



HIGH POINT CHRISTIAN SCHOOL

PRESCHOOL PARENT HANDBOOK

(A supplement to the HPCS Parent Handbook)

2022-2023

Educating the next generation of servant leaders who will impact the world.

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Welcome Letter

Dear Parents:

The preschool program has been part of High Point Christian School (HPCS) since 2005. HPCS has been in operation for over thirty-five years, is accredited by The Association of Christian Schools International, and serves the families of more than twenty churches. HPCSP follows the same tradition of HPCS, featuring a Biblical worldview with a tradition of academic excellence.

High Point Christian School Preschool is intended for families searching for a positive, academic experience integrated with Christian values. Our program features a safe, loving, and caring environment in which early childhood academics, socialization, and Christian education are all components.

We welcome you to HPCS Preschool! It is you, the families, that have helped make the school such a success. We are glad you have chosen High Point for your preschooler. We are looking forward to an eventful year. We hope your family will find HPCS as an extension of your family and will be making many new friends.

This handbook describes the preschool program, goals, policies, and various details that go into making each day as successful as possible for your child. This handbook is a supplement to the Parent Handbook. Please read both handbooks and keep as a reference as they will answer many of your questions. Please feel free to talk to your child's teacher or the director at any time about the contents of this handbook.

God Bless,
Sandi Herron

ICS Preschool Director

Section 1.0: Preschool Governance

(Please see ICS Governance in the K-8th Grade Parent Handbook on page 12.)

The preschool director handles the day-to-day administration of the preschool department. The director reports to the ICS Superintendent. Preschool “lead” teachers report to the director. Assistant teachers report to their respective “lead” teacher. The 4 year old Lead Teacher is the designated person in charge when the director is not on the campus. All staff are under the supervision of the HPCS Principal.

Section 2.0: HPCS Preschool Philosophy

We believe each child is uniquely created by God in His image. (Luke 8:16 and Psalm 139:13- 16) We believe each child is an individual with his/her own rate of development and maturation. (Luke 2:52) We accept each child’s differences in skills and interests while encouraging a well- rounded individual to meet their highest potential. HPCS Preschool (HPCS-P) focuses on concepts and strategies using one on one interaction, small group and large group instruction, interactive learning, and active manipulation of concrete materials to build a solid foundation for growing and learning. We believe children learn by exploring, participating, and discovering their world through all the senses.

We also believe children learn by example. (Deuteronomy 6:7) Teachers are to have a biblical worldview and live a Christian lifestyle at school, at home, and in the community.

We believe children have the ability and desire to begin to have a relationship with their God. Jesus believed in the importance of children and their need to be cared for and supported by caring adults. (Luke 18:16) Spiritual development occurs through relationships with teachers whose words and actions demonstrate God’s love and integrate the truths of God’s character throughout the daily program. (1 Samuel 16:7ff, Galatians 5:21-23, and Deuteronomy 6:7) Children discover God’s love and power through the teaching of the inspired Word of God. (2 Timothy 3:16) Opportunities to worship and to respond to God’s word are provided through music, Bible lessons, and prayer.

We believe the parents are the primary and most important provider of care, nurturing, and education of their children. We believe parents and teachers are to be partners in the child’s care and education. (Deuteronomy 6:4 and Proverbs 2).

Section 3: Community

3.1 ROOM PARENTS

Each classroom has a volunteer room parent. This parent coordinates with teachers to communicate with parents about school events, fundraisers, and classroom needs.

3.2 VOLUNTEER OPPORTUNITIES

We encourage parents to join their child's classroom on field trips, for special events, and as classroom volunteers. Studies have shown that the key ingredient for effective schools is high parental involvement. Children love your visits and this is a great way to really see what your child's day is like at preschool. We also would like for you to offer your talents and/or expertise throughout the year, when the opportunity presents itself (i.e. Community Helpers unit, science units, etc.). All classroom volunteers will need to fill out a Background Check form prior to volunteering in the classroom.

3.3 PARENT – TEACHER COMMUNICATIONS

We offer many options for parents and teachers to communicate. We feel that communications between home and school can make or break a program. Below are some of the various opportunities for communicating with your preschooler's teacher. Please use any or all of the methods. Most importantly, please communicate!

Parent Information Bulletin Board – Outside your preschooler's classroom there is a bulletin board with information for the parents. Information such as: monthly calendar, weekly lesson plan, special day calendars, and field trip information will be posted. Check the information cart for coming events, volunteer opportunities, and field trip information.

Parent to Teacher Communication Book – There will be a notebook for each class. Please use this notebook to jot down any notes to the teachers such as: child's health notes, sleep notes, pick-up or drop-off notes, doctor's appointment notes, vacation notes, or anything you would like to share with the teachers. This notebook is a very effective way of communicating information with lots of details that would otherwise require the teachers to remember.

FACTS SIS All pertinent information will be found on the website. This tool will be used for mass communication such as calendars, schedules, news events, lesson plans, and pictures. Please check the website at least once a week for updates. The preschool teachers make every effort to have the site updated by Sunday night for the following week.

Email - Teachers check their emails daily. For many of us it is the fastest way to communicate but remember not to pass on sensitive information and use proper email etiquette.

Weekly Newsletters -Teachers will send out weekly updates concerning weekly activities, upcoming events, and special activities. Teachers will send out newsletters by Sunday evening.

Face to Face Communications – We know that drop-off and pick-up time can be a bit chaotic, yet we encourage parents to use this time for brief communications with the teachers.

Parent/Teacher Meetings – If at any time you wish to meet with your child's teacher regarding any questions, concerns, or input you may have, please feel free to set up a meeting. This request can be made via phone message, written message, or face to face request with your preschooler's teacher.

Goal setting conferences

These conferences will be held at the end of the first quarter of the school year. This is a time for parents and teachers to set goals for the school year, answer questions, and to get to know each other better.

Parent Teacher Conferences

These conferences will be held at the end of the third quarter of the school year. During this conference, you will discuss your child's progress, as well as plans for the following year.

Parents will be sent an email before conferences instructing them in the use of the online sign-up service, which will enable them to reserve a spot to speak with teachers during conferences.

Teachers are available at other times by appointment for an informal Parent/Teacher meeting. Contact the teacher by phoning the office, by email (teacher's first initial, last name @hpcsmadison.org) or by note. The teacher will return your call as soon as possible. Please do not call the teacher at home unless it is by special request of that teacher.

Family Interview

Each family will receive a form prior to the family interview. The form and interview will assist in placing your child in the best class environment. The family interview is a time for the staff to get to know your family and a time for parents to ask questions prior to the beginning of school. These interviews will be held late in the spring or as a child is enrolled in the program.

Ages and Stages

In the fall, two weeks before Parent Teacher Conferences, the parents/guardians will be given an Ages and Stages Questionnaire specifically designed for their child. Along with the questionnaire will be instructions on how to administer the questionnaire. The questionnaire covers Cognitive, Fine Motor, Large Motor, and Social/Emotional assessments. The parent will send in the completed questionnaire to the child's teacher. The Director will evaluate and score the questionnaires. The questionnaire will be reviewed by the parents and the teacher during Parent Teacher Conferences. If there are concerns, there are several options available. The teacher could redo the questionnaire and evaluate the results. The child could be monitored by the teacher or Student Services. Parents could consult their medical professional, or HPCS Student Services could become involved to further evaluate the student.

Progress Reports

Although each teacher is continuously making informal and formal assessments, each family will receive a progress reports two times a year. January will be a short paragraph updating the goals set in November. May will be a full progress report based on late spring assessments.

SeeSaw

We will be using this app as a means of communicating with parents and providing online learning for projects and activities

3.4 LUNCH PROGRAM

A daily lunch period is provided to all full day students. Students may choose to bring in a sack lunch from home or may pre-order from a catered hot lunch menu. Hot lunch is provided by an outside caterer and served in the classroom.

Section 4: Attendance

PRESCHOOL PROGRAM NOTES

Three Year Old Program (and young four year olds) Options: 3 Days or Full Day

3 Day Class Days: Monday, Tuesday, and Wednesday mornings

- Class Time: 8:30 a.m. to 12:00 p.m. (doors open at 8:10 a.m.)
- Teachers: One Lead and One Assistant Teacher of classes with 9 or more children
- Maximum Students: 16

Full Day Class Days: Monday-Friday

- Class Time: 8:30 a.m.-3:23 p.m. (doors open at 8:10 am)
- Teachers: One Lead and One Assistant Teacher of classes with 9 or more children
- Maximum Students: 16

*3 Day three year olds and Full Day three year olds will be combined in one classroom with a total of 16 students.

**Maximum numbers may be adjusted due to health regulations.

Four Year Old Program Options:

4 Year Old Kindergarten ½ Day AM (fours and young five year olds)

- Class Days: Monday - Thursday Morning Class Time: 8:30 a.m. to 11:30 a.m. (doors open at 8:10)
- Teachers: One Lead Teacher
- Maximum Students: 8

4 Year Old Kindergarten ½ Day AM (fours and young five year olds)

- Class Days: Monday - Thursday Afternoon Class Time: 12:15 p.m. to 3:23 p.m.
- Teachers: One Lead Teacher and One Assistant Teacher of classes with 9 or more children
- Maximum Students: 16

4 Year Old Full Day Kindergarten (fours and young five year olds)

- Class days: Monday - Friday. Class Times: 8:30 a.m. -3:23 p.m. (Doors open at 8:10)
- Teachers: One Lead and One Assistant Teacher of classes with 9 or more children.
- Maximum Students:16

*3 Day three year olds and Full Day three year olds will be combined in one classroom with a total or 16 students.

*Maximum numbers may be adjusted due to health regulations.

The number of children in each class is intentionally limited to achieve a maximum student/teacher ratio of 8:1 in all classrooms. We believe this allows for a more caring and productive class environment.

4.1 SCHOOL HOURS

Regular school hours are as follows:

Morning Only: 8:30 AM to 12:00 PM (Doors open at 8:10)

Afternoon Only: 12:15 to 3:23 PM

Full Day: 8:30 AM to 3:23 PM (Doors open at 8:10)

The staff of HPCS will not supervise students other than these hours. HPCS reserves the right to bill parents for any time a student remains in the building beyond his/her scheduled pickup time

4.2 STUDENT DROP-OFF

ENTRANCE PROCEDURES

1. Please park in the main parking lot at the front of the building. Please do not park on the driveway in front of the doors. This is a fire lane.
2. Please use the school entrance to enter the school (not the church entrance)
3. Please use the crosswalk and obey the crossing guards when present.
4. An adult (a parent, grandparent, guardian or an adult caregiver, or friend) must drop off preschoolers. Older siblings may not drop off or pick-up preschoolers unless they are over 18 years of age. We require adults to bring children to the classroom and not drop them off at the door.
5. The school has a security system. The front door will lock at 8:30. If you arrive after 8:30 a.m., you will need to ring the doorbell and wait for the signal to enter into the building.
6. Upon entering the school, walk your child to the classroom. Have your child hang his/her backpack and any outerwear on the hallway coat hooks labeled with your child's name.
7. If you arrive before the classroom door is open, take some time to read and discuss the information on the bulletin board above the coat hooks. Please be aware that the hallways can get busy at times. Please leave a clear passage in the hall for other students and staff. Please do not try to enter the classroom or attempt to engage the teachers in conversation while the door is still closed. The teachers are preparing for class and because of shared use of facilities, this often times means physical rearrangements of the room from the night before.
8. Once the doors open to the classroom, be sure a teacher acknowledges your child's presence before leaving the classroom. A teacher is required to do a "health check." Check the information on the information cart. Typically, there is information about volunteer opportunities, field trips, and reminders of coming events.
9. Please write any special notes in the Parent to Teacher Communication Notebook.

4.3 STUDENT PICK-UP AM

See Carpool 101 document on FACTS SIS.

All parents and authorized people must be listed on the contact list on FACTS SIS for pickup

Morning-Only Classroom Procedure:

- Each child will have a bin above his/her coat hook which is where you will find artwork from the day, notes home to parents, etc. Please empty these bins each day before you leave.
- Children are to be picked up from the classroom. Parents are to wait outside the classroom. After the door is opened and children are released by teacher, assist children with outdoor clothing. Only authorized people (name is on the contact list) may pick up a child. A teacher will ask for an ID for persons unknown to them. Names may be added to contact list at any time.

Afternoon-Only and Full-Day Classroom Procedure:

Children may be picked up from the classroom.

- Parents are to wait in the hallway until the teacher opens the door and releases the children.
- Older siblings who attend HPCS may not pick up a preschooler. If someone other than a parent will be picking up your child, you need to notify the teacher in writing (Communication notebook). The teachers will I.D. that person upon arrival, so please ask him/her to bring a photo I.D. We will not release children to anyone other than the parents unless we have proper notification.

A carpool option will be available. Parents arriving for carpool pick-up should remain in their cars and queue up in the back of the building. Please wait until a staff person or crossing guard moves the cones and waves the first car into the area.

- Preschool parents will turn out of the line to drive past the Micah A kitchen driveway to Door #5.
- The preschool class will be waiting at the back of the building by door #5. In order to move dismissal along as quickly as possible, regardless of where your student(s) is standing, pull your car as far forward as possible before stopping and loading students.
- Please do not use this time to communicate with teachers out of consideration for those waiting in line behind you. It is especially important that teachers be supervising their students at this time and such verbal messages at busy times often are forgotten.
- Parents arriving for pick-up after school should remain in their cars and queue up along the curb in the back of the building near the playground equipment. Do not pull through to the west parking lot until a staff person or crossing guard has moved the cones or waved the first car in. Parents should not leave their car unoccupied in the line under any circumstance, as this will hold up the entire line of parents.
- Parents who wish to enter the building for any reason should park in the south parking lot area only and **cross at the crosswalk.**
- If it is necessary to wait on a student who is late for dismissal, remain in the queue until you can safely move to the south parking lot (to park and wait).
- Due to several safety issues, pets will not be allowed among students in the carpool line. Feel free to have pets in your vehicle, but not among the students.

Students who will be going to an after school care facility via van or bus will be walked to their care providers by HPCS staff. These after school child care providers will park in designated parking spaces in the north parking lot at the rear of the building, behind the Micah Center rooms.

4.4 RAINY DAY PICK-UP (Full Day and Afternoon 4K only)

On days of inclement weather, the principal may choose to implement rainy day release procedures.

1. Queue up as normal regardless of which grade(s) your student(s) is in.
2. Students 4K-3rd grade will wait in their classrooms or hallways and be called out to their cars as the car pulls up to the school back entrance (Door #3). 4k and Kindergarten students will be escorted to their cars by a teacher through Door #3.
3. As always, parents are welcome to park in the south parking lot and come in and pick-up students.

4.5 LATE PICK-UP

HPCS does not provide after school care.* Teachers have responsibilities after school which preclude them being available to watch children who are picked up late. One teacher is assigned to afterschool duty each week but it is not a service to parents, rather it is out of concern for the safety for the student. Please be considerate

and be on time. If you know you will be delayed picking up your student, please call the school office no later than 11:45 for morning classes and 3:10 pm for afternoon classes. If a student is picked up later than 3:35, there may be an **additional charge** and the parent will need to park and come in to the school building to pick up their child.

4.6 SNOW CLOSINGS

In cases of extreme weather conditions, the principal will make the call. HPCS will use FACTS SIS Parent Alert and email to notify parents of school closings. School closings or after school activity cancellations will also be announced on the following: WISC-TV Channel 3, WKOW-TV, Channel 27, and WMTV-TV Channel 15. Please do not tie up the telephone lines by calling the school administrator or the TV and radio stations.

4.7 ABSENCE

Regular attendance is important if a student is to gain the most from school.

The school office (608)836-7170 or office@hpcsmadison.org) must be notified no later than 9:00 a.m. if your child is absent from school. If you call prior to school hours, leave a message on the answering machine with your child's name, grade, date(s) of absence, and reason for absence. If we have not heard from a parent or guardian at that time, the office will call your work or home numbers or send a text alert in an effort to determine where your child is.

If a student needs to be excused during the day for an appointment, etc., the parent should communicate the time and reason for the absence to the teacher and to the office. When picking up the student, the parent should come into the school office to sign the student out.

4.8 EXCUSED TRAVEL ABSENCE

HPCS recognizes that there is often a valid educational aspect to student travel, or parents may need to travel during the school year due to emergency, business, or other situations. In light of these considerations, please notify the teachers in advance of such absences. You may either leave a note in the "Parent-Teacher Communications Notebook" or complete an Advance Request for Excused absence form. An Advance may be found on the school website or in Facts under resource documents

Section 5: Academics

5.1 ACCREDITATION

All Impact Christian Schools (ICS) campuses are fully accredited with Association of Christian Schools International (ACSI). Since our initial accreditation, we undergo a rigorous process of reaccreditation every five years. Accreditation is a process by which we look and see what our school is and does, document it, and then invite a team of professionals to come to our school for a site visit in order to verify our documentation. All High Point Christian School (HPCS) staff are involved in the accreditation process. All faculty hold an educator's certificate and many hold advanced degrees.

5.2 EXEMPTION STATEMENT

Our Preschool program is accredited by ACSI. The preschool is associated with HPCS, which is a Kindergarten through eighth grade school. Due to this association we are exempt from Wisconsin state licensing; however, we strive to attain the state standards or to be above the standards.

5.3 TYPICAL DAY AT PRESCHOOL

Each preschool classroom has its own unique routine, including some of the following activities and choices:

- Circle time - finger plays, songs, Read Alouds, Calendar activities, Sharing time
- Center time - Sensory activities, Dramatic play, art, supervised free play
- Language arts
- Large and fine motor activities
- Large and fine motor activities
- Self-help activities
- Music
- Snack
- Worship and Bible time

Other special activities may include: cooking, baking, woodworking, field trips, and visits from outside professionals.

A typical day schedule will be posted on the bulletin board outside your child's classroom and on the school's website. We reserve the right to modify the sequence and times on the schedule if an alternative learning experience presents itself.

5.4 OUTDOOR PLAY

Outdoor play is intended to give students fresh air and an outlet for physical energy. It takes place on the playground **year round** and in almost all weather conditions. We believe that fresh air and a setting favorable to physical activity greatly benefit the health and work habits of our students. **All students are expected to go outside for recess with their classmates.** Exceptions will be made for medical reasons if the teacher is provided with a signed excuse from the student's physician. We live in a climate that can have extreme temperatures. During extreme weather conditions, the decision to go out for recess is at the discretion of the HPCS recess supervisors. When the wind chill is 0 degrees F or less, or the temperature is above 90 degrees

with the heat index, students will stay indoors. Generally, it is advisable to assume the students **will go outside notwithstanding the weather forecast**. Therefore, always send appropriate outside clothing to school with your child. It is also our philosophy that if a child is not well enough to go outside, he/she should remain at home.

5.5 SPECIALS CLASSES

Physical Education and Library time are offered once a week for half day programs. The days children do not have Physical Education, they will have outdoor play.

The full day program also offers Physical Education twice a week, and library, music and art once a week.

Music

All HPCS preschool students participate in the all-school Christmas program.

Library

4k students will check out books for their classroom. These books will not go home with the student.

The HPCS library database can be accessed through this link:

<https://highpointcs.booksys.net/opac/hpcs/index.html#menuHome>

Library cards are available to parents who complete the card application form and turn it into the librarian.

5.6 WHAT TO BRING TO SCHOOL

Backpack

Each child should come to school with a **regular sized** (at least 12 inches wide and 15 inches high) backpack to take home his/her art projects and any possible parent communication at the end of the day. Please be sure your child's name is clearly marked on the backpack.

School Supplies

Each child should have all supplies (crayons, scissors, glue sticks, markers, etc.) labeled with their name in a labeled pencil case large enough to hold their supplies. See Class Supply list on FACTS SIS.

Art Supply Contribution

In lieu of an art supply fee for preschool, we will be asking the parents of each child to bring in a nominally priced (approx. \$10) item at the beginning of the year, to enhance our arts and crafts units during the year. These will be available at Parent Night and the Meet The Teacher event.

In addition, throughout the year we will be asking parents to save specific recycling materials, which we can use for art projects. A list of desired recyclable items can be found in the addendum of this handbook.

Change of Clothes

In the backpack each child should have a bag with a change of clothes enclosed. The items of clothing should include underwear, socks, shirt, and pants. An extra pair of shoes is also recommended. We request this in case there is a toileting accident, or a spill at snack or lunch, or a messy art project. Please mark the bag with your child's name. The clothing in the bag may need to be replaced with different clothes depending on the season or a different size since preschoolers do a lot of growing throughout the year!

Other Personal Items

We ask that your child leave toys and other personal items at home or in the car, and not be brought into the school or left in the backpack. The only exception to this would be on your child's special day, when he/she will be asked to bring an item in to share with the class.

Section 6: Special Days and Extracurricular Activities

6.1 SPECIAL DAY/WEEK

One way in which we try to enhance your child's self-esteem and turn the spotlight on him/her as an individual, is through our Special Day/Week program. Each classroom will conduct the Special Days/Weeks in different ways. Your child's teacher will communicate how the classroom will be celebrating Special Days/Weeks.

6.2 SNACK /LUNCHES

We believe that teaching preschoolers healthy eating habits is important. We believe that snack time provides an opportunity for the children to pray together, practice social skills and develop healthy eating habits. Snacks are served with the teachers joining the children. Children are encouraged to sit at the table during snack time, but children may choose to eat the snack or not. We are asking parent(s) for their cooperation by providing healthy snacks for their own child. Foods that are a risk to choking to children should not be in children's snacks or lunches. Children under the age of four may not have popcorn, whole grapes, or hot dogs in their snack or lunch due to choking risks.

Snacks must meet the U.S. Department of Agriculture child care program minimum meal requirements. Snacks shall consist of at least two of the following food groups:

1. Milk
2. Juice or fruit or vegetable
3. Whole grained or enriched bread or cereal or bread substitute
4. Meat or meat substitute

Lunches must meet the U.S. Department of Agriculture's minimum meal requirements. Lunches shall consist of at least three of the following food groups:

1. Fruit or vegetable
2. Whole grains bread, cereal, bread substitute, or pasta
3. Meat or meat substitute
4. $\frac{3}{4}$ cup milk. The milk must be served with the meal and may not be withheld.

Parents of students with food allergies will be asked to supply a substitute for food that cannot be eaten by a child with a food allergy.

All juices must be 100% juice.

Parents must contact the director and classroom teachers immediately if their child has food allergies. The director, teachers and parents will have a meeting to discuss the allergy, preventive measures, reaction if exposed and treatment.

6.3 BIRTHDAYS

We will attempt to schedule your child's Special Day/Week close to his/her birthday so that we may celebrate the occasion as a class. We do not serve sweet treats for birthdays at school, however, if you individually wrap such items they may be put in cubbies and taken home by the children at the end of the day.

6.4 FIELD TRIPS AND OUTINGS

Field trips are a valid learning experience and an extension of the classroom curriculum. Typical Field trips have been to a pumpkin patch, grocery store, ice arena, nature centers, a farm to see baby animals, Olbrich Gardens, and Babcock Ice Cream Store.

Specific instructions for each trip will be sent home prior to the activity. These instructions will include such things as the purpose of the trip, destination, transportation arrangements, fees, dress for the day, lunch particulars and return schedule.

Items of Note:

1. Parents are needed to chaperone field trips. **All chaperones** must have had an approved background check, which is located in the documents sections on FACTS SIS.
2. **Younger siblings are not to be brought on the bus on field trips.** The teacher may decide if it is appropriate to bring siblings to a class party.
3. Chaperones should be informed of any students with severe allergies.
4. Chaperones should not bring or purchase special treats for the group they are supervising without first consulting the teacher in charge of the field trip or party.
5. Chaperones are asked to abide by the school dress code and dress modestly and appropriately for the field trip/activity/weather.

The signed Enrollment Contract grants blanket permission for student participation in field trips at the time of enrollment. All regular rules of student conduct apply to field trips as well.

Field Trip Accident Procedure

If a bus accident or vehicular breakdown occurs during the field trip, the bus driver will contact the school office and parents will be notified.

Section 7: Conduct and Discipline (See Parent Handbook Section 8)

7.1 CHILD GUIDANCE THROUGH PLAY

A goal of child guidance and play management is to lead a child towards self-control. Good behavior is best achieved by continually orienting children to what is expected and by managing the play and learning environment in such a way as to minimize frustration. In these ways, we have found that children are less apt to act out in aggressive or inappropriate ways. We are all working to make your child a secure, loved, confident, and caring person who is learning to respect the rights of others.

The following are the various items that will be done in the classroom to assist your child in understanding what behavior is expected from them.

1. In the beginning of the year and throughout the school year, the staff will explain, model, and practice expectations of behaviors. The teachers will use books, role play, and talk about what they expect children to say and do.
2. If a child experiences difficulties with appropriate behavior, a teacher will explain the situation to the child and remind the child of the desirable/expected behavior. An explanation is very important in helping your child to understand how their peers feel when their actions are inappropriate. If the problem behavior persists, the child may be directed to another activity. Time out is only used when a child has become over- stimulated or frustrated and needs a couple of quiet minutes to regain self-control and focus. Time out will be no longer than

three minutes. At the end of the time out, a teacher will talk with the child reviewing expectations and desirable behavior. The teacher may pray with the child and plan what the child will do next. Parents will be notified when a child has a time out in the classroom.

3. In the classroom and through our teaching/guiding, we hope to emphasize and reinforce the positive actions of children by praising them when appropriate, and giving them words of encouragement. We will also give the children opportunities to make decisions on their own, such as choices in activities during center time. With this strategy children are motivated to learn and grow socially and improve their level of self-confidence.

4. We will be using every opportunity to teach the children that God loves and forgives us all. This will be our model as we learn to love and forgive others in our classroom.

HPCS -Preschool strives to provide a safe, caring, and healthy environment for all children.

Parents are expected to partner with the school in this effort. When parents and preschool teachers work together and early intervention takes place, children who exhibit aggressive behaviors can learn to develop healthy spiritual, emotional, and social behavior. This creates a healthy school environment.

Preschool Major Violations

Aggressive behavior is characterized as slapping, biting, scratching, kicking, pinching or hurting another person, throwing hard objects, pushing and shoving, fits of rage, or lack of body control when paired with anger, or using verbally aggressive language-- all of which may or may not be provoked.

Preschool Classroom Procedure for Major Violations

1. The teacher observing the aggressive behavior will determine whether an incident report is to be completed.
2. The teacher will document each incident with a description of the situation that led to the event.
3. A parent will be required to sign the incident report and the report will be placed in the child's portfolio.
4. The teacher will notify the parent to discuss the problem either on the phone or in person.
5. After three major violations considered unprovoked, the parent will be called to come to school and to discuss a discipline plan with the teacher and director. The teacher and parent will administer the discipline plan.
6. If three more major violations occur in a nine week period, the parent must come in and pick up his or her child for the remainder of the day.
7. If a child is picked up three times by a parent for a major violation, the program will not allow the child to attend school for one week. A conference with the director is then required before a child can return to school. A new discipline plan will be written at this time.
8. A child who returns after a week of absence and has two additional major violations will be dismissed from school for the rest of the year. The child will need the approval of the director and a health care professional to attend the preschool for the following year.

Preschool-Grade 8 Office Procedure for Major Violations

1. If age appropriate, the student will fill out an Office Student Incident Report while in the office, to be checked by the principal and teacher.
2. The principal will have a conference with the teacher and the student as deemed necessary
3. Parents will be contacted and may be requested to come to school immediately. Note: Emergency contact numbers will be used if parents are unavailable.
4. The principal and relevant staff will have a conference with the student and parents as deemed necessary.

Preschool-Grade 8 Major Violations Could Have the Following Consequences:

1. Detention coupled with probation.

2. Suspension: in-school or out-of-school suspension will be determined by principal/parents.
3. Immediate suspension and/or temporary dismissal.
4. Conditional enrollment.
5. Expulsion

7.3 CLOTHING YOUR PRESCHOOLER (See the K-8th Parent Handbook Dress Code Section 8)

Play is your child's work. Your child will play and work hard at preschool. Please dress your child comfortably in washable play clothes. We will be doing art projects every day and other special math and science projects as well.

- Classroom activities will be messy at times, and we will do our best to use art smocks to protect clothing, however sometimes our efforts are not enough.
- Please provide a Ziploc bag with a change of clothing for your child in his/her backpack at all times.
- Soiled clothing is sent home with the parent(s) and immediate replacement of extra clothes is requested.
- For safety reasons, please send your children to school with closed toe shoes. We are out on the playground and will be doing some projects in the classroom. Note: You may elect to pack a pair of tennis shoes in your child's backpack in lieu of wearing them to school. Tennis shoes are required for Gym class.
- Please dress your child for the weather. We will be outdoors with activities during the winter.
- Be sure to mark all coats, boots, sweatshirts, mittens, and hats, etc. with your child's name, so we can assure their safe return if lost.
- We will be encouraging students to dress themselves when occasions arise in the classroom. We would ask that you also encourage this at home.

Section 8: HPCS Health and Safety (See K-8th Parent Handbook Section 9)

For information on immunization requirements and school insurance, please consult the Section 11: HPCS Registration section of the Parent Handbook.

8.2 ILLNESS AT SCHOOL

A sick child may not remain at school. Parents are expected to make immediate arrangements to pick up the child. Ill children who cannot participate fully in a normal day, including outside recess, may not attend school on that day. Many times a child cannot concentrate on classroom activities and may expose other children to their illness.

As a parent, it is difficult to decide if your child is well enough to go to school. Here are some guidelines to help in decision-making.

- Parents must not allow children to come to school with obvious signs of illness (fever, chills, diarrhea, lethargy, unusual irritability, yellow discharge runny nose, etc... ,) or who have not recovered sufficiently from an illness.
- Children must not have had medication for at least 24 hours for relief of these symptoms before returning to school.
- A child should remain home when illness such as a sore throat, nausea or cough will prevent them from functioning in class or outside recess.
- Children should stay home until no fever (100.0 F oral) has been present for 24 hours **without medication**.

- If your child has symptoms but does not have a communicable disease, you may send your child to school, provided we receive a signed/dated note from a physician indicating that your child does not have a communicable disease and is able to participate in our programming.

Specific Reasons to Keep Your Child Home:

Vomiting/Diarrhea - A child with vomiting and/or diarrhea needs to stay home from school. Your child can return to school when the symptoms have stopped and the child can tolerate a regular diet.

Rash - A rash with symptoms such as trouble breathing or swallowing, fever, or ill appearance should be evaluated by your physician.

Sore throat - Children can attend school with mild sore throats if no other symptoms are occurring. Any child with a sore throat associated with fever, vomiting, abdominal pain, or difficulty swallowing should be seen by a doctor. A child with strep throat needs to stay out of school until on antibiotics for 24 hours.

Cough - Cough alone may not prevent your child from attending school unless it is interfering with a child's sleep or ability to participate in school activities, especially in the classroom.

Pinkeye - For pinkeye caused by bacteria, children should stay home from school for the first 24 hours after treatment begins. Symptoms of pinkeye include eye redness, irritation, swelling, and drainage.

Staph Infection - Staph is a bacteria commonly found on human skin. Symptoms of a Staph infection include redness, warmth, swelling, tenderness of the skin, and boils or blisters. Staph can be transferred from person to person via prolonged contact with infected skin or through shared objects. Early treatment can help prevent the infection from getting worse and spreading. Please notify the school immediately if a child has a Staph infection so preventative measures may be taken. Students may attend school if her/his healthcare provider clears the student to do so and the infected area is covered with a bandage.

Communicable Diseases

Any child who has a reported communicable disease such as but not limited to chicken pox, scarlet fever, hepatitis, mumps, tuberculosis, salmonella, rubella, scabies, giardiasis, pertussis, meningitis, and impetigo is not allowed to attend school.

The director will notify the parent(s) of exposed children and the local public health officer.

The child may return to preschool once you provide a written statement from a physician declaring that your child is no longer contagious or if the child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the Public Health Department.

Lice Policy

The school must be notified if a student has head lice as soon as possible. The student will be excluded from school until 24 hours after appropriate treatment for lice has been completed. If a student is found to have lice, the classroom will be checked and cleaned, and information will be sent home to the parents of students in that classroom concerning appropriate procedures. School personnel and local health departments have further information on treatment and prevention of head lice. Students returning to school after being treated for lice must be checked by office personnel.

8.3 FOOD ALLERGY POLICY (See Section 9 Food Allergy K-8th Parent Handbook)

Be aware that in Preschool and 4K, food is often used in lesson plans. For any food intolerance, please work with your child's teacher.

In order to make HPCS a safe environment for students diagnosed with severe allergies, asthma or other diagnosed medical conditions, HPCS will work with parents to be aware of these conditions.

**If severe allergies or asthma are noted, HPCS will send the parents a mailing during the summer requesting appropriate medical action plans and all prescription medications. Instructions will be provided for compliance expected prior to August first.

8.4 REST TIME

All full time children will participate in a rest time after lunch. Children will be expected to rest quietly on their mat provided from home. Children may also have a blanket and a stuffed animal at rest time. The room will be darkened and soft music will be played. The class will lay quietly on their mats for one hour. After this time the children that are awake may play quietly. Those that are sleeping may remain sleeping for another 30 minutes. minutes for the three year old classroom. Children will be awakened gently. The rest time is required by state regulations. Children play hard at school and their bodies need time to slow down and rest for the remainder of the day

8.5 SAFETY PROCEDURES

- Children are constantly supervised, be it in the classroom, playground, or field trips. Head counts will be taken before, during (upon entering the bus and before leaving the bus) and after a field trip.
- The teacher in charge will be the last person out of the bus after checking each seating area for children and belongings.
- There is no running allowed in the Preschool room or in the Church/School hallways.

8.6 INSIDE BUILDING TEMPERATURE

- The inside temperature may not be less than 67 degrees Fahrenheit.
- The thermostat will be checked when staff enter the building each day.
- If the inside temperature is more than 80 degrees Fahrenheit the air conditioning must be turned on.

8.7 ASBESTOS FREE CERTIFICATION

HPCS Madison and High Point Church are certified by the designing architects as being asbestos free. There are no construction materials containing asbestos, and no material or equipment item on the specifications and drawings containing any form of asbestos. A copy of the asbestos management plan for HPCS is available in the school office for inspection by parents.

Section 9: HPCS Registration

9.1 Toilet Training Policy

All preschoolers are to be toilet trained prior to the start of the school year. A fully “toilet trained” child will be able to do the following:

1. Be able to tell the teacher when they need to use the restroom before they go
2. Be able to complete toileting on their own (pulling pants down and up.) We feel children this age deserve privacy. Teachers will assist with snaps and zippers but parents should consider clothing with elastic.
3. Does not need a diaper or a pull-up as a backup

We understand that accidents will happen. Accidents by default are unusual and happen only infrequently. If a child continues to have “accidents” frequently, parents will be consulted and a plan devised. We will be taking bathroom breaks during class, and reminders will be given as deemed necessary. Children are to be in underwear while at school, unless your child has a medical condition that requires him/her to wear pull-ups/diapers (doctor’s note required.)

9.2 Immunization Records

Children entering HPCS are required to have the following inoculations as established by the State of Wisconsin (this requirement can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school):

4 doses of DPT (diphtheria-pertussis-tetanus)

3 doses of Polio

1 dose MMR*** (measles-mumps-rubella)

3 doses of Hepatitis B

1 dose of Varicella (chickenpox) or disease history

3 Hib*

3 PCV**

*If the child began the Hib series at 12-14 months of age, only two doses are required. If the child received one dose of Hib at 15 months of age or after, no additional doses are required. (Note: a dose four days or less before the first birthday is also acceptable).

**If the child began the PCV series at 12-23 months of age, only two doses are required. If the child received the first dose of PCV at 24 months of age or after, no additional doses are required.

***MMR vaccine must have been received on or after the first birthday (Note: a dose four days or less before the first birthday is also acceptable).

It is a state requirement for HPCS to maintain immunization records on each child enrolled. Immunization forms are available in the school office.

9.3 TRANSPORTATION REIMBURSEMENT

Wisconsin state law requires each local school district to provide transportation for non-public school children. This service must be comparable to that provided to children in the public schools. Some school districts, but not all, may provide this reimbursement to families of 4k students. Please check with your local school district to see if you are eligible, as policies and reimbursements differ widely between school districts.

Appendix A: Recyclable Donations List

Below is a list of recycled items needed for Preschool art and projects. We ask that throughout the course of the school year, as these items become available in your home, you bring them to school.

- pie plates
- cardboard tubes (paper towel & toilet paper rolls)
- old small appliances,
- watches for taking apart
- feathers (goose, duck, pheasant)
- felt scraps
- wall paper
- plastic food trays
- silk flowers
- yarn
- buttons
- sequins
- beads
- rick-rack
- ribbon & bows
- lace
- soft wood scraps
- old nuts and bolts
- wooden spools
- keys
- shells
- cardstock scraps from scrapbooking
- unused stamps
- small muffin tins
- toothbrushes,
- veggie brushes (for painting)
- empty film canisters
- plastic baby food jars (no glass ones are needed)
- empty oatmeal boxes
- ribbon & bows
- cookie cutters
- coffee filters
- clothes pins
- typewriter

Appendix B: Resource Guide

Emergency Numbers

Police, Sheriff, Fire, Ambulance.....	911
Madison Police Department.....	608-255-2345
MadisonFire Department.....	608-266-4420
Dane County Sheriff:	
Non-Emergency County Dispatch.....	608-266-4948
Non-Emergency City Dispatch.....	608-255-2345
Wisconsin Poison Center.....	1-800-222-1222
Domestic Abuse Intervention Services.. Help/Crisis (24 hours).....	608-251-4445 or 800-747-4045
Parental Stress Line.....	1-800-632-8188
National Suicide Prevention Lifeline	1-800-273-TALK (8255)
HOPELINE Text Service.....	Text HOPELINE to 741741

United Way of Dane County.....(608) 246-4350
for 24/7 assistance, call 211

United Way is available 24/7 and offers free, confidential assistance. They can connect you with local programs and services that can help. Whether you need financial assistance, food resources, housing search, addiction treatment, health care, mental health, or heating and utilities assistance, their specialists will talk to you to find out what you need and walk you through all the options to find the right service or program to fit your needs.

Child Abuse and Neglect (during office hours).....608-261-KIDS / 608-261-5437
Report Emergency Child Abuse and Neglect (after office hours).....608-255-6067

Local Area Resources

4-C (Community Coordinated Child Care).....608-271-9181 or 1-800-750-KIDS
4-C is part of a network of accredited, non-profit Wisconsin Child Care Resource & Referral agencies providing advocacy and support services for child care.

Joining Forces for Families (JFF)

Joining Forces for Families marshals the combined talents and resources of the Dane County Human Services Department, local and county law enforcement agencies, school districts, local and county public health departments, United Way, and neighborhood groups and residents. In various capacities, these groups are working together to ensure the success of children, youth and families in school, home and community

JFF Resource Brochure (English)

<https://www.danecountyhumanservices.org/documents/pdf/Family/JFF-Brochure-8-02-2021.pdf>

JFF Resource Brochure (Spanish)

<https://www.danecountyhumanservices.org/documents/pdf/Family/JFF-Brochure-Spanish-08-02-21.pdf>

Madison Chamber of Commerce.....608-256-8348
Madison Public Library.....608-266-6300 (main branch)
201 W. Mifflin St. Madison 53703 Madisonpubliclibrary.org

Madison School Community Recreation Department.....(608) 204-3000

Supporting Families Together Association (SFTA).....608-443-2490 or 1 (888) 713-KIDS
Supporting families together association is a Wisconsin-based association of regional and local organizations that work on behalf of children and families.

City of Madison.....<https://www.cityofmadison.com/>
Contact City-County Building 210 Martin Luther King Jr. Blvd.2
Madison Municipal Building 215 Martin Luther King Jr. Blvd
Wisconsin Department of Instruction.....608-266-3390
800-441-4563 (Language assistance available) 125 S. Webster Street Madison, WI 53703

Schools

Madison Metropolitan School DistrictGeneral Information: (608) 663-1879
Students and Families: (608) 663-5241
Community: (608) 663-5310
Staff: (608) 663-5266
Español: (608) 663-5428
Hmong: (608) 663-8433

Churches

High Point Church.....608-836-3236
7702 Old Sauk Road Madison, WI US 53717

Blackhawk Church608-828-4200
9620 Brader Way, Middleton, WI 53562

Lighthouse Church608-233-2559
5202 Regent St Madison, WI 53705

Medical Resources

American Family Children’s Hospital.....608-263-7337
1675 Highland Ave. Madison, WI

Aspire Therapy and Development Services.....608-556-6120
Provides occupational, physical and speech-language therapies.

Mount Horeb Mental Health and Wellness Coalition mentalhealthwellnesscoalition@gmail.com

Public Health Madison & Dane County.....608-266-4821

Waisman Center.....Clinics: 608.263.3301
1500 Highland AveMadison, WI 53705

The Waisman Center provides comprehensive clinical services and support to individuals with disabilities and their families through 11 interdisciplinary specialty clinics that operate in collaboration with UW Health and several UW-Madison academic departments.

Wisconsin Early Autism Project (WEAP).....608-662-9327
1210 Fourier Dr. Suite 100 Madison, WI 53717

Birth To 3 Program: Phone:608-316-1124 and Fax:608-252-1333

(Within Madison School District).....Phone:608-273-3232 Fax:608-237-8558

Community Counseling Service 608-833-5880
6629 University Ave. Ste. 209 (Second floor)