



**PARENT
HANDBOOK
2016-2017**

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MESSAGE FROM THE DIRECTOR



Dear Parents and Students,

I would like to take this opportunity to welcome you to Hilltop Preschool & Kindergarten. I am looking forward to working with you and your children during the school year, and I especially want to welcome all of our newcomers to the Hilltop community.

The information compiled in this handbook is an effort to provide you with a better understanding of Hilltop's policies and procedures. We urge you to read it carefully and discuss the pertinent parts together as a family.

Please feel free to contact us if you have any questions or concerns about the information outlined in this handbook, or if you have any concerns about your child's educational program. We encourage your participation in the school program, for we believe that your child's educational development is a joint endeavor of the home, school, and community.

Sincerely,

Katlin Craft
School Director

SCHOOL DAY SCHEDULE

OFFICE HOURS

September 1 - June 30 8:00am - 3:00pm
July Tours Daily
August 8:00 - 2:30pm

If you get a voice mail message during office hours, the administrative assistant is on the phone or momentarily away from the desk. Messages will be returned promptly.

SCHOOL DAY

Preschool Threes

Monday & Wednesday
8:30-11:30am
11:30-12:30pm Lunch Bunch

Tuesday & Thursday
8:30-11:30am
11:30-12:30pm Lunch Bunch

Preschool Fours

Monday, Wednesday & Friday
8:30-11:30am
11:30-12:30pm Lunch Bunch

Tuesday & Thursday
8:30-11:30am
11:30-12:30pm Lunch Bunch

Pre-Kindergarten

Monday, Wednesday & Friday
8:30-11:30am
11:30-12:30pm Lunch Bunch

Tuesday & Thursday
8:30am-1:30pm *Lunch Bunch included*

Kindergarten

Monday through Friday
8:30am-2:00pm *Lunch Bunch included*

Kidz Klub

Friday
8:30-11:30am
11:30-12:30pm Lunch Bunch

After School Kids (ASK)

Monday through Friday 12:30 p.m. to 4:00 p.m.

INTRODUCTORY INFORMATION

Affiliation

Hilltop Preschool & Kindergarten is a ministry of Portland Christian Center. The Board of Deacons of Portland Christian Center is the governing Board of Hilltop. We strive to maintain an interdenominational atmosphere in the classroom and with the staff.

Mission Statement

As a ministry of Portland Christian Center, Hilltop exists to provide a quality education in a nurturing Christian environment where all students are given encouragement, opportunity, and freedom to be the best they can be as students, citizens, and individuals.

Philosophy

Hilltop shall have high spiritual and academic standards, and shall include the development of the whole person mentally, socially, physically, emotionally, and spiritually. Our purpose is to provide an environment that is safe and conducive to good health, where students three years of age to Kindergarten can assemble, work, play, and learn together while being guided toward a happy, wholesome, and spiritually and educationally sound development.

It is the philosophy of Hilltop that the early childhood and elementary years should be a time of fun, warmth, security, exploring, and discovery. Young students are creative and receptive. Our program strives to nurture and encourage these qualities in its students.

Statement of Fundamental Truths

In its approach to spiritual matters, Hilltop shall be consistent with the statement of Fundamental Truths of Portland Christian Center, which is affiliated with the Assemblies of God. For details Statement of Fundamental Truths, please see the school office.



ADMISSIONS

Admission Policy

Hilltop admits students of any race, color, and national ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations or behavioral standards.

Authorization for admission to Hilltop is made by the School Director, and based on the following:

- The student is ready for the type of group experience that the school will offer.
- The student is socially, emotionally and physically mature.
- The student is able to benefit from the program.
- The student, 3 years old and participating in preschool is toilet trained.
- The student, entering Kindergarten is at least 5 years of age by September 1 and legal proof of age as required by the state of Oregon is provided. Parents are asked to supply a verifiable proof of age such as a birth certificate at the time of registration.

Admission Process

Each year, in late winter, Hilltop will begin the Application for Admission process. A registration fee must accompany each application. If Hilltop cannot place your student in a class of your choice, the application fee will be refunded, less an administrative fee. If you choose to withdraw your application, the application fee will not be refunded.

Time for Application Process

- First of February: Application packets are available from the website or at the school office.
- April/May: Confirmations will be mailed to all applicants indicating their status.

Registration/Enrollment

Applications can be picked up in the Hilltop office or printed out from our website at www.pcctoday.com/hilltop. Current families begin registration in January, new families begin registration in February. Following the application review process, acceptance letters will be sent, followed by our Back to School packet in August.

The Hilltop calendar, class supply lists and many other valuable resources for parents can be found on our website, listed above.

Note: Application file is not complete until all forms are finished, accurate, and application fee is paid and returned to the school office.

ADMISSIONS CONT...

Immunizations

By law, an Oregon Immunization Form must be filled out for any student to attend school. It is the responsibility of the parent to see that this form is on file and kept up-to-date. This form must be returned to Hilltop before students can attend class. The records for all students need to be updated annually until they are "complete." This is a part of your child's permanent file, which will transfer with them to their next school upon leaving Hilltop. Hilltop is required to file an annual immunization report with the State of Oregon each year. The State does not allow students to attend classes until their immunizations and records are brought current.

Kindergarten students must have immunization forms on file before they can attend the first day of school. All other new or transferring students have 30 days from enrollment to submit an immunization record to the office. Students will be excluded from all school programs until immunization and/or state health requirements are met.

ACCOUNTS

Tuition

Tuition is based on an annual amount, which is divided into 10 equal payments. You may pay the entire amount at the beginning of the year, or make monthly payments by the first of each month, August 1st-May 1st. If the first falls on a Saturday or Sunday, payments will be due on the previous Friday. Tuition payments may be dropped into the tuition box, mailed to the school, or our school office can charge your checking account or credit card.

Tuition is determined by classroom time, which takes school holidays and closures into consideration. No deductions will be made for days of closure or dismissal due to inclement weather. Additionally, there are no deductions for absences from school, including family vacations, or time away due to behavioral problems.

If you have more than one student attending Hilltop, the first student will be charged full tuition and you will receive a 10% discount on the tuition charges for the second (or additional) student(s) in attendance. No discounts will be given for additional registration fees, curriculum fees or project/activity fees.

See current Tuition & Fees Sheet for prices.

Billing of Fees

All fees that fluctuate from day to day will be invoiced on a monthly basis "after-the-fact." These fees will be tallied through the 25th day of the month, and will be included on your monthly statement. Statements will be e-mailed to the address on file for your family. If different arrangements are needed, please contact the school office. It is the parent's responsibility to review these statements and pay them on time.

Delinquent Accounts

Payment is due on the first of each month, if an account is not paid in full by the 10th of each month; it is past due and has become delinquent. Delinquent accounts will be charged a \$28 late fee.

ACCOUNTS CONT...

In the event that an account should become delinquent, Hilltop reserves the right to turn the account over to a professional agency for collection. Additionally, student report cards and records will not be released until the account is brought current. If an account should remain delinquent for 60 days, students will not be allowed to return to school until the account is brought current. If your account is not paid in full by June 30th, we will not release your child's grades or records, and your student may lose their spot at Hilltop for the following school year.

Returned Checks/Payments

Checks or electronic payments returned for non-sufficient funds (NSF) will incur a fee equal to the amount we are charged by the financial institution.

Withdrawal

A 30-day notification to withdraw a student from Hilltop is required in writing from the parent or guardian. The parent or guardian is responsible for all tuition and fees incurred during the month in which the student is withdrawn. If the Parent or Guardian and the Administration agree that the student is not ready for the type of experience Hilltop Preschool & Kindergarten offer, the withdrawal fee will be negotiable.

Emergency School Closure of Dismissal/Inclement Weather

An emergency could occur that would warrant a school closure (outside of the regular school hours) or dismissal (during regular school hours). Every effort will be made to notify parents by use of the following: an e-mail message, school website posting at www.pcctoday.com/hilltop, the website www.flashalert.net the EMERGENCY BROADCAST SYSTEM (EBS) which will broadcast on all major television networks. *No deductions or allowances will be made for those days of closure or dismissal due to inclement weather related circumstances.*

School Holidays & Closures/Family Vacations/Absences

No deductions or allowances will be made for school calendar holidays and closures or family vacations. Additionally, there are no deductions for absences from school, except in cases of severe illness or hospitalization, at the direction of Hilltop's Director.

Financial Gifts

Financial gifts to the school are gratefully received and wisely used. Any donations made to the school are tax deductible. Further information on gifting can be obtained by contacting the school administration or the Business Office of Portland Christian Center.

CURRICULUM

Curriculum

Hilltop uses a Christ-centered curriculum as its core. Individual and/or small group attention is directed toward students demonstrating special skills, talents, or needs. Hilltop maintains a high quality academic program drawing on a number of curriculum publishers. Annual curriculum reviews are conducted to ensure quality. Our predominate curricula are: ABeka Book, Association of Christian Schools International (ACSI), ACSI Math, Calendar Math, Open Court Reading, and Scholastic.

Music

The goal of the Hilltop music program is musical literacy. Students are engaged in a variety of activities where they learn movements through singing. The students perform several times throughout the school year, including the Christmas Program and Mommy's Day Tea.

Chinese & Spanish

At Hilltop Preschool & Kindergarten, we believe that all students should have the opportunity to study languages other than English. The primary level of Chinese & Spanish language instruction is an introduction to the languages and cultures. Listening and speaking skills are stressed. Cultural awareness is promoted through a variety of activities. Students participate in simple dialogues, and recite age appropriate poems, songs and rhymes. Our 3's, 4's and Pre-K classes receive Spanish instruction. Our Pre-K and Kindergarten classes receive Chinese instruction.

OTHER PROGRAMS

Extended Session

Extended sessions is any program that extends a student's time in our facility beyond normal classroom time. These consist of Hilltop's *Lunch Bunch* and *After School Kids (A.S.K.)*, as well as any outside programs contracted out as after school extra curricular activities.

After School Kids (A.S.K.) is a supervised program that is available to all students. It is available to students following the Lunch Bunch hour or following a class time until 4:00pm (subject to change). The space in this program is limited by the number of students we can accept any given day. In order for your student to participate, you must sign up for this service by noon of the day services are needed. Availability is on a first come, first served basis. After School Kids program is charged in quarter-hour increments. **A.S.K. closes promptly at 4:00pm.**

See current Class Registration and Tuition Sheet for the prices of the Hilltop programs.

Snacks

3's, 4's and Pre-K classes: Nut free nutritional snacks are provided. Hilltop chooses organic items when possible.

Kindergarten: Daily snack is brought from home.

OTHER PROGRAMS, CON'T

Lunch Program

Hilltop provides a supervised lunch time each day. A sack lunch must be brought from home.

Lunch Bunch is a supervised program that is available to all students for the hour immediately after morning classes. Please let your classroom teacher know at drop off in the morning if your student is attending Lunch Bunch that day. In the event that your child's lunch does not make it to school with them, we will provide an emergency lunch to see them through the rest of their day. Your account will be charged an emergency lunch fee of \$6.00 for this service.

We want our cafeteria to be a safe enjoyable place to eat lunch. Following these simple rules will help this to happen:

- Use inside voices, good manners and kind words.
- Eat your own food; do not share food.
- All food and drink stays in the lunchroom.
- Raise your hand if you need anything.
- Leave your table and space clean.
- Wait to be dismissed, line up quietly and calmly.

SAFETY & SECURITY

Arrival & Dismissal from School

Hilltop school doors will open at 8:20a.m. each morning. The preschool classrooms open at 8:25am. Kindergarten students assemble in the gym. Please enter through the front doors of Hilltop only. This measure is for the safety and protection of our students.

Students must be picked up within 5 minutes past their class dismissal time. Provisions must be made for children to be picked up **ON TIME**. Students not picked up within the 5 minute grace period will be taken to Lunch Bunch, and the Lunch Bunch fee will be billed to your account. Students not picked up from Lunch Bunch within the 5 minute grace period will be taken to After School Kids (A.S.K.), and the hourly fee will be billed to your account. **Please note that A.S.K. ends promptly at 4:00pm.** You will be charged, per child, one dollar per minute up to fifteen dollars for children picked up after 4:00pm, excluding emergencies.

After School Kids (A.S.K.): Parents picking up children during this time will be required to ring the door buzzer outside Hilltop school doors in order to enter the building. This is for the safety of our After School Kids.

Parents are requested to be certain that their children know before coming to school how they are to go home each day and who will pick them up. If you need to alter your child's usual mode of transportation, you must notify your child's teacher in writing ("I'm Going Home With..." form) as well as the school office.

SAFETY & SECURITY CONT...

If you plan for your student to go from school to another student's home, please complete the "I'm Going Home With..." form giving permission to go to another's home and the other to have the child as a guest. These notes must be dated and signed by the parents, and sent to the office to be initialed by the Director, or Administrative Assistant.

Student Pick Up

Your student is very precious to us. The following rules are here to protect your student and to ensure his/her safety.

- Only those persons listed on the Student Application and/or Release Form will be allowed to remove your student from Hilltop.
- You must authorize any other person in writing.
- If your student's teacher or other Hilltop staff does not know the person, identification of the person will be checked.

Parents picking up students during school hours must report to the Hilltop office. The student will be called out of class by a Hilltop staff member and accompanied to the school office to meet their parent. Upon return to school, the student must be signed back in at the school office. If the student will be gone the remainder of the day, please let the office know. Hilltop regards the safekeeping of its students an important responsibility and asks for the cooperation of parents in this procedure.

Visitors & Volunteers

Policy requires that all visitors in the school building must report to the office before visiting any other area of the school. Visitors and volunteers must sign in upon arrival and include the nature and location of the visit. They must also sign out when they leave. Visitors and volunteers will be issued a badge from the office that identifies them as such. We greatly appreciate your cooperation in this matter for the maximum safety and security of your children.

Fire & Earthquake Drills

Fire Drills: When the siren sounds or bell rings, students should walk immediately and quietly to the nearest exit. The last person from the room should always turn out the lights and shut the door. All students must leave the building regardless of their activity and assemble quietly with their assigned teacher or group. Students may return to the building when directed to do so by their teacher.

Earthquake Drills: When the siren or signal sounds three times, students should respond immediately in the procedure of drop, cover, and hold. After 2-3 minutes of silence, teachers will direct students to return to their seats.

Lockdown Drills: When the signal is given, students should respond immediately in the procedure of going to the furthest wall away from sight of the doors. Lights are shut off by teachers. Windows are covered with shades. Flashlight will be obtained by the teachers.

SAFETY & SECURITY CONT...

Illness

DO NOT SEND AN ILL CHILD TO SCHOOL!

Children with fevers over 100.3 are excluded from school. Children with Measles, Chicken pox / Shingles, Fifth Disease, Rubella, and Hepatitis may cause dangerous illness in others, so please call the nurse office if your child has any of these diagnoses.

Please check your child for illness before coming to school each day!

When Should I Keep My Child Home? Student May Return to School When Student's Symptoms / Diagnosed Illness

Fever greater than 100.3 degrees (orally)

Temperature below 100 degrees (orally) for a Minimum of 24 hours **without** the use of Tylenol or other fever-reducing medicine.

Rash or rash with fever – new or sudden onset

Rash disappears or written/phone consent from doctor to school.

Colored drainage from eyes; brown / green drainage from nose; skin lesions that are “weepy” (fluid or pus-filled)

Discharge must be gone or student must have been on antibiotics for 24 hours and have a written or phone consent from doctor to school.

Nausea or vomiting

Symptom-free for 24 hours.

Diarrhea

Symptom-free for 24 hours.

Cough: Frequent, barking, congested, or productive of colored mucus

Symptom-free or student must have been on antibiotics for 24 hours and have a written or phone consent from doctor to school.

White, clay-colored, or bloody stool

Written / phone consent from doctor to school.

Yellow color of skin and / or eyes

Written / phone consent from doctor to school.

Unusually dark urine

Symptom-free for 24 hours.

Listless, drowsy, or unusually tearful

Symptom-free for 24 hours.

Stiff neck or headache with fever

Symptom-free or written / phone consent from doctor to school.

Unusually sleepy, lethargic, or grumpy

Symptom-free or written / phone consent from doctor to school.

Strep throat diagnosed by health care provider

Must have been on antibiotics for 24 hours. If no antibiotics given, call school before sending child to school.

After an illness of two or more weeks, surgery, or other change in health status

Written instructions from doctor and/or parent regarding medication or special health needs must be provided to the school. Call school before sending student to school.

If your child becomes ill while at school:

- The parent (or other individual authorized on the Emergency Information Form) will be notified to pick the child up.
- A parent, or authorized representative, must pick up the student within one (1) hour of notification. It is routine policy to require parents to pick up their student when their temperature reaches or exceeds 100, the student is vomiting, has diarrhea, or is unable to function normally at school.

SAFETY & SECURITY CONT...

Medication Policy

Students who must take prescription or nonprescription medication during school hours must comply with State and school requirements. The definition of nonprescription medication is: commercially prepared non-alcohol-based medication to be taken at school that is necessary for a student to remain in school.

1. Parents must bring the medication in its original container. (Pharmacies will provide duplicate containers.) The label will state the student's name, dosage, time, prescription number, and the physician's name.
2. A medication record and authorization form is to be completed by parents in the school office.
3. Over the counter drugs (Tylenol, cough medicine, etc) will be treated the same as prescriptions. You must send a written statement giving authorization for your child to receive this medication at school. Your doctor's written directions for use must accompany emergency medications such as bee sting kits.
4. Self-medication is not allowed. This included cough drops, throat lozenges, Tylenol, etc.

Head Lice

If your child gets any kind of infestation such as head lice, please notify the school immediately, as we should know about anything that might spread to other children. In the event of an exposure to a contagion or infestation, notice of such exposure will be sent home to parents. *Your privacy will be protected.* For students to return to school after head lice infestation, they should have received treatment and be lice/nit free for 24 hours.

Injury

The supervising staff person for each accident that occurs at the school will complete an accident report. This form will reflect information about the accident and specifics about how your student's particular situation was handled. The original report will be sent home with the parent and a copy will be placed in the student's file. The school staff will administer first aid to an injured student when appropriate. For major injuries, you will be contacted immediately and the paramedics will also be contacted. (See medical release form as required by the State of Oregon) It is important to keep your student's medical information up-to-date, i.e. emergency phone number, hospital, allergies, etc.

Playground Rules & Procedures

Playground regulations exist and are enforced for the safety of every student. Please discuss the following rules with your children. ***Playground regulations remain enforced even when school is not in session, i.e. please enforce these rules if your child is playing after school.***

- Adult supervision is always required.
- Equipment should be used only by the intended age group.

SAFETY & SECURITY CONT...

- Use play equipment as it is intended. Improper use may result in injury.
- Always use playground equipment safely.
 - Never wear a helmet, backpack, or clothing with strings while using playground equipment.
 - No pushing or shoving.
 - Use slides on a safe, seated, feet-first position. No walking up slide.
 - Wear proper shoes when on playground equipment. (Flip Flops not acceptable)
 - Swings: swing individually, no pushing or jumping out of swings, swing height may not be changed.
- Students will show respect for others by always being kind.
- Candy, food, gum and spitting are not permitted on the playground.
- Toys from home are not permitted on the playground.
- Students may not carry one another on the playground.
- Bark chips stay on the ground.
- No ball playing in the barkchip area.
- No climbing in any trees on the Hilltop campus.
- Students are not allowed to play near or enter the ravine next to the open playground and the parking lot. Do not let your student enter the wooded area between Hilltop and Neveh Shalom synagogue.
- Preschool playground crossbars- start from the platform and finish on the ladder end; one person at a time.

DISCIPLINE

Discipline

Hilltop is a Love & Logic school. We believe in discipline that is firm, yet loving. These limitations are clearly defined and consistently maintained:

- Students may not hurt or endanger themselves.
- Students may not hurt or endanger others.
- Students may not damage or destroy property.

Giving positive verbal rewards encourages acceptable behavior. This reinforces a student's good feeling about his/her behavior and serves as an example to other students to act in such a way as to receive this praise. Our objective is to help each student learn both self-control and expression of feelings in socially acceptable ways.

A child's behavior becomes a problem when his/her negative actions disrupt the school environment. For the safety and well being of all individuals in the Hilltop environment, the following are unacceptable behaviors:

1. Fighting, hitting or biting another student.
2. Chronic disruptive classroom behavior
3. Inappropriate physical contact.
4. Encouraging others to misbehave.

DISCIPLINE CONT...

5. Disrupting or impeding the work of others.
6. Showing rudeness or disrespect to others.
7. Inappropriate behaviors.

If a child exhibits unacceptable behavior, the following disciplinary actions will be taken, according to the severity of the misbehavior.

Step One: The student will be placed in a time-out. A time-out is a time by themselves (in a chair, in a corner or next to a wall) away from the other students and the activity at the time. Time-outs will last for approximately 2-5 minutes, depending on the age of the student. This is not a punishment, but rather a time when the student may calm down, remember what behavior the teacher is asking for, and decide when he/she is ready to rejoin the group with appropriate behavior.

Step Two: If a time-out is not effective, the student will be removed from the situation and sent to the office to the “focus chair” to regain composure.

Step Three: If the behavioral problem still exists, a Discipline Form will be sent home. Parents are asked to review this form with their student and return it the next school day. A Parent-Teacher Conference will also be requested at this time. This will be a time to discuss what has been happening and how the parent and the teacher can work together to resolve the problem.

In all disciplinary actions you will receive a note or will be approached by the teacher to keep you informed of your student’s progress. It is very important that we work with you in order to maintain stability and security in your student’s learning.

Continuation in school will be determined by periodic reviews and parent conferences with the Teacher and Director. Parents are encouraged to share their questions and concerns and seek the advice and counsel of the teaching staff. In some situations, the Director and Teacher may recommend that a student have a “time-out” of a few days at home before returning to school.

Suspension/Expulsion

Exclusion is a drastic step taken by the school. It results when the school’s best interest or that student’s safety and/or best interest may be better served in another academic climate. In cases involving suspension/expulsion from school, the parents and the student are notified and an appointment is arranged for them to meet with the Director. Offenses that may warrant suspension/expulsion include but are not limited to the following:

- Continued willful disobedience.
- Continued willful defiance of authority.
- Physical harm to another person.

DISCIPLINE CONT...

The administration reserves the right to make determinations about each infraction of the discipline policy as it occurs. Each incident is unique, and disciplinary action will be taken that suits the offense.

If mutual efforts fail to bring about the necessary change of behavior, the director may terminate the child's enrollment. Termination will be final, if after working with the parents and the child, the director feels continued enrollment would interfere with the education of the child, and is destroying the educational classroom environment of others. Lack of cooperation of the child and/or parent will be evidence that a satisfactory improvement of a child is not an indication that we no longer love or have concern for the child, but it may be in the best interest of the child and parents to find a more suitable school for the child.

COMMUNICATION

Communication

Periodic Updates are sent home via email on a regular basis. It is a vital source of information and is used to keep families informed of current school events.

Classroom Newsletters are sent home via email regularly. These contain the most important information regarding your child's classroom projects, homework, field trips, and class celebrations.

Hilltop Website is a quick, easy and efficient resource to check for current event information, the school calendar, and a quick link to www.flashalert.net. Our web address is: www.pcctoday.com/hilltop.

Kindergarten Report Cards are sent home each quarter and will indicate both behavior and academic achievement of the student. Parents need to sign the report card and return it to the school before the next trimester. A final hard copy is provided for you and your student to keep at the end of the school year.

3's and 4's Progress Reports are sent home in the spring. A parent, teacher, or administrator may request a conference.

Pre-Kindergarten and Kindergarten Conferences are held in the fall and spring.

COMMUNICATION CONT...

Teacher Schedules

Hilltop preschool teachers are available after class until 1:30pm, Kindergarten until 3:00pm. If you need to talk with your child's teacher, you may call during their planning time after school. A message will be taken for calls during instructional time and left in the teacher's box. You may also e-mail your child's teacher.

Correspondence/School Work Folder

Preschool: each student will have a Correspondence/School work Folder. Any information to be sent home regarding activities, students, and any other necessary information, will be sent home via this folder. Folders are located outside the classroom. Parents should check their student's folder on a daily basis. Additionally, there are bulletin boards located in the Hilltop hallway for parents to keep updated on classroom events, volunteer opportunities, wish list items, and any other class specific correspondence.

Kindergarten: At dismissal, students will be responsible for retrieving all papers from their folders to take home. Each student will have a "Weekly Go Home Folder" that will have homework and any other necessary information pertaining to the week. Additionally, there is a bulletin board located in the school hallway for parents to keep updated on classroom events, wish list items, and any other class specific correspondence.

CLASSROOM/EVENT POLICIES & PROCEDURES

Teacher Responsibility

While in school, the teacher is the authority, confidant, counselor, and disciplinarian of your student. Hilltop's teachers have the responsibility of setting an academic and spiritual atmosphere of acceptance, encouragement, warmth, and expectations for the development of each student's potential.

Celebrations

Birthdays: It is a privilege to help celebrate your student's birthday. We ask that you contact your student's teacher to find out how their classroom celebrates birthdays. Please note that if you and your student's teacher approve birthday treats for the entire class, the food treats must be store-bought or pre-packaged items that are nut-free. Suggested treats include: mini-cupcakes, donut holes, single Popsicle, Jell-O snack, pudding snack or fruit. Birthday invitations either need to be mailed or put in the student's go-home folder, so the feelings of those student's not invited will not be hurt.

Personal Items

The school is not responsible for personal items which students bring from home. Please check with your child's teacher for their policy regarding personal items at school.

CLASSROOM/EVENT POLICIES & PROCEDURES CONT...

Show & Tell

Teachers will assign which day students in their classroom will be able to bring Show & Tell items. Some teachers will have a theme for Show & Tell and will let you know the theme through class communication. Show & Tell items should be interesting and educational. Please do not send fragile items, guns, swords, or scary creatures.

Pets

Students are not allowed to bring pets to school without prior approval from their teacher. Pets are included as a part of the classroom experience at the discretion of your student's teacher. **Please do not bring pets to school during drop off or pick up times.**

Assemblies

Kindergarten students will meet in the gym first thing in the morning as a school community to say the pledges and pray for the day. Kindergarten parents are highly encouraged to utilize the morning car line for drop-off, as this promotes the growth of personal independence and self-confidence.

Chapel

Hilltop is vitally interested in the spiritual development of its students. Our teachers are dedicated to presenting the Bible and devotions on a daily basis, as well as giving the students the opportunity to share their needs. There will be two special chapels during the school year.

Field Trips for Pre-K and Kindergarten

All school-sponsored field trips are considered an extension of the classroom; therefore, students are expected to follow all school rules for conduct and attitudes while on field trips. Teachers will arrange their class fields trips. We will need the help of parent volunteers to make each field trip a success. At various times, depending on the type of field trip, younger siblings will be allowed to attend when the parent volunteers and permission from the teacher has been granted. Specific attire for off campus activities may be required. Advance notice will be made.

VOLUNTEERS

Volunteers

Hilltop encourages parent volunteers in the classroom and for special events. However, parent volunteering in the classroom begins in October. The first month of school is an important time for the teachers and students to get acquainted to each other and school routines.

Throughout the year there will be volunteering opportunities. We will put out sign-up sheets or send home fliers for specific needs during school events.

VOLUNTEERS CONT...

Volunteer Guidelines

An aspect of being a volunteer is being able to be in the classroom assisting the teacher and students. We want to ensure the confidentiality of each student's progress and require that parent volunteers do the same.

Volunteers must receive approval from the Hilltop Administration before starting any program at Hilltop as well as any use of rooms, equipment or media services. The Administration has specific procedures they must follow in order to get approval from Portland Christian Center for these things as well, so it is important that approval is received before a program begins.

GENERAL SCHOOL INFORMATION

Attendance

We believe that regular attendance is essential for excellence in learning. Every class will take attendance each day.

When your student must be absent from school due to illness, doctor or dental appointments, and family emergencies, we request that you email or call the school office no later than 9:00am.

If it is necessary for a student to be on a family vacation one week or more, we request that you make prior arrangements with your student's teacher.

Preschool: Attendance will be taken 15 minutes after class starts each day. It is recommended that students arrive to class on time for their own adjustment and to help the teachers plan their day.

Kindergarten: Attendance will be taken at 8:35am in the morning assembly. If your student arrives after the class has walked to the classroom, they must first check in at the office.

Transfer/Change of Address

If you move to a new address or change your phone number, please notify the school office as soon as possible. The emergency information is our lifeline to you in times when your child needs you. Please see that we have current phone numbers and additional contact persons who can pick up your child at school if you are not available.

GENERAL SCHOOL INFORMATION CONT...

Directory Information

Hilltop handles the following as directory information:

- Student's name
- Address of the Student or Student's Family
- Telephone Numbers
- E-mail Addresses

The school does not release directory information to a person or organization except those who have a student enrolled at Hilltop. In accordance with state law, you have the right to refuse to allow the school to disclose any or all of this information as directory information. If you wish to exercise this right, please state your request in writing and send it to the Hilltop office. In the absence of a written request, we will assume that you have given your permission for the appropriate release of directory information regarding your student.

Distribution of Materials

Handbills, leaflets, and other materials may not be distributed or posted without the permission of the Administration.

Class Size

We attempt to maintain small, personal classes in each of our grade levels. Individual class size is determined by student/teacher ratios, school administration, and state allowed occupancy.

Supplies

Each student furnishes his/her own basic school supplies. You will be mailed a school supply list in your summer packet. Supply lists for each class are available on the school website, www.pcctoday.com/hilltop.

School Pictures

Each year, school pictures of individual students along with a class photo, are made available to purchase. Pictures are taken in the fall. Kindergarten students will also have a graduation picture taken in the spring.

Lost & Found

Articles of clothing and student's personal property should be labeled with the student's name. Lost & Found is located outside the school office. Items not claimed in a timely manner will be donated to an appropriate organization.

Parking

Please do not park in the fire lanes or car-line. This is strictly enforced for the safety and well being of our students and staff.

GENERAL SCHOOL INFORMATION CONT...

Car Line

Hilltop provides a supervised car line for the convenience of dropping off and picking up students.

Pre-K: This option is available for drop off of all morning students only.

Kindergarten: This option is available for drop off and pick up.

Car line Schedule:

Morning arrivals	8:20-8:40am
Kindergarten Dismissal	2:00-2:10pm

Tips to make the car line run smoothly:

- Have your student ready to go.
- Seat your student on the passenger side of the car and exit on that side only.
- Pull up so your passenger side door is even with the front doors.
- If you have business to attend to, please park in a designated parking space and come into the school.
- DO NOT pull out of car line to pass someone for any reason. This is extremely dangerous for others in the car line and for those who have parked and are bringing their student into the school

Any parent may forego the use of car line and is welcome to park in the designated area and bring their student into school. Please do not park in the carline to bring the student into school.

Dress Code

Vigorous play and a variety of art experiences require that students be dressed in durable, washable clothing. Daily activities include active and messy play and the students should feel comfortable enough to enjoy them without worrying about their clothes. Due to changing climate conditions, please provide a sweater or coat for your student each day. Even our indoor climate varies, so students need to have additional clothing available to them.

As the nature of normal preschool play involves putting hands and sometimes even faces on the same areas of play equipment used for sitting, we ask that girls wear shorts/leggings under skirts or dresses. This gives an additional barrier between little bodies and play equipment, chairs, or rugs.

Dress and grooming are primary responsibilities of students and parents or guardians. Students are asked to dress neatly, comfortably, and in a manner that will be conducive to a good learning environment.

- Shoes are to be worn at **all times**. Because they just don't stay on, open-backed, jellies and plastic shoes are **not** recommended. Please, **no flip-flops!**
- Underwear must be worn at all times.
- Appropriate clothing for active play should be worn at all times.
- Bring a coat or sweater **every day**.

NUT POLICY

Preschool: Snacks prepared by Hilltop are nut free. All treats or food items brought into the classroom need to be nut free. The Hilltop staff will be prepared to read all food labels before allowing the treats to remain at school. If there is not a label on the package, we will not distribute the treat and will have to send it back home.

Students may bring individual lunches from home that contain nut products. During Lunch Bunch, those students who are allergic to foods containing nuts will eat at a designated nut-free table in the lunchroom in order to avoid exposure.

Kindergarten: Kindergarten students bring a daily snack from home. Individual snacks may contain nut products. Snacks, special treats, or food items brought from home *for the entire class* may contain nut products, **providing there is no student in their class that has an allergic reaction to peanut/nut products.** If a student within the class has an allergy, a note will be sent home from the classroom teacher to notify parents that all snacks, treats and/or food items brought into the classroom *for the class* are to be nut free.

Kindergarten students may bring individual lunches that contain nut products. Those students who are allergic to food containing nuts will eat at a designated nut-free table in the lunchroom in order to avoid exposure to food containing nuts. All students will need to wash their hands to clean off their hands after lunch and before going to recess, as to decrease the exposure and spreading of nut products.

Procedure/Policy for students with food allergies

1. The school is notified about a student with food allergies.
2. Hilltop requests the parent to complete a *Food Allergy Action Plan Form*.

Emergency Situation:

In the event a student with food allergies ingests any amount of allergen food product:

1. Two Hilltop staff members will administer the Epi-pen immediately even if symptoms are not visible. (One holding the child while the other administers the Epi-pen)
2. A Hilltop staff member will call 911 with the following info:
 - a. "We have a medical emergency involving a child with a life-threatening food allergy who has ingested those food products. An Epi-pen was administered at _____ o'clock."
3. A Hilltop staff member will contact the child's parents immediately.
4. A Hilltop staff member will remain with the child until paramedics arrive.