

2017-2018



North Hills Christian Preschool
Parent Handbook

North Hills Christian Preschool

A ministry of North Hills Baptist Church

Serving ages 2.9 years – 5.9 years old

Monday - Friday

Hours of Operation: **6:00 am to 6:00 pm**

OPEN YEAR ROUND

Preschool License #: 480101919

**200 Admiral Callaghan Lane
Vallejo, CA 94591**

Office: (707) 644-5284

Fax: (707) 644-5295

www.north-hills.org

NORTH HILLS BAPTIST CHURCH AND SCHOOL
BELIEVES

“Train up a child in the way he should go, and when he is old he will not depart from it.”

Proverbs 22:6

Children are a precious heritage from God, and we count it a real privilege to share with you in the development of your child. Our mission is to be an extension of the home, working together to provide the best Christian Education possible.

All children of the community are welcome with no discrimination in reference to race, color, national origin, religion, or ancestry.

INTRODUCTION TO NORTH HILLS

A. GOALS

- i. To teach that the Bible is the only inspired Word of God and that it is practical and important.
- ii. To present the curriculum in a Christian atmosphere with a Christian attitude by a qualified Christian staff.
- iii. To seek to meet and exceed the State of California school requirements.
- iv. To teach from the point of view that all true knowledge comes from God.
- v. To teach moral and personal responsibility.
- vi. To teach and administer discipline for the purpose of helping the student in his relationships with God and others.
- vii. To encourage each student to achieve to the best of his ability.
- viii. To provide a high quality Christian education at a reasonable cost.
- ix. To teach our American heritage and a Christian view of the current problems facing our country and the world.
- x. To teach a complete curriculum that prepares the student to face the world in which he or she lives with efficiency and a sense of responsibility.

B. STATEMENT OF FAITH

We Believe In

1. The inspiration of the Bible, equally in all parts and without error in its origin;
2. The one God, eternally existent Father, Son and Holy Spirit, who created man by direct immediate act;
3. The pre-existence, incarnation, Virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation;
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

SCHOOL HISTORY

The ministry of North Hills Christian School is a remarkable story that can only be attributed to God's grace and love manifested through a group of parents, teachers, administrators and Board members dedicated to the propagation of a Christian model of education. The school had its "Genesis" in 1971, as an extension of Castlewood Baptist Church with an enrollment of nine.

In 1973, the school absorbed Grace Christian Academy and increased its enrollment to 119 students. In 1975, the school used the facilities of Emmanuel Baptist Church. In 1976, North Hills Baptist Church organized and assumed the school ministry from Castlewood Baptist Church. In 1978, North Hills moved to its present location as a ministry of North Hills Baptist Church. In 2005, North Hills became accredited with ACSI (Association of Christian Schools International) and WASC (Western Association of Schools and Colleges).

The Lord continues to move mightily at North Hills Christian School and we praise Him for it.

ADMISSION POLICIES

North Hills Christian Preschool is available for all children ages 2 years 9 months to 5 years 9 months old who are toilet trained. Recommended attendance to the K4 program is 5 days per week for children who will have their 4th birthday by October 1 and plan to attend Kindergarten in the fall.

Uniform: Children are required to wear a navy blue polo shirt and navy blue pants. Girls may wear navy blue skirts or collared dresses. Navy blue shorts are also permitted when the weather is warm. We have polo shirts with the North Hills Christian Preschool logo available for purchase, but a plain navy blue polo is also acceptable.

There is a two step process for preschool admissions. The first is to complete an Online Application and submit with a \$35 Application fee. After review of the application and a desire from the parent to enroll, you will be sent information to complete the Online Enrollment and additional documentation as follows: 1) Birth certificate; 2) Up-to-date immunization record (Hib Meningitis required); 3) Completion of FACTS Tuition Management account; 4) All required State of California documents; 5) Non-refundable annual enrollment fee of \$150; and 6) First month tuition paid directly to preschool office. The first month is prorated based on the number of days that the child will attend.

Tuition payments are made by FACTS automatic withdrawal on the 20th of each month for the next month's tuition. A \$35.00 late fee per account is assessed if received after the 20th, and any other costs charged by related outside banking institutions. Re-enrollment takes place annually in the spring. The reenrollment fee is \$150 if paid before July 1, or \$175 after, based on availability.

Children left after the program time will be charged an overtime rate of \$10.00 for every 15 minutes or part thereof plus \$5.00 for each additional child. Failing to legibly sign your child in or out will result in a \$10.00 fee being added to your account for each missing/illegible signature. There is no credit or refund for absences or holidays. A two week vacation period is allowed annually and is available without charge after 3 months consecutive attendance, provided at least one week advance written notice is received. Vacation allowance must be taken in at least one week increments only. A \$15.00 charge is applied for each program change made, not including vacation requests. Withdrawal form must be submitted in writing. Tuition is due through the end of the month withdrawn.

Non-payment of fees, lack of parent cooperation, not legibly signing your child/ren in and out of class, failure to keep phone numbers and addresses current and failure to provide necessary records shall constitute grounds for dismissal from the program.

GENERAL SCHOOL RULES

Prompt and first time obedience to all school staff is expected at all times. Talking back will not be tolerated. Common courtesy and respect must be shown at all times. We have a hands-off policy to all children including no tackling, wrestling, karate-type play, etc., for the protection of the children. Children must remain with their teacher under proper supervision at all times. Hiding or running away from a teacher will not be tolerated.

ACADEMIC PROGRAM GOALS

North Hills Christian Preschool is an Academic Preschool

General Objectives of the Preschool program

Bible curriculum with memory verse work.

Bible curriculum that focus on Christian character traits. Share Bible stories of Jesus and His love, and relate these through everyday happenings.

Creative, safe & loving environment .

View themselves as having competence and worth.

Share common property.

Work and play in a group.

Get along with other children and their teachers.

Meet changing situations without emotional upsets.

Feel at ease about being away from home.

Follow simple directions.

Develop and practice good manners.

Learning about nature and the environment.

Recognition of names and sounds of the alphabet. Recognizing, counting and using numbers. Writing of first name.

Art activities.

Language development.

Music & finger plays.

General objectives of the K4 program

In addition to the above preschool goals, the general objectives of the K4 program are the following.

ABC Memory Verses.

Recognition of name, sound, picture of long and short vowels and consonants.

Sounding of blends and one vowel words.

Reading of sentences and stories with one and two vowel words.

Formation of letters, blends, words and sentences.

Recognition of last name.

Number sequencing.

Counting to 100.

Recognition of # 1-20.

Printing #'s 1-20.

Printing upper and lower case letters.

Simple addition.

SAFETY

Safety is an important part of North Hills Christian School.

1. Philosophy - North Hills is a secured campus. All visitors/parents coming on campus must be prepared to show a Visitor's Pass. Entrance doors to many buildings will remain locked during school hours.

2. Video Surveillance/Safety Personnel - Video cameras have been installed covering all entrances and major walkways. Signs have also been posted that the premises are under surveillance. Safety personnel will be on staff to monitor the campus during school hours and to ensure everyone is in compliance with safety policies.

3. Enforcement -To encourage compliance with safety policies and parking traffic regulations, fines will be assessed to violators verified by photograph or video evidence. Fines for violations will be assessed on monthly account of the responsible person.

4. Pick-Up - ONLY designated persons you named will be allowed to pick up your child. If someone else must pick up your child, inform us by note or phone call. We will ask for ID. Your child's safety and State Law requires you or a responsible adult to bring in and pick up the child from the classroom. Always alert the teacher when your child is leaving.

INJURIES

Accidents do occur occasionally. We do our best to let you know how, when, where and what has happened by sending a message through Kinderlime (the app we use for signing in and out). You will receive an email as well as a notification that pops up when you come to sign your child in or out. If a more serious accident occurs, parents will be contacted immediately by phone.

NAP TIME

Naptime is from 1:00 p.m. to 3:00 p.m. Cots are provided for naptime. If your child is in the part or full day program, he will need his own CRIB SIZE blanket with his NAME ON IT. No pillows are allowed. The school provides sheets which will be laundered weekly. The blanket needs to be laundered weekly. For safety reasons, shoes must stay on.

Proper rest and proper nutrition are vital to learning. We urge you to make sure that your children get sufficient rest each night. Please make every effort to provide a well-balanced breakfast and nutritional lunch every school day so that your child will be alert and ready to learn when he/she begins the day. Regular bedtimes are crucial to academic success and proper behavior at school.

ABSENCES & LATE PICK-UP

Please inform us of your child’s absence by calling the Preschool Office at 707-644-5284.

Any child left after the contracted time will be charged the Late Pickup Rate as follows:

Pre-Approved

(School must be notified on or before child is dropped off).

After 1:00 p.m.	1 p.m.-3 p.m. - \$10 3 p.m.-6 p.m. - \$15
After 6:00 p.m.	\$10 per 15 minutes/any part thereof

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**Without Approval/No Advanced Notice**

(School not notified on or before child is dropped off).

\$10 per 15 minutes/any part thereof

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Preschool Extra Day
\$25.00 Half Day/\$35 Full Day

CALENDAR DATES

The school will be closed for the following holidays and events:

July 4	Independence Day
August 14,15,16	Teacher Orientation
September 4	Labor Day
November 10	Veteran’s Day
November 22, 23, 24	Thanksgiving
December 22,25	Christmas
Dec 29-January 1	New Year
January 15	Martin Luther King’s Birthday
February 19	President’s Day
May 28	Memorial Day

Other holidays may be observed, but ample notice will always be given.

PARENT INVOLVEMENT

North Hills Preschool is a ministry to working parents, and therefore we do not require parent participation on a regular basis. However, we do encourage parents to be involved in the various activities throughout the year. Some of those activities include our Harvest Chapel Day in October, Thanksgiving Feast in November, Christmas Program and activities in December, Valentine's Chapel Day in February, Easter Celebration in the Spring, Academic Program in May and Family Picnic in June. Information will be published in the e-newsletter, which is sent via email on Fridays.

LOST AND FOUND

We cannot be responsible for damage to personal property or lost articles. Clearly label your child's backpacks, lunch boxes, share toy bags, share toys, books, and all clothing. Please check our "lost and found" regularly located in the Preschool Office. Unclaimed items are donated to charities after one month.

SNACKS AND LUNCHES

Breakfast may be brought from home and eaten by 7:15 a.m. Nutritious snacks are provided and served daily both in the morning and afternoon. A variety of fresh fruits, vegetables, crackers, etc. are served with milk or juice. PARENTS MAY PROVIDE a nutritional snack, lunch and drink for the child without candy or sweets. Children are not allowed to have soda pop or candy at school, except for special occasions. Children are encouraged to eat protein type foods first, then drink and dessert last. We cannot warm or refrigerate food for children.

North Hills Christian Schools has a lunch program provided by Food For Thought. They are able to provide a choice of nutritional cold and hot entrees, salads, snack, fruits and drinks daily and deliver for a reasonable, competitive price. Any family who chooses to participate is required to go online and register at <https://f4tc.ahotlunch.com/login>; school code is 11e. Please note that lunches will not be available for ordering when North Hills Christian School is not in session or observing minimum days. These dates will be blocked out on the Food for Thought ordering calendar. Parents can cancel lunches with due notice when there is a planned absence or special classroom celebration which includes lunch. Ordered lunches for sick students will be available in the school office until 5:00pm on the day of delivery only. Parents will not be contacted about unclaimed lunches. In the event a student comes to school without a lunch, office staff will contact the parent and they will be asked to make provision for a lunch.

DRESS CODE

North Hills Christian Preschool is a uniformed school. Children are required to wear a navy blue polo shirt and navy blue pants. Girls may wear navy blue skirts or collared dresses. Navy blue shorts are also permitted when the weather is warm. We have polo shirts with the North Hills Christian Preschool logo available for purchase, but a plain navy blue polo is also acceptable.

PLEASE PUT YOUR CHILD'S NAME ON ALL JACKETS, SWEATERS, HATS, LUNCH BOXES, BACKPACKS, ETC., in permanent ink, or sew it on.

All children need to have a change of clothes at school at all times. This includes a shirt, pants, underwear and socks. Place all these items in a "zip-lock" type bag, labeled with your child's name. Please launder soiled clothes and bedding and return to school the next day.

Good supportive, comfortable shoes are important for your child's well being. Therefore, tennis shoes are recommended. Sandals, thongs, flip-flops, "jellies" and cowboy boots lead to injuries and are NOT ALLOWED to be worn. Shoes must have closed heel and closed toe. Socks must be worn at all times.

Boys' hair should not touch the top of the shirt collar. Fad hair styles are not allowed. Boys are not allowed to wear earrings. Girls may not wear earrings which dangle. Jewelry (necklaces, bracelets, etc.) can lead to injuries and is not allowed. We recommend girls wear shorts under dresses.

TOILETING

A child must be able to take care of their own bathroom needs. They must be able to remove their clothes, go potty, wipe themselves, pull clothes on and wash hands by themselves. "Accidents" happen occasionally but if a child has accidents regularly, then we will ask you to withdraw your child until they are completely trained. Pull-Ups will not be used and are not allowed.

HEALTH

Please keep your child at home, for his sake as well as others, if:

- A) He has a fever, or has within the last 24 hours.
- B) He has a cold with a heavy nasal discharge and/or constant cough.
- C) There are symptoms of possible communicable disease. These are usually sniffles, sore throat, reddened eyes, headache, rashes, and vomiting.

If your child has an allergy or is recovering from an illness (no longer contagious) but requires medication, we can give it ONLY if it is prescribed by a physician.

MEDICINE MUST BE IN ITS ORIGINAL CONTAINER WITH A NOTE FROM THE PARENT STATING INSTRUCTIONS.

Children must be fever-free 24 hours before returning to school. When deciding if your child is well enough to come to school, ask yourself "would I want MY child around this child?" Children who are sent home due to some illness or physical condition or have been out with a contagious condition, **MAY BE REQUIRED** to bring a doctor's release before returning to school.

Please notify the preschool office if your child is ill. We are concerned about your child and pray for him daily.

SOCIAL ACTIVITIES

The following items are **NOT TO COME TO SCHOOL**: Money, videos, guns, umbrellas, easily broken toys, small cars, toys which encourage violence, action figures, candy and gum.

All items listed above will be sent home upon arrival, or kept by the teacher and given to a parent at a later time.

Birthdays - Parents may schedule a birthday party for their child on a certain day if arrangements are made with the teacher in advance. Only one child's party will be scheduled per day.

Special Activities - Periodically activities are planned - luncheons, parties, programs, etc. If you wish to help with any events, please notify the teacher or the preschool office.

DISCIPLINE

“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves.” Romans 13:1-2

The Bible is our authority for teaching and training children. Discipline is part of the training which is always positive even though at times it may seemingly have a negative side to it. Discipline, when applied correctly, is always positive and is carried out in the following manner.

Positive Reinforcement-This is discipline brought about by reinforcing what is acceptable and right. Some positive incentives are used in all areas of school life to promote, motivate, and reward good behavior. Included are hugs, stickers, a trip to the treasure chest, verbal praise, and public recognition.

Non-Reinforcement Training-This is using consequences to counteract behavior that is unacceptable. Those actions done out of foolishness and rebelliousness are handled with helping the student recognize acceptable behavior and training the student positively. They are handled with time-out, reflective sit time or loss of privileges.

Consequences-Are part of our training and discipline process used to teach responsibility. These are administered in love with firmness. They are used to help correct unacceptable behavior. For offenses deemed less serious, the process is carried out as part of normal teaching in a given day. In more serious offenses, the following will apply:

- Verbal communication with parent by the teacher on undesirable behavior
- Written behavior communication home about behavior
- Meeting set up with child’s teacher and parents and action plan decided on
- Child will be asked to be picked up
- Meeting with Administrator, teacher and parents to come up with different action plan
- Dismissal-the Preschool Administrator shall have the authority to ask you to withdraw a child who is not fitting into the program or is a continual discipline challenge

All children entering our preschool will be placed on a 30-day probation to assure adjustment to the program.

ORGANIZATIONAL POLICY

All organizations exist to accomplish a purpose. To be most effective, the authority levels must be observed. If a problem arises in the classroom, teachers should be the first point of contact. For example: a parent/child with a classroom problem goes directly to the teacher (and will be referred there by Preschool administration as the proper first step in the resolution of a problem). If an effective solution cannot be reached at the teacher level, the problem should be taken to the Preschool Director. As a general rule, it is best to handle problems at the lowest level possible. Matthew 18:15 allows for the proper progression in resolving issues that may arise.

PROGRESS REPORTS/CONFERENCES

Progress Reports are issued in January and Parent/Teacher Conferences will be held once a year, usually in January. This is a time for you to meet with your child's teacher to go over his/her progress in their class. This meeting also affords the teachers the opportunity to get to know the parents and develop a cohesive relationship in meeting the needs of each child. Follow-up meetings will be held as necessary in the spring and continued observation reports will be provided as needed..

SCHOOL PICTURES

We hire a professional photographer to take individual and class pictures. Purchase of these pictures is entirely optional.

PHOTOGRAPHING OF STUDENTS

Unless you notify us in writing, your child could be photographed and pictures of your child may be used in school publications and websites.

CHILD ABUSE

The California Penal Code states professionals including teachers must report suspected abuse to the proper authorities.

CUBBIES

Your child will have a cubby for his personal things. Lunches, personal belongings, crafts, etc. are to be kept in the cubby. Check the cubby daily for important information, so that they may be kept clean.

CHAPEL

Chapel is held throughout the school year. Children gather in the Worship Center, Dodson Hall, a classroom, or ball court to participate in worship and praise time. Parents are welcome to attend. Please check our calendar of events for exact days, times and location.

CURRICULUM

North Hills Christian Preschool is an academic preschool where children are learning and preparing for kindergarten and formal years of education. We use mostly Christian curriculum which allows them to learn Bible verses, songs, stories and Christian principles on a daily basis. Academic curriculum is carefully balanced with ample time for children to grow socially and emotionally through Public Speaking (Share Times), drama, circle times and much more. Chapel times and Bible Lessons provide the special times and stories needed to encourage spiritual growth and development.

FIELD TRIPS

Our K4 teachers organize well-planned field trips throughout the school year to support classroom studies. K4 teachers will notify parents in advance of scheduled field trips and special activities.

Children are expected and required to demonstrate behavior in accordance with North Hills Christian Preschool standards. If a child is unable to do so, appropriate disciplinary action will be necessary. This may consist of excluding the child from the next field trip or requiring a parent to attend future field trips with the child.

All eligible parents are needed to drive and chaperone for field trips. It is understood that every parent who assists as a driver on a field trip must have a valid driver's license and also possess evidence of legal minimum coverage for insurance. Proof of current driver's license and a copy of insurance must be given to the teacher before field trips. All seat belt regulations apply when transporting children. This would include the use of car seat/booster seat for students under 8 years old. They are each to have their own seat belt. No double buckling is allowed. We take stringent precautions to care for the safety and well-being of all children, but assume no responsibility in the unlikely event of loss, injury, etc. on field trips/activities.

HOLIDAY ISSUES

We approach holidays with a conservative approach that will not cause offense. All holidays should be discussed from a Christian viewpoint. We keep the following guidelines when discussing or celebrating holidays.

Halloween: This event is not celebrated at North Hills Christian Schools. Halloween parties or dress-up days to commemorate Halloween are not permitted in any form.

Easter: Our focus is the death and resurrection of Jesus Christ.

Christmas: We focus on the traditional Christmas story- that Jesus was born as God's son to bring salvation to the earth.

St. Patrick's Day: St. Patrick is called the Apostle of Ireland, the Christian prelate. His reported use of the shamrock as an illustration of the Holy Trinity led to its being regard as the Irish national symbol. His traditional feast is March 17.

Valentine's Day: We emphasize the greatest valentine gift ever, that God loved us so much He sent His only son, Jesus Christ, who lovingly gave His life so we could have eternal life. We focus on loving and sharing with others. Valentine cards, treats, and parties are acceptable if provided for all students.

EMERGENCY PREPAREDNESS

The safety of our children and staff is a top priority at North Hills. We have current and updated emergency procedures along with regular staff training. Children participate in fire, earthquake, and lockdown drills. In the event of a major disaster or emergency a web-based emergency call system will be used to communicate with parents and guardians. Please make sure your phone and email contact information is current in RenWeb's Parent Portal.

Parents are requested to provide an emergency Snack Pack for each child to be stored and used only in the event of an emergency.

Please place the following items in a gallon size Ziploc bag labeled with your child's name.

- Two – Fruit Cups
- One – 4 or 5 ounce bag of salty snack (Corn Nuts, salted pretzels, etc.)
- One granola bar
- One roll of Lifesavers
- One package of beef or turkey jerky (2 oz.)
- Two – 2.5 oz. Single-Serve pouch of Tuna
- 3 plastic spoons

Please include a reassuring note to your child that may comfort them during a stressful situation.

TRAFFIC PATTERNS

North Hills is primarily a ONE WAY traffic pattern. When driving on campus, please follow the arrows, driving around the buildings in a large loop when dropping off and picking up children. IT IS NOT ACCEPTABLE TO DRIVE BACK DOWN THE HILL AFTER PICKING UP OR DROPPING OFF A CHILD IN PRESCHOOL. Everyone observing the traffic policy will help to ensure the safety of all of our students.

STAFF

At North Hills Christian Preschool all staff are committed Christians who have a strong personal walk with Christ and a sincere love for children. All staff members meet or exceed the requirements of the State of California for training experience and early childhood education. All staff members have been fingerprinted, and have a Child Abuse Index clearance, they are certified in First Aid/CPR.



Preschool Daily Classroom Schedule

6:00 – 7:15	Breakfast
7:15 – 8:30	Quiet Play (Indoor)/put toys away
8:30 – 8:40	Pledges, Calendar, Weather
8:40 – 9:05	Bible
9:05 – 9:20	Snack/Restroom/Drinks
9:20 – 9:45	Skills Development
9:45 – 10:00	Language Development
10:00- 10:30	Phonics/Number
10:30- 11:00	Activity Time
11:00-11:30	Recess (Outside)/Restroom/Drinks
11:30-12:00	Lunch
12:00-12:30	Quiet Play Time (Indoor)
12:30- 1:00	Activity Time/ Story Time
1:00 – 3:00	Nap Time
3:00 – 3:30	Snack/Restroom/Drinks
3:30 – 4:00	Activity Time/Story Time
4:00 – 5:00	Play Time (Outdoor)
5:00 – 6:00	Activity Time/Quiet Play Time (Indoor)



K4 Daily Classroom Schedule

6:00 – 7:15	Breakfast
7:15 – 8:00	Quiet Play
8:00 – 8:30	Skills Development
8:30 – 8:40	Pledges, Calendar, Weather
8:40 – 9:00	Bible
9:00 – 9:15	Snack
9:15 – 9:30	Quiet Time
9:30 – 10:00	Outside Recess
10:00 – 10:20	Phonics
10:20 – 10:40	Writing
10:40 – 11:00	Numbers
11:00 – 11:30	Language Development/Phonics Review
11:30 – 12:00	Outside Recess
12:00 – 12:30	Lunch
12:30 – 1:00	Centers (math, writing, art, science)
1:00 – 3:00	Nap Time
3:00 – 3:30	Snack
3:30 – 4:00	Activity Time
4:00 – 5:00	Outside Play
5:00 – 6:00	Activity Time