

2020-2021
PARENT/STUDENT HANDBOOK
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THE MISSION STATEMENT OF HOPE PRESBYTERIAN CHURCH

As a mission of the Hope Presbyterian Church the Hope Creative School was founded on the promise made by the congregation in the Sacrament of Baptism to undertake the responsibility for the growth of the child in Christian nurture. The School will offer a high quality, weekly program for the children of Hope Presbyterian Church and the surrounding community aimed at helping children develop spiritually, socially, emotionally, creatively, and cognitively. As a part of the Christian Education program of the church, Hope Creative School will establish a non-sectarian, nurturing setting outside the home where Christian teachers provide experiences in Christian ways of living, learning, and playing together for one year old through five year old children. It will provide similar support and encouragement to their families.

THE MISSION STATEMENT OF HOPE CREATIVE SCHOOL

“The mission of Hope Creative School is to guide the academic, spiritual, emotional, social and physical development of our students. In a safe, stimulating environment, our students are nurtured in a family-oriented atmosphere which reflects Christian values.”

NOTATION:

Hope Creative School is a preschool, licensed by the State of Florida Department of Child and Family Services (DCF), with all teachers being fully certified.

The Hope Creative School Committee is responsible for the oversight of the school, which reports to the Session of Hope Presbyterian Church.

HOPE CREATIVE SCHOOL COMMITTEE

The Hope Creative School (including Early Morning Arrival and Extended Care) exists as a part of the Children's Education ministry of Hope Presbyterian Church. This ministry is unique in the church because it functions with a Committee and a Director. The Hope Creative School Committee is composed of specially qualified members who develop policy, regulate budget, and program in conjunction with the Director of Hope Creative School.

The Committee shall oversee the program of Hope Creative School on behalf of the Session of Hope Presbyterian Church.

All decisions of the Committee are subject to approval by the Session.

The moderator will be an Elder of Hope Presbyterian Church and has the right to form a sub-committee consisting of at least three voting members along with the moderator.

The Committee shall be appointed annually.

The Committee shall report to the Session monthly through the Director of Hope Creative School and/or Moderator.

Hope Creative School is under the supervision of the Hope Creative School Committee. Each committee member shall receive a copy of the Hope Creative School Guidelines found in the Hope Church Book of Procedures. Each committee member shall receive a copy of the Parent/Student and Staff Handbooks.

The Committee shall set a policy and procedure protocol for the Hope Creative School Budget. The Committee shall review the hiring of teachers and staff. The Committee shall approve the addition of extracurricular programs.

It is the responsibility of the Committee and Director to review and submit revisions of the Personnel Policies each year.

All policies and procedures shall conform to the Book of Order of the Presbyterian Church USA, including an annual audit of the financial accounts.

Objectives of Program

Hope Creative School will provide:

1. Religious experiences that will aid children in developing a love for God and a sense of God's presence in the child's everyday life.
2. Educational and social experiences that encourage children to develop trust, self-esteem, autonomy, initiative, and social relatedness.
3. An atmosphere, which encourages children's self-knowledge and encourages them to develop their specific talents and creativity.
4. Learning experiences that help children learn to respond positively to the needs and rights of others, while maintaining the freedom to be themselves, and opportunities to develop close friendships with other children.
5. Experiences that foster good family relationships and relate the child's school experiences to ongoing family life.
6. A continuous experience with Christian teachers who are supporting, accepting, and encouraging adults.
7. A safe, stimulating physical environment with ample materials and equipment to encourage children's growth and development in all areas.
8. Adequate evaluation of each child's development as an aid to the school and family in planning for the changing needs of the child.
9. Provide an educational environment based on the reasoning, children learn by doing, to which classroom experiences would involve exploring and problem solving by direct motor action, and assimilating a sensory basis for concepts.
10. Educational and social experiences that foster the child's readiness for formal education.

POLICIES AND PROCEDURES

Ages

Hope Creative School students range from ages 6 weeks to Grade 2. Students must be of age by September 1 of that school year. We ask that children also be nearly toilet trained before entering the program (Pre-K 3).

Registration

Registration for the upcoming year is required and paid annually upon enrollment. This fee is used to insure your child's placement in Hope Creative School. This fee is also used to cover the cost of processing the application as well as school's insurance. Upon registration, a classroom space is reserved for your child. Should it be necessary for you to remove your child from Hope Creative School for any reason during the summer months, or prior to the beginning of the fall program, your child's reserved space will be forfeited. These fees are non-refundable.

Registration is based on a first come, first served basis. Enrollment the previous year does not guarantee a space for your child in the upcoming year. First priority on any waiting list will be given to a member of Hope Presbyterian Church and their families.

Tuition *Please see attached Financial Contract

One time annual registration fee of \$125 (non-refundable) is due upon registering your child.

Payment for **EMA** or **EXC** will be invoiced following use of services unless a package deal is included in the Financial Contract. Package pricing is available for **All Day Care**. Please see Director for more information.

Tuition for Pre-School, Extended Care, and Early Morning Arrival are due on the 15th day of each month. A delinquent fee of \$25 is assessed on tuition if payment is not received by the 15th day of the month. Should the fees become overdue the child/children will not be able to attend school or obtain any other services provided by the school until the amount is paid.

Tuition can be paid in 10 equal payments. **The registration fee of \$125 will be waived if the full year's tuition is paid at the start of the school year.** Payments will be considered past due if not received by **Hope Creative School before the 15th of the month.** There will be a \$25 charge for all checks returned because of insufficient funds.

Tuition and other payments may be made on Brightwheel or mailed to **Hope Creative School.** **Please do not give tuition payments to teachers.**

Parents should not enroll children in Hope Creative School unless they intend to pay school obligations in full. Children of parents owing one month of tuition may not be readmitted to Hope Creative School the beginning of the second month until such indebtedness is paid. **No grace period or exceptions without approval of the Hope Creative School Director and/or Committee.**

Absence Policy

There are **NO** refunds for illnesses, missed programs, parties, events, severe weather or holidays.

You must inform the school of your child's absence immediately. Please note the information given regarding contacting the school.

Withdrawal Policy

When a student is voluntarily withdrawn from Hope Creative School for any reason, a written notice must be received by the Director 30 days in advance. If a student temporarily withdraws for any reason and plans to return to class, full tuition payment is required to hold the student's placement in the classroom.

All outstanding debts are to be paid in full at the time of withdrawing the child.

If child is withdrawn after the first of the month, that month's payment is still due in full. Please see payment schedule.

Financial Aide

Hope Presbyterian Church does not offer assistance to families for tuition at this time. Please see the director if any issues arise.

Arrival and Departure:

All pre-school classes begin promptly at 9 a.m. and children are dismissed at 12 noon. Children may begin to arrive at 8:45 a.m. and are expected to be in their classrooms for morning exercises at 9 a.m. Please make sure your child has eaten breakfast and is dressed and ready for class at this time.

Parking is permitted in the paved/marked parking lots. Please ***do not*** park on the grass parking lot as it is undergoing restoration.

****Please do not park under the portico (covered drive), as this is for emergency vehicles ONLY, not for drop off or pick up of children.***

If there are to be any changes with the drop-off or pick-up information, the school must be notified in advance and a note must be brought with the child. The note should include the name of the person who is taking your child home that day and your signature for approval. At the beginning of the year, a form must be given to the Hope Creative School Director that lists the persons allowed to transport your child. The form will be kept on file in the Hope Creative School office. ***Anyone that has been convicted of a sexual offense will not be allowed on school campus during school hours, events and programs.***

Health Records:

To comply with the state of Florida Health Policies and Periodic Inspections, all children must have a completed health record on file before attending school. Immunizations must be updated during the year as requested by the health department. Physicals are required also. A parent will always be notified ***as a courtesy*** by the school if any information is due on the physical form or needs to be updated. All updated information must be returned back to the school as soon as possible. This facility accepts and may have Medical or Religious Exemptions for Immunization records.

Keeping your child's records updated with Hope Creative School is the parent's responsibility. It is required by State of Florida Law to have up to date immunization and health records on file.

Diapering or Potty-training

If your child wears diapers please make sure the following is packed daily for your child: diapers, wipes, and change of clothes. You may be charged for diapers that the school has to provide.

If your child is potty-training please note that we will do what we can to assist you and your child, however there are some things to remember:

1. The teacher may not be able to directly assist your child on the potty when needed. The teacher may have other students in the classroom that may also need something.
2. Do not dress your child in dress or other clothing that is difficult to hold or remove.
3. If your child continues to have "accidents," the teacher/director may request that your child wear pull-ups or return to a diaper or you may be called to pick up your child.
4. If your child is 3 years or older and not potty-trained we will encourage them to go to the restroom, however if they are prone to "accidents" we may request that pull-ups be worn.

Illness:

Should your child become ill or injured while he/she is in the care of the school, the Hope Creative School Director will take proper action if deemed necessary to contact medical attention and care for your child. Children who become ill may not remain at school, nor will an ill child be admitted. No child with a temperature above 100 degrees Fahrenheit will be allowed to remain at school. If a child becomes ill during the day, a parent will be notified and asked to pick up the child immediately. An ill child will be separated from the other children. Children who have been exposed to or have contracted a serious communicable or infectious disease may not return to school until the disease is no longer contagious and/or a doctor's certification is received.

You may NOT bring a child who has or have had within a period of 24 HOURS:

- **Had a fever within the past 24 hours and/or has been treated for fever within the past 12 hours.**
- **Intestinal disturbance accompanied by diarrhea and/or vomiting.**
- **An undiagnosed rash.**
- **Sore or discharging eyes, ears, or discolored nasal discharge.**
- **A communicable illness.**

The Hope Creative School Director will notify you if your child has been exposed to a communicable or infectious illness. We ask that you notify us immediately when your child is exposed to a communicable or infectious illness outside of school.

Medication:

The policy of Hope Creative School prohibits the administration of any medicine (including prescription or over the counter), lotion, chapstick, hand sanitizer, sunscreen, diaper rash cream, etc. (including aspirin, cough syrup, etc.) Should medication be required, a parent or guardian may bring medication and administer to child.

NO MEDICATION or other potentially harmful substance, SHOULD BE PLACED IN THE CHILD'S BAG. Backpacks/lunch boxes are subject to search.

Insurance:

Children, parents, and siblings are covered by insurance while on Hope Creative School property and Hope Creative School field trips, but is secondary to personal insurance.

Severe Weather:

Should the weather be inclement, and you are in doubt whether Hope Creative School will be open, please listen to the local radio or TV station. If the local school system is closed due to bad weather, Hope Creative School may also be closed. Safety for our children and staff will be our main consideration when closing the school.

Emergency Procedures:

Emergency Fire Drills, Severe storm drills, and other drills will take place monthly to familiarize children and staff of Hope Creative Schools Emergency Procedures. Emergency Evacuation Procedures are posted in each classroom and staff reviews the procedures with the children.

Due to the nature of the drills, it may make quite an impression on your child, but your child will soon become accustomed to the drills and know the procedure and purpose of the drill.

Safety

Hope Creative School has a number of safety procedures in place. Policies and procedures regarding key cards, visiting, discipline, and Emergency Procedures will be strictly enforced. Refer to Key Card form, Discipline Policy, Emergency Procedures, Visitation section of this handbook and DCF Child Care Facility Handbook.

Suspected Abuse or Neglect:

“All childcare personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with section 39.201 of the Florida Statutes.” Teachers and childcare employees will inform the Hope Creative School Director immediately; the Hope Creative School Director will inform the Pastor and the Hope Creative School Committee if necessary.

Discrimination:

There shall be no discrimination on the basis of race, color, religion, sex, national origin, or disabilities. Special Needs should be discussed with the Director to determine if Hope Creative School can adequately meet the needs of the child. As a non-profit facility we are financially limited and may not be able to provide the necessary assistance to your child or in your child’s classroom. Please see the Evaluation/Assessment form.

Religion:

Children will attend chapel in the Hope Presbyterian Church sanctuary or Multi-Purpose room once a week. Worship will be lead by Hope Creative School and Hope Presbyterian Church staff. Throughout the school year, God’s love for us will be taught and blessings will be said before snack-time. Our goal is to teach respect and instill reverence for worship and conduct.

Dress:

Children should wear comfortable and washable play clothes. While we do our best to keep the children clean, they will be allowed to play, explore, paint and color as part of our curriculum. Students must be able to get in and out of their clothes by themselves when going to the bathroom. It is important that children wear sturdy shoes with a back. **Please no clogs, flip-flops, bare feet or cowboy boots.** Long dresses are discouraged except for special occasions. When painting, the children do wear a cover over their clothing.

Toys:

The Hope Creative School policy requests that toys are **NOT** to be brought to school without the teacher’s approval. The children may bring **ONE** of their treasures if it is something that they are discussing in the classroom or for show and tell days. The teacher will always inform parents when it is “show and tell day” so the children can bring something to share.

Labeling:

All items brought to school must be labeled with the child’s first and last names. Such items include: hats, coats, sweaters, books, “show-and-tell”, lunch boxes, book bags, folders, marker boxes, etc. or any items that are brought to school. Hope Creative School is not responsible for any lost items that are not properly labeled.

School Pictures:

Hope Creative School pictures will be taken during the regular school day. A flyer, announcement and/or class calendar will be sent home with the students announcing the day and time for pictures.

Supplies:

Each teacher will distribute a supply list at the beginning of the school year. The Hope Creative School will furnish some material; however, in some events students will be asked to bring in materials for cooking or other special activities or events.

Parent/Teacher Communication:

A close relationship between parents and teachers will be maintained throughout the school year. This will allow for discussion of child’s progress through the school year. If scheduled in advance, the teachers will be happy to meet with any parent. Please send a message to your teacher through the Brightwheel app.

Conferences:

If there are any questions or concerns regarding your child’s progress, please message through the Brightwheel app for a conference at any time during the school year. All information regarding your child is completely confidential.

Parent Volunteers:

Hope Creative School encourages all parents and family members to volunteer in the school. As Hope Creative School is a not-for-profit school, family involvement provides our teaching staff with assistance that could not be offered otherwise. If you are interested in volunteering please see the Hope Creative School Director to complete paperwork required background check. ***Anyone that has been convicted of a sexual offense will not be allowed on school campus during school hours, events and/or programs.***

Snacks:

Please send your child with a mid-morning snack and juice. Please provide snacks that are healthy and nutritious. If no drink is sent with your child, water will be provided.

Holiday/ Birthday Parties:*

Teacher will notify parents and will ask for assistance as needed for parties, events and programs.

Parents should confer with the teacher concerning birthday parties in which the parents are supplying the refreshments for the class. Please remember to bring plates, cups, napkins, and utensils if needed. For all ages, a simple party in the classroom is appreciated and takes place during snack time or at the end of the school day.

Birthday Party invitations will NOT be passed out by teachers. Please make other arrangements.

***Subject to Change**

FACULTY

Director-Holly Dills

Office Assistant/Student Records-Julie Schilling

Teachers

Aida Baumgardner

Dawn Rose

Debbie Dekle

Kellie Browning

Karen McCrea

Hope Creative School Committee

Barb Follett-Moderator

Carolyn Hayes -Vice Moderator

Holly Dills-Director

Brenda Gregory

Larry Cahoon

Carrie Cahoon

Joyce Snively

Rev. Owen Carriker

DISCIPLINE POLICY

1. Our policy is to use positive reinforcement in the form of smiles, stickers, acknowledgement of good behavior, etc.
2. Children will not be subjected to discipline, which is severe, humiliating, or frightening.
3. Discipline will not be associated with food, rest, or toileting.
4. Spanking or any other form of physical punishment is prohibited.
5. Procedure for guidance:

Time Out – according to age:

- 2 minutes at one time for 2 year olds
- 3 minutes at one time for 3 year olds
- 4 minutes at one time for 4 year olds

Children will never be far away (isolated) from group. An aide or teacher will be close by for discussion as to reason for time out. Time out involves sitting in a chair facing the group, but without access to activities. It is used to encourage children to think about their behavior.

Children who, in the opinion of the teacher and/or director, present a danger to themselves and/or others may be sent home. If this behavior is continual, the parents may be asked to remove their child from the program. Hope Creative School may ask that a professional evaluation be completed and the results presented to Hope Creative School. At that time, Hope Creative School will determine if the child can be placed back into the classroom.

I have read and understand the discipline policy. I understand that there may be occasions when I am called in to assist with my child's behavior. If contact (i.e. spanking) is a form of discipline used by the parents for the student, the parents may be asked to take the child off campus to do so.

Child's Name: _____ Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

****Parent will be notified of student's misbehavior. If a student poses harm (mentally, verbally and/or physically) to himself and/or another person or property, Director may request a conference with parent(s) to develop an action plan. This may include, but is not limited to suspension and/or permanent dismissal from the school. Hope Creative School has the right to suspend/permanently dismiss a child that may be a threat to others or that continually needs assistance in the classroom.**

Parent/Guardian Expulsion Policy

There are occasions where Hope Creative School may have to address “inappropriate behavior” from a parent or guardian. If a situation or issue cannot be resolved and diffused, a parent or guardian may be asked to leave the premises and possibly lead to permanent expulsion/ dismissal of the student. Examples of “inappropriate behavior” are, but not limited to: lack of payment, inappropriate behavior, inappropriate language, threat to the safety of others, smoking on campus, under the influence of drugs or alcohol while on campus, or just general lack of respect for following policies and procedures.

I have read and understand the Parent Expulsion Policy:

Child’s Name: _____ Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

PARENTAL ACKNOWLEDGEMENT FORM

PARENTAL ACKNOWLEDGEMENT: I/We are aware of the contents of the Hope Creative School Parent/ Student Handbook and have been informed that the compliance with the Policies and Procedures are mandatory.

Signature of Parent/Guardian

Parent/Guardian (please print)

Name of Child

Name of Child's Teacher

Date

ADDENDUM