Titus 3:5; James 1:17; Acts 4:12)

We believe that heaven is the glorious eternal home for those who are saved by accepting Jesus Christ as their Lord and Savior and that hell is the place of eternal separation from God for all who reject Jesus Christ as their Lord and Savior (2 Corinthians 5:10; John 14:1-3; Revelation 7:15-17, 20:10,15)

We believe that there is one body, one Spirit, one hope, one Lord, one faith, one baptism, one God and Father of all and that this unity of Spirit in the body of believers through the bond of peace overcomes denominational differences (Ephesians 4:3-4).

We believe that the local church observes two ordinances - baptism and the Lord's Supper (Communion). We believe that all who have received Christ as Savior and Lord should be baptized in the Name of the Father, the Son, and the Holy Spirit; and that the Lord's Supper should be observed in remembrance of Jesus Christ's death for our sins until He comes again (Matthew 26:26-30; 28:19-20; Romans 6:3-6; 1 Corinthians 11:23-26).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complimentary genders together reflect the image and nature of God. (Genesis 1:26-27)
Rejection of one's Biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in scripture (Genesis 2:18-25; Mark 10:6-9). We believe that God intends sexual intimacy only between a man and a woman who are married to each other in a life-long commitment. (1 Corinthians 6:18, 7:2-5, Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that in order to preserve the function and integrity of Hillcrest Christian School and to provide a Biblical role model to students, parents, and the community, it is imperative that all persons, employed by HCS in any capacity or who serve as volunteers, agree to and abide by this statement on marriage, gender and sexuality. (Matthew 5:16, Philippians 2:14-16, 1 Thessalonians 5:22)

Philosophy of Education

The educational philosophy of Hillcrest Christian School is based on a God-centered view of life. This view holds that God created and sustains all things. All things, including man, are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot glorify nor have a relationship with God on his own. He can do this only by choosing God's gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ. The God-centered view of life also holds that God communicates truth to man through the Bible. The

Bible is the inspired, the only infallible, authoritative Word of God and is the standard for all Truth.

Our primary aim is to assist Christian parents in their responsibility for the education and training of their children and to provide an emotionally and physically safe environment. As such, HCS will provide a rigorous academic instruction and extra-curricular activities that are integrated with a God-centered view of life. The intent is to help students to develop their talents, abilities, and character to impact this world for the Lord.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social and emotional aspects of student life. These areas are inseparable and are all influenced by the truth that God is the center of life. Therefore, the Bible will not be taught compartmentally or on the intellectual level alone. Instead the truth of God's Word will be incorporated throughout the whole curriculum.

This philosophy requires that we promote high academic standards while helping students to achieve skills in creative and critical thinking using the best-integrated curriculum model available. The curriculum at Hillcrest Christian Preschool is the basis for developing an effective, developmentally appropriate preschool program, which includes teaching in all areas vital to the growth in the young child. Our program includes a Biblically integrated early childhood curriculum from ABeka publishing and Bible stories and teachings from ABeka and other Biblical sources.

The curriculum will be taught by a qualified Christian faculty, who will also serve as role models with their Christian walk, a positive attitude and the belief that they have been called by God to work with children. Staff members also meet or exceed the approved standards for early childhood education and experience set forth by the State of California. In addition, our staff pursues further professional and spiritual growth by means of continued course work and seminars.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of HCS.

Admissions Philosophy & Procedures

Hillcrest Christian Preschool is a ministry to Christian families. For the student to be eligible for admission, at least one parent or guardian must be a Christian who desires a Christ-centered education and who agrees with and actively supports our statement of faith, guiding principles, and policies.

For the 2 year old program, children need to be at least two (2) years of age before they will be placed in the classroom and are in the progress of toilet training.

Children need to be at least three (3) years of age by September 1st and completely toilet trained to be eligible for admission into our Preschool 3s class.

To be eligible for our Prekindergarten program, children need to be at least four (4) years of age by September 1st.

Please note that your child must be five (5) years of age by September 1st to be able to move on to Kindergarten according to our policies and the state of California's Education Policy.

All families seeking admission to the Preschool need to make an appointment with the preschool director to tour the facility and observe the preschool program with their child. This also serves as the interview of the child. Once accepted by the preschool director, the family creates an account online at www.hillcrestcs.org to submit the New Student Application. Once the application is received a second interview will be scheduled with the Admissions Director on the main campus to answer questions, explain enrollment, the financial policies and discuss the partnership between the parents and the school.

A letter of acceptance will be sent via email along with the link to fill out the Student Registration packet with all required forms online. This is to be completed as soon as possible and/or before the first day the child attends school. No child will be permitted to attend without current immunizations, birth certificate or if there are incomplete or missing forms.

Registration is considered complete once all forms, immunizations, payment of a non-refundable registration fee and the first month's tuition is submitted.

Tuition Please see [Financial Policies](#) on the website.

Communications via Renweb

We believe that Christian education is a partnership between the school and the families that we serve. Good communication is one of the keys to working successfully together. Teacher/parent and all school emails are sent through Renweb. Renweb is linked to the HCS website at www.hillcrestcs.org that is maintained by faculty members to provide information related to assignments, events, procedures, and announcements. Please log on to [Renweb](#) whenever you need information. The Family Directory is also located on Renweb. Please contact the school with any changes to your contact information.

Contacting Staff by Phone & Email

Staff can be contacted by email. Every staff member has an email address, consisting of the first initial of the first name, then the complete last name, then @hillcrestcs.org. An example for Jane Smith would be jsmith@hillcrestcs.org.

Classroom Newsletter

Every Thursday afternoon the class newsletter will be posted on your child's classroom bulletin board and on Renweb informing you of what will be happening for the coming week, and of any needs that exist in the classroom.

School News

The school publication, [In Depth](#), is emailed to families quarterly. A weekly communication of timely events and information entitled *Next Week @ Hillcrest* is also emailed to families every Friday to keep parents informed of upcoming events.

Parentlink Communication System

Throughout the school year, you will receive brief, recorded messages that will keep you informed of important events at the school and even possibly emergency situations. This system allows us to contact all our families in a fast and efficient manner.

Progress Reports

First trimester reports are given out at conferences. Second trimesters will be available about one week after the end of the trimester. Third trimester reports will be sent home for all students at the conclusion of the school year.

Parent Conferences

Parent conferences are an excellent and effective way to partner with your child's teacher. The sole purpose of parent conferences is to converse and assess the overall development of your child. Scheduled parent conferences are available at the end of the 1st trimester in October. You will be able to see your child's assessment and/or progress report at that time. If you would like to converse with a teacher at another time please contact them.

Preschool Program Hours

Hillcrest Christian Preschool offers two, three, four and five day programs with half-day sessions starting at 8:30 AM and finishing at 12:30 PM, and full-day sessions starting at 8:30 AM and finishing at 3:00 PM.

Extended Childcare

Childcare is offered from 7:00AM-8:00AM and 3:00PM-6:00PM. (This likely be converting back to 5:00PM for the 2017-2018 school year) Please consult [Preschool Extended Childcare Form](#) for fees.

Arrival and Pick –Up

Each child must be brought into the school and signed in and out by the child's guardian. If your child is in extended care please sign BOTH the extended care and the classroom sign in/out sheets. This is a State Licensing requirement and the school may be fined \$100 for each missing **full** signature (initials are not accepted for a signature).

If for any reason the child is to be picked up by someone other than a parent (including siblings) notification must be given to the school by the parent before the child will be released.

No child will be released from the school to anyone who does not have proper identification or if the parent has not properly notified the school.

Late Pick Up Policy

There is a five (5) minute grace period if you are late picking up your child. After 6:05 PM you will be charged \$1.00 per minute. If your child is a half day student you will be charged a full hour at the child care rate after 12:35PM. Please call the office if you are expected to be late in picking up your child.

Late Arrival

If you arrive after 8:30AM and your child's class is already in circle time please wait, with your child, until the end of circle time or the teacher is able to let you in sooner. This will help the teacher keep the focus of the class. Knocking on the door while circle time is in progress is very distracting to those that arrived on time and disrupts their learning. Please call if you will be late.

Cell Phone Use

Please refrain from using your cell phone when dropping off and picking up your child, we need your full attention during those times.

Chapels

Preschool chapels are held weekly on alternating Wednesdays and Thursdays at 8:30AM. Parents are always welcome to attend.

Clothing

We recommend “pull-on” type clothes with elastic waist that can be easily managed by the child. Overalls, belts, bodysuits, etc. are highly discouraged. To maintain modesty girls must wear shorts under their dresses or skirts.

All shoes & sandals must fit securely onto the child's foot and have traction to run safely. Preschool parents may choose to purchase the school uniform; please inquire at the main campus.

Vacations/Holidays/Absences

No credit is given for scheduled school holidays or vacation breaks. Tuition is divided into equal payments based on the number of actual days offered in a school year. We cannot grant opportunities to make up missed days due to absences.

Snacks

You need to provide a snack for your child **each day**. Snacks should include 2 **nutritional** choices from the 4 major food groups.

NO CANDY is allowed.

If your child will be staying past 3:30 PM, include a **separate** afternoon snack which will be eaten during extended childcare.

Snacks may be purchased from the director before 9:00 AM. Snack cost is \$1.50. You may pay each time you order or set up a credit account. You will be notified when the account needs to be replenished. If your child does not have an AM or PM snack, then, by licensing requirements, we will provide your child with one and you will be billed. Please mark all snacks with the child's name.

Lunch

You may choose to send a lunch and drink for the noon meal or participate in the hot lunch program.

Lunches from home must include nutritious and healthy items, (i.e. sandwich, fruit or vegetable, and water). Please do not pack more than one sugary item. Anything your child does not eat will be saved in their lunch box to take home so you know what they are or are not eating.

Hot lunches are available everyday unless notified. All Hot Lunch items from the preschool menu are \$5.50. You may pay each time you order or set up a credit account. You will be notified when the account needs to be replenished.

Parents must order their child's lunch on their child's classroom posted order form when they bring their child to school. If your child does not have a lunch, the school will provide your child with a lunch and you will be billed accordingly. Please mark all lunch/snack bags with the child's name as we often have bags that are identical.

Hot Lunch Menu:

All items come w/ a yogurt and a fresh fruit or veggie

- Penne Pasta w/Butter Penne Pasta w/Marinara
- Mac & Cheese Grilled Cheese
- 4 Chicken Tenders Hot Dog
- Hamburger Cheeseburger
- Big Slice Cheese or Pepperoni Pizza

Rest Time

According to Title 22 of the California Community Care Licensing Handbook, regulating licensing of Child Day Care Facilities requires that provision be made for children to rest after lunch. All children in our full day program rest between 1:00-2:30PM.

All children resting must have their own crib sheet and blanket. All bedding must be clearly marked with the child's name and be placed in its own plastic bag. Bedding will be sent home weekly for laundering.

Parking

You may NEVER leave ANY child in your car unattended.

Volunteer Hours

Families are required to complete 20 hours of volunteer service to the school throughout the year. There are numerous opportunities for service in both classroom and school-wide activities. Speak with the teachers, check at the office, and watch the newsletter for suggestions. Parents are responsible for keeping track of their hours. Families will be invoiced at a rate of \$40/hour for any hours not completed by May 31st. Please review the guide line for volunteer hours at the end of this handbook.

Parent Opportunities

Please look for additional information that will be placed on the bulletin board outside your child's class. Please watch for these notices so that you do not miss out on any activities. During the school year, we celebrate with special activities and parties. You will be notified of these celebrations by the teacher and will at times be asked to sign up to bring different items. You are always invited to attend these activities with your child and the other parents and children of the class. These activities are for you just as much as they are for your child.

Field Trips are planned during the year to enhance the curriculum and broaden the experiences of the children. We encourage parents to be a part of this and to help by driving. If you cannot drive your child then you must fill out a permission slip stating that a designated person is allowed to sign out your child and drive them on the field trip.

Illness Procedure

If your child becomes ill during the day, he/she will be removed from the other children and you will be called to pick him/her up from school. It is your responsibility to come IMMEDIATELY for your child or secure alternate childcare. A report will be given to you describing symptoms, temperature and first-aid measures that have been given to your child.

Illness

Your child's health is of major importance. For your protection, Hillcrest Christian Preschool has adopted the following regulations:

1. **NO CHILD WILL BE PERMITTED TO ATTEND SCHOOL WHO SHOWS ANY OF THE FOLLOWING SYMPTOMS:**
Acute cold–sore throat or earache–swollen glands –green colored runny nose–sneezing or coughing–red or discharging eyes–temperature of 100.0 or above–nausea or vomiting–diarrhea–skin eruptions or rashes–headache –signs of listlessness, weakness, drowsiness, flushed skin or chills.
2. If your child has had a fever during the night, he/she will not be permitted at school until a full 24 hours after his/her temperature has returned to normal with **no medication**.
3. If your child is sent home from school with any symptoms in #1, he/she will not be permitted to return to school the next day.
4. The director and teacher have the authority to refuse admittance of your child if they see ANY signs of illness.
5. A written doctor's clearance or a call from the doctor's office will be required before a child will be allowed to return to school if he has had, or has been suspected of having, any communicable/infectious condition, or in cases of prolonged illnesses of five days or more. This must include the name of the condition/illness, any medication being given for it, and assurance the child is not contagious to other students.
6. **Parents are required to notify the school if their child is exposed to a communicable/infectious disease so that the health needs of the other children at the school can be protected.**

Medication

Should your child need to be given any type of medication during the time he/she is in school, the following steps must be completed. Do not send any type of medication in the child's lunch pail or back pack. This includes cough drops and vitamin tablets.

Prescription Medication:

1. The child's parent or guardian must give written permission for the prescription medication to be given to the child with instructions for dosage and times to be administered, in accordance with label directions and written instructions of the child's physician.
2. All prescription medication must be in the original container with the printed directions on the container.
3. All medications must be presented to the child's teacher then brought to the office.

Non-Prescription Medications:

1. All non-prescription medications must be in the original container stating the name of the medication and the dosage.
2. All medications must be presented to the child's teacher then brought to the front office.

PLEASE NOTE: If your child is taking any prescription or non-prescription medications at home, please notify the child's teacher when you come to school. This enables us to observe the child for any signs of reaction and also helps us to know why a child may have a change in behavior.

Health Requirements

The state of California requires a physical examination and current immunization of the student against POLIO, DPT (Diphtheria, Pertussis & Tetanus), MEASLES, MUMPS & RUBELLA, HIB and HBV before attendance in California schools. On admission, the parent or guardian must show proof that the child has received the required doses of vaccine by presentation of an immunization record, signed/stamped by a physician or nurse such as the yellow California Immunization record. A copy of this record will be kept in the student's file. A TB test is also recommended for all children prior to entrance into preschool. **NO SHOTS – NO SCHOOL**

School Discipline Guiding Principles

- To model Christ-like behavior
- To educate a student to self-discipline
- To educate a student to take personal responsibility for his/her behavior
- To balance justice with mercy
- To make decisions based on patterns of behavior and not just isolated incidents, unless the incident is of a serious nature
- To make decisions based on the common good of the whole school community
- To be consistent in exercising discipline without neglecting to consider individual circumstances

Preschool Discipline

At Hillcrest Christian Preschool we believe that discipline is necessary for the welfare of the student as well as for the entire school. Discipline is a means of teaching and instilling in each child a sense of right and wrong. Developing character traits that are consistent with Christian principles is an ongoing objective.

It is our desire to give the child every chance to grow to be responsible and self-directing. We do not expect any child to be “perfect”. We manage behavior problems by helping the child develop his/her own conflict resolution skills. Thus, discipline is firm and consistent, yet tempered with kindness and love, and a genuine regard for the student. Our positive approach focuses on what is good rather than concentrating upon what is not.

Most disciplinary action is handled by simply redirecting the child’s behavior. If the behavioral problem persists, then the teacher and child talk about the behavior, making sure the child understands the reason it is unacceptable. The child is then given an acceptable alternate activity. The teacher makes it clear to the child that it is the behavior that is inappropriate, not the child.

Should the negative behavior continue, the child will again be spoken to and then be moved away from the activity to think about his/her behavior. The length of time spent sitting, correlates with child’s

age. In some instances, the child will be removed from the classroom and taken to the director, who will talk with him/her, and try to determine a course of action that will be satisfactory for both teacher and child.

Parent notification describing the behavior and how to redirect will also be issued to work on behavior as a team effort.

If the behavior continues after this, the child will be taken to the director who will have the child sit with her and again counsel the child giving acceptable alternatives. Should it progress beyond this point, or should the child have repeated trips to the director, the parent will be called and asked to come conference with the child, and/or the teacher and director.

Constant demonstration of an uncooperative spirit through documented continual disobedience and negative attitude will result in the child’s dismissal from the preschool program.

Incident or Injury

Depending on the nature of an incident/injury, the teacher will complete an incident report and have both the director and the parent sign the report. A copy will be given to the parent and the original will be kept on file.

If a child harms another child, both of the children’s parents will receive a report describing the incident. This report will be signed by the teacher, the director, and the parent and kept on file. Depending on the circumstance, a child who continues to harm other children, the director will call the parents to pick up the child immediately; they may return the next day. If the behavior continues, the director, teacher and parents will conference about the behavior and partner on steps to help the child. If the behavior continues the child is subject to dismissal.

General Information

Mascot- Saints

School Colors – Navy and Gold

Who Do I Talk To?

During the course of the year, questions or concerns about classroom procedures, activities or incidents may occur. Parents are requested to follow the Matthew 18:15-17 principle whenever a problem may arise.

1. If you have a complaint or concern, first and foremost pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school.
2. Complaints or concerns should be expressed first to the individual in question. Please set up an appointment to talk to him/her privately. Never discuss the teacher, a child's playmates, or the school negatively in the presence of your child and/or any other children.
3. Make sure that the person, to whom you are expressing your concerns to, knows all the details of the situation, and exactly what you are concerned about and why. Misunderstanding of concerns could lead to further problems and needless heartache.
4. Express your concern only to the person who should hear it. Unnecessary worry, harm and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem.
5. If you cannot work the situation out between yourself and the person involved, please take the situation to the director.

Q & A Guidelines for Volunteer Hours

Thank you for volunteering at HCS. The volunteerism that exists at HCS has, over our school's history, done much to transform the school, improving your child's experience and educational environment.

Q. Why does HCS require 20 hours per year, per family?

A. At Hillcrest, we are in partnership with parents. Parental involvement fosters a healthy interactive partnership. We recognize that our parents are often our best resource for improving our school. The 20-hour requirement is a minimum commitment per family. Many parents go well above 20 hours each and every year. Studies show that there is a strong connection between student achievement and parent involvement in their child's school.

Q. Why does the school charge for hours not served?

A. HCS charges \$40 per hour not served – a part of the fee agreement that each parent must sign to have children at HCS. This charge indicates our strong commitment to parent involvement. This fee is not a fundraising tool, but rather a motivation to serve. If families are unable to serve, paying the annual charge is simply a substitute for the hours; however, most families opt to serve rather than pay the fee.

Q. How do I record my volunteer hours?

A. For the Preschool Campus we ask parents to keep track of their hours and turn them in at the end of the school year. If you would like to volunteer on the main campus, (see opportunities on the following page) please check in at the front office to log your hours.

Q. If I don't know how to serve, who would I contact? How would I get started?

A. We regularly post volunteer opportunities in the weekly emailed newsletter, *Next Week @ Hillcrest*. Become familiar with various parent-support groups as well as administrators, teachers, and room parents. Connect with people!

Q. What qualifies as volunteer hours?

A. There are many forms of service and opportunities from which to choose.

Many are listed; however, please do not confuse simply attending with volunteering.

Typical activities/tasks (and some guidelines) that can qualify for volunteer hours

(Each activity may have more specific guidelines that are given by event/organizational leaders.)

- Field Trips – Volunteer hours from field trips are earned for assisting in the supervision of children in addition to your own, including time driving additional children.

Academic Competitions on Main Campus

- Attend and work the event

Events and coordinators are:

- ACSI Math Olympics – Mrs. Hume
- ACSI Science Fair – Mrs. Barkett
- ACSI Speech Contest – Mrs. Thurman
- ACSI Spelling Bee – Mrs. Pavlovich

Teacher-Led Tasks

- Bulletin board displays
- Classroom help – must have teacher’s approval
- Working at specific class events (example – 4th grade “Patty Reed Day”)
- Teaching as a volunteer on Main Campus when arranged by teachers with administrator approval
- Assisting on Main Campus with drills and practice (flash cards), grading papers, Bible verse memory
- Class parties – Hours that apply are for set up, clean up, and for cooking (example – Thanksgiving)

Fund Raising

- Annual Auction (Auction Chairperson) – working, not just attending
- Garage Sale – Sorting, pricing, and working the event
- Apex Fun Run (PFA) – working, not just attending
- Box Tops for Education – counting tops
- Used Uniform Sale – washing, folding, selling
- Pancake Breakfasts – Working, not just attending

Leadership - Time served as a leader in an organization (PFA, HCS Board of Directors)

Social Events (Working, not just attending)

- Movie Night, Candy Cane Café, Teacher Appreciation Week (PFA), International Day, etc...

Other Opportunities

- Athletic work – coaching, team mom, driving team, (time spent working, not attending games)
- Food making for events (one hour for every 3 doz. cookies – must be homemade)
- Library/Book Fair – assisting the librarian with assigned tasks as per librarian’s permission and direction
- Spirit Week – making posters and more
- Chapel – leading in worship/teaching
- School musicals – choreography, set production, assisting director with costuming
- Graduations/Promotions – assisting with details as assigned by administration

Q. Does fundraising count as volunteer hours?

A. To do fundraising well requires many hands and, of course, it qualifies as volunteerism at HCS. Keep in mind that all fundraising projects, appeals, and initiatives must be approved by the administration.

Q. If you have served over your 20-hour requirement, can I apply or give the extra hours to another person? Also, who can serve the required hours?

A. Our goal is to have everyone involved; therefore, giving someone else your volunteer hours would not be permitted in our program. The required hours can be served by the parents.

Q. What exactly is the purpose of the Volunteer Office that is located on the main campus?

A. Room # 132 is labeled as a volunteer office. Most volunteer tasks do not require the use of this office. However, it is for the purpose of volunteerism in general. Parent support group leaders and major fund raising leaders will need to use this office for the use of computers and printers and the storage of related items. Some other basic guidelines for the room are: (1) Do not let your children and their friends hang out in the room. (2) Do not use this room for personal items such your own children’s snacks, food, etc. (3) This room needs to be kept secure due to the storage of used uniforms. (4) Have respect and cooperation for all others who are allowed to use this room. As space is at a premium, no one individual and/or group can monopolize or restrict others. Administration should be consulted if there are any conflicts resulting from the use of this room.

Q. How and when will I be billed for any un-served hours?

A. Required volunteer hours must be served and turned in by May 31st. Hours served or turned in after May 31st, will apply to the next school year. As of June 1st the hours are tabulated and a bill is sent to families who did not meet the required 40 hours. Parents are responsible for paying this fee before the last day of school. Student progress reports will not be issued if payment is not received.

Thank you for taking the time to read these guidelines. If you are not sure if something applies toward volunteer hours, or if you have questions, please contact the director. Consider taking initiative. If you have a new idea of something that you want to do through volunteerism, discuss it with the K-12 Principal, the Preschool Director, or a volunteer leader.

Please have fun while volunteering. Sometimes when volunteering there is a process of trial and error before volunteers discover the projects and people who are the best fit for them. There are plenty of projects to go around, so try something new. Remember that little eyes are watching adults as they serve. Getting a job done (the product or result) is important; yet, equally important is the way the job was completed (the process). Honor the Lord in all that you do. Work to form positive relationships with other parents. Seek unity in all things. If you are not sure what to do, then seek the advice of someone in authority such as the lead volunteer overseeing a project or an administrator. As you help us, we are here to help you. Thank you for the significant difference you each make in a Hillcrest education!

Preschool Daily Schedule

7:00-8:00	Extended Care	12:30	Half Day Students Depart
8:00-8:30	Morning Arrival on Playground	12:30-1:00	Clean up Lunch & Prepare for Rest Time
8:30	Class Begins	1:00-2:30	Rest Time
8:30-9:30	Class time	2:30-3:00	Wake-up/Pack-up Bedding/Story Time
9:30-10:30	Morning Nutrition Break & Recess	3:00	Full Day Students Depart
	Please send a separate nutritional snack.	3:00-6:00	Extended Childcare
10:30-12:00	Classroom and Recess/Large Motor Activities		
12:00-12:30	Lunch		
	Please send a lunch or sign up for hot lunch daily.		This schedule is subject to change