



**Early Education  
Parent/Student Handbook  
2022-2023**

**2022/23 Early Education Staff Directory**

<b>Hillcrest Christian Early Education Office</b>	<b>Hillcrest Christian Main Office</b>
449 E. Wilbur Avenue Thousand Oaks, CA 91360	
<b>Early Education Director:</b> Cheryl Curtis <b>Office Phone:</b> 805-495-5513 <b>Email:</b> <a href="mailto:ccurtis@hillcrestcs.org">ccurtis@hillcrestcs.org</a> <b>Website:</b> www.hillcrestcs.org	<b>Head of School:</b> Dan Vande Pol <b>Main Campus Phone:</b> 805-497-7501 <b>Email:</b> <a href="mailto:dvandepol@hillcrestcs.org">dvandepol@hillcrestcs.org</a> <b>Website:</b> www.hillcrestcs.org

<u>Staff Member</u>	<u>Responsibilities</u>	<u>Rm. Number</u>
Cheryl Curtis	Early Education/Preschool Director	Office
Jessica Cleaver	Assistant Preschool Director	Office
Annie Stuehrmann	Office Manager	Office
Hailey Luna	Lead Acorn Teacher	Rm 1
Katie Gervasi	Acorn Teacher	Rm 1
	Acorn Teacher	Rm 1
	Acorn Teacher	Rm 1
	Lead Sprouts Teacher	Rm 2
	Sprouts Teacher	Rm 2
Jackie Kurowski	Sprouts Teacher	Rm 2
Heather Neuman	Sprouts Teacher	Rm 3
Janet Contreras	Lead Saplings Teacher	Rm. 3
Ashley Regalado	Saplings Teacher	Rm. 3
Kelsey Lofton	Lead Saplings Teacher	Rm 4
Andrea Guy	Saplings Teacher	Rm. 4
Robin Lessel	Lead TK Teacher	Rm 5
Colleen Miller	TK Teacher	Rm. 5
Stephanie Morter	Lead TK Teacher	Rm 6
Krystin Walker	TK Teacher	Rm. 6
Jennifer Avalos	Resource/Support Teacher	Office
Ahna Lett	Resource/Support Teacher	Office

Dear Early Education Parents,

Thank you for entrusting us with your children, God's greatest gifts to each of us as parents. They are our legacy for future generations. That is why at Hillcrest Christian School, our faculty and staff have valued the incredible partnership we have with parents from one generation to the next for 44 years to impact your children's lives and help prepare them for an amazing future.

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work." 2 Timothy 3:16-17

It is our prayer that your children will truly feel the love and care we have for each of them. Even more important is that they will come to know the special plan and purpose God has in store for them as they grow and develop into confident, successful students with God-given talents and abilities.

It is our privilege to walk alongside you to encourage your children to grow in Christian character, Godly wisdom, integrity, and making challenging decisions with grace. As difficult obstacles arise, this is what will prepare them to be successful not only now with school, but also with college and in life.

In the process, your children will be motivated to excel by some of the most outstanding faculty in the nation, by the most friendly, welcoming students, and by some of the most dedicated parents. Hundreds of supportive alumni, pastors, and community members who proudly support the servant leadership of our student body and faculty at Hillcrest Christian School surround this distinctive community.

So be prepared for great things this year, as you prayerfully support the mission of Hillcrest Christian to have an impact on your child. Be prepared to see God's work as we partner together to support our programs and commit to make a difference, because your kids and our faculty are so worth it! Believe God for miracles as you pray for our children to grow in their character and hearts towards Christ and others.

Enjoy the memories as you come out to support the special events and games, because they will only be this age one time. Enjoy this year as parents; enjoy being involved and making a difference. Pray for God's hand of blessing on your child and our ministry at Hillcrest Christian. It is so much more exciting to become actively involved and enjoy these special years with your child. Relish every experience from preschool through high school. Watch God touch the hearts of our kids at Hillcrest Christian School and create amazing miracles.

In His and Your Service,  
Jessica Navarro Principal and  
Cheryl Curtis Early Education Director

## Hillcrest Christian School's Mission Statement

Hillcrest Christian School is dedicated to serving the Christian community by providing high-quality Christian education and discipleship for the development of well-rounded students who will impact this world for the Lord Jesus Christ through Biblical thought and action and a deep-rooted foundation in God's word.

### 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, and in His personal and visible return in power and glory. He was buried; He rose again bodily; He ascended to God the Father according to the Scriptures. (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, 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 conviction 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 which 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; Revelation 20:10,15; John 14:1-3; Revelation 7:15-17) 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, complementary 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. (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 Hillcrest Christian School 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, 1Thessalonians 5:22)

### **Vision Statement**

Our vision is to develop and maintain an accredited, multiple-facility, interdenominational, community-wide, Christian school system for students in grades infants through 12<sup>th</sup> grade. The school system will provide rigorous academic instruction that is faithfully integrated with a God-centered biblical view, 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.

### **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 their children's education and training and provide an emotionally and physically safe environment. As such, HCS will provide rigorous academic instruction and extra-curricular activities that are integrated with a God-centered view of life. The intent is to help students 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 intellectually 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 achieve creative and critical thinking skills 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 of the young child.

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 God has called them to work with children. Staff members also meet or exceed the approved standards for early childhood education and experience set forth by California. In addition, our staff pursues further professional and spiritual growth through 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 families who understand that their child will be taught the Biblical principles through our statement of faith and mission statement in a Christ-centered educational environment.

Infants must be six weeks of age to be enrolled in our infant/toddler program. Children will be placed in the developmentally appropriate classrooms to meet their developmental needs and assessed for transition as needed throughout the year.

Any family interested in applying to our program must tour with an Assistant Director. During the tour, Assistant Directors will discuss our programs, show families around our campus and answer any questions.

If after a tour, a family wants to pursue admission to the program, they will create an account online at [www.hillcrestcs.org](http://www.hillcrestcs.org) where they can fill out the New Student Application. There is a \$25 non-refundable application fee. Once the application is received the family will be contacted to schedule a family interview with our Early Education Director. Our family interviews are a way for our Director to get to know the family and share more about our program and HCS philosophies.

Once an offer is sent, families have two weeks to accept and complete the enrolment packet, all required licensing documentation, and immunization records, and pay the non-refundable fee.

No child will be permitted to attend without current immunizations. **NO SHOTS – NO SCHOOL**

### **Nondiscrimination Policy**

Hillcrest Christian School admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Hillcrest Christian School does not discriminate based on race in administration of its educational policies, financial aid program, and other school-administered programs.

### **General School Information**

Mascot – Saints

Colors – Navy & Gold

Alma Mater – Hillcrest, Hillcrest we pledge our loyalty; To our dear alma mater, we all sing to thee. We are forever faithful to blue and gold. Thy name and honor we shall ever uphold Hillcrest, Hillcrest, thy strength God shall always provide; Dear alma mater, He has been thy guide; Be forever true to the faith of old, God's name and honor we shall ever uphold

### **School Verse:**

*“In the same way, let your light shine before others, so that they may see your good works and give glory to your father who is in heaven.” Matthew 5:16*

## **Preschool Program Hours**

Hillcrest Christian Preschool offers 3 Day (M/W/F), 2 Day (T/Th), and 5 Day Programs

Half Day: 8:00 am -12:00 pm

Full-Day: 8:00 am -3:15 pm

## **Extended Care**

As a licensed facility we follow title 22's state ratios of 12:1 for ages 2-5, 6:1 for ages 18 months-30 months, and 4:1 for infants. All extended care requests require a minimum of 1 week notice.

## **Change of Schedules**

Any change in your child's scheduled days requires a 30-day notice, the director's approval, and a fee of \$50. This fee will be charged every time you change your child's schedule.

**Tuition** Please see the Early Education Tuition sheet for details.

## **Arrival and Pick-Up**

Each child must be brought into the school and signed in and out by the child's guardian. This is a State Licensing requirement, and the school may be fined \$150 for each missing **full** signature. All check-ins and check-outs will be completed via the Brightwheel Application. Parents are responsible for paying \$150 per missing signature.

If for any reason, the child is to be picked up by someone other than those listed on the emergency contacts and authorized pick-up list, a written/email notification must be given to the school by the parent before the child is released.

No child will be released from the school to anyone who does not have proper identification.

## **Late Pick-Up Policy**

Please call the office if you are expected to be late in picking up your child. 805-495-5513.

After 12:00, 3:30, and 5:30 PM, you will be charged \$25. After 12:15 pm, 3:45 pm, 5:45 pm there will be an additional \$25 late fee. After 12:30pm, 4:00pm, and 6:00pm there is an additional \$50 late fee (\$100 late fee after 6pm per child).

## **Late Arrival**

If you arrive and your child's class is already in circle time, please bring them to the Early Education office. 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 arrive on time and disrupts their learning.

## **Vacations/Holidays/Absences**

The yearly tuition is divided into ten equal payments based on the number of actual days offered in the school year. No credit is given for scheduled school holidays, vacations, or sick days.

## **Classroom Schedules**

Each classroom will have a unique schedule that meets its students' needs. A copy of the schedule will be handed out at the back-to-school night and welcome packets at enrollment. Schedules are flexible based on emergent curriculum and children's needs.

## **Celebrations**

Celebrations are SO much fun and are great ways for families to earn volunteer hours!

Holidays: Teachers will reach out to families to help plan, prep, and implement.

Birthdays: Parents can bring in a store-purchased healthy snack to share with the class and sing happy birthday. \*No candles are permitted on campus\*

We Celebrate: Christmas, Easter, International Day, Teacher Appreciation, Mother's Day, Father's Day,

## **Chapels**

Preschool chapels are held weekly at 9:00 AM on alternating Wednesdays and Thursdays. This is when we come together and talk about the Bible lesson we are learning as a school and worship Jesus! Parents are always welcome to attend chapel with their students.

## **Disaster Preparedness**

HCS stocks emergency supplies to be used in the event of a major disaster in which the students might have to stay at the school for an extended period of time. Earthquake and Fire drills are practiced quarterly. If an emergency occurs HCS will contact parents first and then move down the emergency contact list if parents cannot be contacted.

## **Nut Policy**

We are a nut-free Early Education campus. Any nut products packed will be sent to the office for pick up. All nut alternatives ***must*** be labeled with the product name. Example: "Sun Butter."

## **Snacks**

Please pack a different snack for your child **each day**. Snacks should include two **nutritional** choices.

Please label all items with your child's name. If your child is staying past 3:15 PM, please include another snack that will be eaten during extended childcare.

If your child does not have an AM or PM snack, by licensing requirements, we are required to provide your child with one, and you will be billed \$2.00 through the cafe per food item.

## **Lunch**

Children who stay past 12 pm need to bring a lunch and/or order a hot lunch from our cafe. Lunch from home must include nutritious and healthy items (protein, carbohydrate, fruit, vegetable, and water). 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. Please **LABEL** all lunch/snack bags and water bottles with the child's name as we often have identical bags.

## **Hot Lunch**

Our Cafe daily specials are posted weekly and include an entree, side, drink, or al la carte items. All items are priced on the posted menu.

Parents are required to write down on the order sheet your child's first and last name and order on the sheet in their classroom by **9 am**. All billing is through your FACTS account.

**No orders can be accepted after 9 AM.**



## **Infant/Toddler Feeding**

ALL food items per Title 22 must:

- Be labeled with the child's first and last name and a date sticker provided by the school.
- Bottles may **only** contain formula, milk, or breast milk.
- Bottles containing Breastmilk must also be labeled with a red rubber band.
- We cannot offer food that is not labeled.
- Bottles must be ready to serve. We can not mix formulas.
- Food items must be cut and ready to serve from the container.
- Food and formula offered to an infant will be provided within the hour. After an hour, the staff is required to toss the contents.
- Food must be brought in daily. We cannot store any food on campus.

## **Social Media/Photo Policy**

Students' photos/videos can be used for publicity purposes. Photo and video images taken on campus at sporting events and/or field trips, etc will be posted on the Hillcrest website and social media accounts. These photos will not include any personally identifiable information about our students in grades infants-12th grade.

Personally, identifiable information includes student names, addresses, email, and phone numbers. Photos/video images taken on-campus sporting events and/or field trips will be posted in the yearbook and will include the child's name and grade. If you as a parent wish to rescind this agreement in regards to the website and social media you may do so at any time, in writing, by sending a letter to the administration and it will take effect upon receipt.

## **Confidentiality**

Information regarding children, families, and staff is private and confidential. We will only discuss your child with you, and we will give each family respect and privacy.

## **Visitors on Campus**

All visitors must check-in at the school office through our Raptor System. Our Raptor System scans Drivers License to do an immediate background check and sign people on and off campus. The system will print an ID badge, which **must be worn at all times on campus** and returned to the office to check out when leaving campus. Students are not allowed to bring visitors on campus during the school day unless written permission has been obtained from the administration one day in advance.

## **Volunteer Hours**

Families must 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 directly or check with the PFA at [hcsdfa@hillcrestcs.org](mailto:hcsdfa@hillcrestcs.org). Parents are responsible for logging the hours worked on their FACTS account. Families will be invoiced at a rate of \$40/hour for any hours not completed. (See the Volunteer section for what qualifies as volunteer hours.)

## **Communications**

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.

## **FACTS**

All school emails are sent through Renweb. Renweb is linked to the HCS website at [www.hillcrestcs.org](http://www.hillcrestcs.org), which the faculty maintains to provide information related to events, assignments, and announcements. Please login to

<https://logins2.renweb.com/logins/parentsweb-login.aspx> whenever you need information. The Family Directory is also located on FACTS. Please inform the school of any changes to your contact information.

### **Brightwheel**

Daily parent communication is essential to a successful partnership. Brightwheel is implemented to allow parents and staff to communicate during the school day. Announcements, pictures, and daily activities will be posted to your child's Brightwheel account as feasible by each teacher.

Please note staff will answer BrightWheel messages during business hours,  
7 am-5:30 pm Monday-Friday.

### **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 of Jane Smith would be [jsmith@hillcrestcs.org](mailto:jsmith@hillcrestcs.org).

Staff will only communicate through Brightwheel, staff email, and classroom phones.

### **Who Do I Talk To?**

Questions or concerns about classroom procedures, activities, or incidents may occur during the year. 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 address your concern in such a way that it will result in the betterment of our school and honor Him.
2. Complaints or concerns should be expressed first to the individual in question. Please set up an appointment to talk to them 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. Ensure that the person you are expressing your concerns knows all the situation details and precisely what you are concerned about and why. Misunderstanding of worries 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 situation.
5. If you cannot work the situation out between yourself and the person involved, please take the situation to the director.

### **Parent Conferences**

Parent conferences are an excellent and effective way to partner with your child's teacher. This time is set aside to go over assessments and your child's overall development.

Parent conferences are in October and are required for TK.

You are always welcome to set up a time to talk with the teachers. Second-semester parent conferences are by request only.

### **School News**

Weekly communication of timely events and information entitled *Hillcrest Weekly News* is emailed to families every Friday to inform parents of upcoming events for our grades Infants through 12th. A recorded phone message is also sent out each Sunday around 5 pm with weekly reminders.

## **Parentlink Communication System**

This system allows us to contact all our families quickly and efficiently. You will receive a weekly message from our school principal with what's happening during the week at Hillcrest. It can be used to text families urgent information.

## **Financial Policy**

### **Policies**

HCS charges annual tuition due in full by the end of May or at the time of registration. HCS does offer a deferred payment plan for the annual tuition. You must indicate your method of payment at registration. This contract obligates you to pay the full annual tuition commitment regardless of any deferred payment plan and regardless of student absence, withdrawal, or dismissal for any reason, at any time during the year. For late entrants, tuition will be calculated based upon the month of entry, with our school year being defined as a 10-month year, August-May. All deferred payments must be completed by May.

### **Extended Care Program**

Charges for Extended Care will accrue through the 25th of each month. Extended Care payments are due by the 1st of the month and are considered late, with fees applied on the 5th

Please see the extended care information sheet for pricing.

### **Guidelines for Student Appearance/Dress Code**

A neat and adequately attired student body produces an atmosphere conducive to study and good work in a Christian school. The HCS dress code intends for students to be dressed appropriately and professionally to honor our Lord and prepare students for respecting/honoring the dress code of future employers. The aim is for attire, jewelry, hairstyles, etc. to not be a distraction for the students themselves or others. Any faculty or staff member may determine if a student is not in compliance with the dress code.

### **Clothing**

We recommend "pull-on" type clothes with an elastic waist that the child can easily manage. Overalls, rompers, bodysuits, onesies, belts, etc., are highly discouraged. To maintain modesty, girls should wear shorts under their dresses and skirts.

Shoes must be worn at all times - including nap times. This is in case of an emergency, and we have to evacuate during rest time. **Children must wear closed-toed shoes. Flip-flops are not permitted as appropriate footwear.**

Extra change of clothes must be in the children's cubby in case of accidents or messy play. Please only dress your children in clothes you are ok with getting dirty!

### **Preschool Discipline**

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

"Start children off on the way they should go, and even when they are old they will not turn from it."  
Proverbs 22:6

We desire to give the child every chance to grow responsible and self-directing. We do not expect any child to be “perfect.” We manage behavior problems by helping the child develop his/her conflict resolution skills. Thus, discipline is firm and consistent yet tempered with kindness, love, and genuine regard for the student. Our positive approach focuses on what is good rather than concentrating on what is not. Teachers keep behavior logs for each student to use as a tool and work with parents and directors to decide on the best plan of action for each individual child.

Most disciplinary action is handled by simply redirecting the child’s behavior. If the behavioral problem persists, the teacher and child talk about the behavior, making sure the child understands why it is unacceptable. The child is then given an acceptable alternate activity. The teacher clarifies to the child that it is inappropriate behavior, 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. In some instances, the child will be removed from the classroom and taken to the director, who will talk with him/her and determine a course of action that will be satisfactory for both teacher and child.

Parents will be notified by describing the behavior and how it was handled and recommendations on how the parents can redirect and work on the behavior at home as a team effort.

If the unacceptable behavior continues after this, the child will be removed from the situation, and the director and teacher will again counsel the child by giving acceptable alternatives. Should it progress beyond this point, the parent will be called and asked to conference with the child, teacher, and director.

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

### **ALL 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 behavior patterns and not just isolated incidents, unless severe.
- 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

### **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. The parent will be given a copy, and the original will be kept on file.

Minor incidents, i.e., scraped knee, elbow, etc., will be recorded on Brightwheel. Anything more than a minor incident will be filled out with the school incident report, and parent phone calls will be made.

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. If a child 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, the teacher, and the parents will discuss the behavior and partner on steps to help the child. If the behavior continues, the child is subject to dismissal.

## **Bitting**

Depending on the age, biting can be developmentally appropriate; however, it is never tolerated. Teachers will partner with you to create a consistent behavior plan to be implemented at school and at home. This partnership is key in eliminating the behavior.

***HCP Biting Policy: If a child bites or attempts to bite twice in one day the child will be sent home.***

All biting will be documented on the child's individual behavior log. Children who bite excessively or break the skin will be sent home. This could be grounds for dismissal.

## **Dismissal Procedures**

Dismissal from school due to disciplinary action does not excuse parents from the full year of tuition payment.

1. Incident reported to the administration.
2. Students are suspended until a meeting is arranged.
3. Meeting with the student, parents, and Early Education Director. Students and parents are given an opportunity to be heard.
4. The administration evaluates the situation. The Early Education Director renders the final decision.
5. If a student is asked to withdraw from school and the parents choose not to withdraw, the Administration can exercise their prerogative to expel the student. \*Administration reserves the right to discipline or dismiss students from Hillcrest Christian School for what it considers due cause. Students may also be dismissed from the school if the actions of the parent(s) are disruptive or unsupportive to the school.

## **Playground Rules**

This handbook does not provide a list of all the playground rules and procedures. Your child's teacher will detail playground rules with the class. Students are always expected to follow the rules and to respect each other. Good sportsmanship is always expected, and rough play/wrestling is prohibited.

## **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 1:00-2:30 PM.

All children resting must bring a crib sheet and blanket each week. All bedding must be clearly **LABELED** with your child's name and be placed in his/her Hillcrest "little saint's" nap bag. Bedding will be sent home weekly or as needed for laundering.

Children are not required to sleep during this time. After 30 minutes, if a child is not sleeping, they will be offered quiet activities that will not bother the sleeping children.

Our infant crib sheets will be washed daily and are provided by the school. When placed in the crib, children will be placed on their back with nothing in the crib (pacifiers are the **ONLY** exception).

## **Diapering and Toileting Policy**

Children in diapers will be changed every two hours or as needed. Children will be encouraged, when developmentally appropriate, to use the restroom. Teachers will communicate with parents to ensure what we are working on here is the same as what is happening at home.

What does toilet readiness look like?

- Ability to pull on and off clothing.
- Ability to stay dry for long periods of time
- Letting adults know when they need to use the restroom.

\*Pull Ups do not mean potty-trained.

If a child has a BM accident in their underwear per OSHA requirements staff will call the director for assistance and cut the child's underwear off safely as to not expose anyone to the BM. Teachers and director will have a conversation with the student about the importance of using the restroom and how important it is to keep all restroom needs in the bathroom. This will be communicated with you in person or over the phone so you can continue the conversation with your child and we can come up with a plan to help them be successful in restroom needs.

## **Parking**

According to CA Vehicle Code 15620, any person responsible for a child who is 6 years of age or younger may not leave that child inside a motor vehicle without being subject to the supervision of a person who is 12 years of age or older. No vehicle may be left with its engine running or the vehicle's keys in the ignition.

## **Illness**

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. Your responsibility is to come as soon as possible for your child and/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.

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

1. NO CHILD WILL BE PERMITTED TO ATTEND SCHOOL WHO SHOW ANY OF THE FOLLOWING SYMPTOMS: red or pink discharging eyes, the temperature of 100.0° and above (99.0° during cold/flu season), nausea or vomiting, diarrhea, 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 24-48 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 your child's admittance if they see ANY signs of illness.
5. A written doctor's clearance from the doctor's office will be required before a child will be allowed to return to school if he/she 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, and assurance that the child is not contagious to other students.
6. If for any reason your child is hospitalized, the child **MAY NOT** return to school without a note from their doctor clearing them to return to group care.

7. **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.**

**See COVID guidelines at the end of this document for procedures and policies.**

### **Medication: Topical and oral**

Should your child need to be given any type of medication when he/she is in school, the parent must fill out LIC9221 Parent Consent for Administration of Medications and follow the guidelines listed. Do not send any type of medication in the child's lunch box or backpack. This includes cough drops and vitamin tablets.

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. LIC9221
2. All medication must be brought to the office, and all documentation must be provided before it is approved to administer to the child on campus.
3. All prescription and non-prescription medication must be in the original container with the printed directions stating the name of the medication and dosage on the container.
4. All medication must have a doctor's note explaining how to use it and why they need the medication.
5. All medications must be given at home first, and they need to be on it for 24-48 hours before returning to care.
6. Children cannot attend on any medication without approval from the Early Education Director. This includes but is not limited to Tylenol, Motrin, and allergy medications.

### **Parent Pledge**

I will pray for the teachers and administration of HCS

I will cooperate fully in the educational functions of HCS, doing my best to make Christian education effective in the life of my child so that he/she will love and serve the Lord Jesus Christ.

I will meet all my financial obligations to the school. If I cannot pay on time, I will notify the school in advance, giving a reasonable explanation for the delay, and projected time for payment.

I will support the school by gift-giving, as the Lord enables me.

I will undertake volunteer duties and responsibilities for HCS as opportunities arise and as the Lord provides the strength and time.

I will attend parent functions for the school whenever possible.

Suppose I become dissatisfied with the school in any respect. In that case, I will seek to resolve the matter with the person or persons involved, rather than spreading criticism or holding a negative attitude. I will follow the Biblical instruction found in Mathew 18:15.

I will not criticize the school.

I will seek the advancement of HCS in all areas.

## **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, parental involvement fosters a healthy interactive partnership. We recognize that our parents are often our best resource for improving our school, and studies show that there is a strong connection between student achievement and parent involvement in their child's school. The 20-hour requirement is a minimum commitment per family, but families who serve more than the minimum requirement will be recognized for their service.

### **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 choose to serve rather than pay the fee.

### **Q. How do I record my volunteer hours?**

A. Each family will record their volunteer hours through their RenWeb for parent volunteer hours, and through the Trackit app for students.

### **Q. If I do not know how to serve, who would I contact? How would I get started?**

A. Many volunteer opportunities are made available to sign up for at Back to School nights, and the PFA hosts a Volunteer Informational/Training meeting during the first month of school. It is also recommended that you become familiar with various parent-support groups as well as administrators, teachers, and room parents.

#### **Connect with people. Listed are key people/contact information regarding volunteering.**

PFA (Parent-Faculty Assoc.), [hcsdfa@hillcrestcs.org](mailto:hcsdfa@hillcrestcs.org)

Athletic Director, Michael Westphal, [mwestphal@hillcrestcs.org](mailto:mwestphal@hillcrestcs.org)

Food Service Supervisor, Francesca Turk, [fturk@hillcrestcs.org](mailto:fturk@hillcrestcs.org)

Admissions and Activities Director, Nancie Blumenthal, [nblumenthal@hillcrestcs.org](mailto:nblumenthal@hillcrestcs.org)

Marketing Department, Melissa Gutierrez, [mgutierrez@hillcrestcs.org](mailto:mgutierrez@hillcrestcs.org)

### **Q. What qualifies as volunteer hours?**

A. There are many forms of service and opportunities from which to choose. Many are listed below; however, please note: simply attending an activity does not earn volunteer hours. You must be actively volunteering to earn hours.

### **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/Retreats** (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**

- ACSI Math Olympics
- ACSI Science Fair
- ACSI Speech Contest
- ACSI Spelling Bee

#### **Teacher-Led Tasks**

- Bulletin board displays
- Classroom help – must-have teacher's approval 24
- Working at specific class events
- Class parties – Hours that apply are for set up, clean up, and for helping during the event.

#### **Fund Raising**

- Annual Auction
- Apex Fun Run (PFA)
- Box Tops for Education
- Used Uniform Sales



- HCS Golf Tournament

**Leadership** - Time served as a leader in PFA, Athletic Boosters, and HCS Board of Directors.

**Social Events**

- Candy Cane Café
- Backyard BBQ
- International Day
- Movie Night Other Opportunities
- Athletic work – volunteer coaching, team parent, driving team
- Café Work – serving as a regular volunteer in our café.
- Book Fair – assisting the librarian with assigned tasks
- Library Work – reading to classes, helping check out books
- Spirit Week – making posters and more
- School Musicals – choreography, set production, assisting director with costuming
- Graduations – assisting with details as assigned by administration

**Q. Does fundraising count as volunteer hours?**

A. Yes! Any school-wide fundraising you are helping with definitely counts towards your volunteer hours, but any fundraising efforts for your individual benefit do not. Keep in mind that all fundraising projects, appeals, and initiatives must be approved by the Principal. Also, while we do charge a fee for un-served hours, having made a donation during the year is not a substitute for the required volunteer hours.

**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 or adult family members only, except for high school students on an I-20 visa.

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

A. Required volunteer hours must be served and logged by May 31. Hours served or logged after May 31, will apply to the next school year. A bill will be sent to parents who have not completed their required volunteer hours, and parents are responsible for paying this fee before the last day of school. Student records, report cards, and transcripts will not be issued if payment is not received.

Thank you so much for considering the volunteer opportunities here at Hillcrest. As discussed, all families are required to serve 20 hours per school year, but volunteering is a great way to get to know the school- the kids, the teachers, the staff. It is a great way to become part of the Hillcrest community as well. So, whether it's one of the many positions available within the classrooms, or one of the general school volunteer positions, truly there is something for everyone here. If you are not sure if something applies toward volunteer hours, or if you have 25 questions, please contact the PFA at [hcsdfa@hillcrestcs.org](mailto:hcsdfa@hillcrestcs.org). We are so excited to serve with you!

**Acknowledgment of Receipt of  
Preschool Handbook**

I \_\_\_\_\_ parent of \_\_\_\_\_ agree to Hillcrest Christian Early Education/Preschool Parent Handbook. I have received a digital or paper copy of the Handbook and understand it may need amendments during the school year.

I understand and will follow the Nut-Free Policy Hillcrest Christian Early Education building has and will only pack nut-free snacks and lunches for my child. Initial \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_