

POLICIES OF THE HILTON PRESBYTERIAN PRESCHOOL

1. **Registration:** Please read the following regulations carefully before signing the registration form. Return the form as soon as possible.
2. **Eligibility:** Children are welcomed into the program regardless of their religion, race, sex or national origin.
 - To be eligible for **our 3, 4, and 5-year-old program**, the child must be three by September 30th and toilet trained (including the ability to verbally communicate the need to use the bathroom). Currently the 5-days/week class is for 4-year-olds, but a 5-days option can be arranged for 3-year-olds.
 - For our **2½-year-old co-op program**, the child must have turned 2 by March 31st of the school year. He/she does not need to be toilet trained and an adult family member must agree to assist in the class approximately once each month.
 - With space permitting, a student will be accepted during the year after his/her birthday.
3. **Approval:** The Preschool Board will have discretionary powers to accept or reject the application of any child.
4. **Acceptance:** The parent's signature and proof of child's identity (original birth certificate, hospital notification of birth, birth registration card, or passport) are necessary for the enrollment of the child. The parent's signature indicates agreement to these policies.
5. **School Year:** The school will be in session for nine months (Sept. – May). The preschool will closely follow the calendar of the Newport News Public Schools with regard to holidays. In regard to closing because of inclement weather or other emergencies, the Preschool will do whatever the Newport News Public Schools decide, with one exception: if the Newport News Public Schools open two hours late, the preschool will be closed.
6. **School Hours:**
 - The school day for the **3, 4, and 5-year-olds** is from **9:15 a.m. to 12:15 p.m.** Parents are requested not to bring their children before 9:15 a.m. and to pick them up at 12:15 p.m. Teachers will be available in front of the school to help students out of and into their cars.
 - The school day for **2 ½ year-olds** is **9:30 am to 12 Noon** on Tuesdays and Thursdays. Parents are asked to bring their child to the classroom beginning at 9:30 am and pick them up in the classroom at noon.
7. **Early Drop-off Option:** The preschool offers parents the option of bringing their child to the preschool as early as **8:30 a.m.** We will need a daily minimum of 4 children committed for the year to offer this program.
 - The children must be brought into the building and signed-in with the staff member in charge.
 - Preschool alumni and family members through grade 2, who attend Hilton Elementary, may enroll in this program.
 - If space is available, this program may be used on an occasional basis. The preschool director must be notified in advance to reserve a place for your child.
8. **Lunch Bunch:** On **Wednesdays and Thursdays** we offer an extended day with our Lunch Bunch, 12:15-1:15 p.m. Students will join the teacher for lunch (brought from home), plus a story and game time. Students may be registered for this program for the entire year. We will need a minimum of 4 children each day to offer this program. Students must be picked-up in the classroom by 1:15.

If space is available, this program may be used on an occasional basis. The preschool director must be notified in advance to reserve a place for your child.

9. **Withdrawal:** If it becomes necessary to withdraw the child from preschool for any reason, notice of withdrawal must be made in writing and given to the preschool director 21 days in advance, with tuition paid through those 21 days.
10. **Health:**
- A health form (one provided by the school or the Virginia state school health form) must be completed by the child's physician and filed with the preschool director before the child enters school. The second year, an update of shots is all that is required.
 - The school will make every effort possible to protect the health and safety of the children.
 - Cooperation of parents is of great importance in helping prevent spread of communicable diseases. Pupils should be kept at home for such symptoms as fever, sore throat, earache, diarrhea, nausea or vomiting.
 - Children should be kept home one (1) day after fever returns to normal or after last time of vomiting.
 - If the child develops any of these symptoms at school, the parent will be notified to pick up the child.
 - If the child is absent two days, parents are requested to call the preschool, 596-1939, and report the reason for the absence.
 - Parents should notify the school immediately if the child contracts a contagious disease or condition (such as head lice).
11. **Finances:** Registration and supply fees are to be paid at the time of enrollment of the child. The supply fee is refundable only in case of moving from the area before May 31st and notification of the school within thirty days thereafter.

<u>Classes:</u>	<u>REGISTRATION</u>	<u>SUPPLY FEE</u>	<u>TUITION *</u>
2 days	\$ 50.00	\$ 60.00	\$ 100.00 /mo
3 days	\$ 50.00	\$ 65.00	\$ 130.00 /mo
5 days	\$ 50.00	\$ 70.00	\$ 175.00 /mo

*September tuition is due by August 15.

October through May tuition is due by the first of each month.

Early Drop-off: 2 days - \$30.00 /month 3 days - \$ 40.00 /month 5 days - \$ 50.00 /month
 daily rate for occasional use - \$5.00 /day

Lunch Bunch: \$5.00 /day

- The tuition is based on the cost of operating the program for the full year. For your convenience it may be broken down into semi-annual, quarterly or monthly payments IN ADVANCE, unless the preschool board has approved other arrangements.
- When tuition is in arrears, you will receive written notification, followed by a phone call, then a personal visit. Failure to pay tuition may necessitate withdrawal of your child from the school.
- All checks should be made payable to **Hilton Presbyterian Preschool** and mailed to Hilton Presbyterian PRESCHOOL, 34 Main Street, Newport News, VA 23601. Please indicate on your check the period for which you are paying and the child's name.
- A discount of 10% in tuition shall be given to the second child of a family attending at the same time.
- If the child is absent for an extended period of time, monthly tuition payments are still due unless the child is withdrawn (in writing) from the school. The child may be re-enrolled without payment of a second registration fee. Availability of re-enrollment in the program is not guaranteed, but based on space available.
- Changes in the number of days per week the child attends may be made during the school year (space permitting) with the Director's approval. Such changes should be made at the beginning of any month, since monthly tuition payments will not be prorated.
- A small tuition assistance fund has been created. If you need assistance, please contact the preschool director.

12. **Transportation:** This school does not furnish transportation, but will help in arranging carpools among the parents when registration is completed.
13. **Parent-Teacher Relations:** Parent-teacher conferences are scheduled twice during the year. Parent meetings are held several times during the year and parents are encouraged to attend. A monthly newsletter that covers school activities will be sent home.
14. **Snacks:** Each child will bring a nourishing mid-morning snack, such as fruit, vegetable or crackers; no sweets or junk foods (i.e. potato chips). They will also need juice or milk.
15. **Personal Belongings:**
 - At the beginning of the school year, each child should bring a gallon ziplock baggie containing a change of clothing (i.e. shirt, trousers, underwear, socks).
 - Each student attending 3 or 5 days/week is asked to bring a standard size box of tissues to share.
 - Each student attending 2 days/week is asked to provide a large container of baby wipes to share.
 - All children are requested to have a book bag or back pack large enough to hold their lunch box, average size show-and-tells, and papers to go home.
 - Please mark all belongings: all outer garments, boots, books, show-and-tell items should be plainly marked with the child's name.
16. **Birthdays are special days** which are celebrated in school. If you would like to bring refreshments, please arrange with the director in advance.
17. **Religious Emphasis:** During the year, we will have times of celebrating special religious holidays. Our emphasis at Christmas and Easter is oriented around the great themes of the Christian faith. At all times, Christian values are affirmed and taught. The 3, 4, and 5 year-old students participate in a chapel program with our pastor twice a month and will learn a monthly Bible verse.

Applicable for the 2010-11 school year