

Hanover Church

Preschool

Handbook



Hanover Church
PRESCHOOL

"Let the little children come to me."

Luke 18:16

2024/2025

HANOVER CHURCH PRESCHOOL HANDBOOK

Hanover Presbyterian Church
2462 State Route 18
Clinton, PA 15026
hanoverepc.com

Welcome to Hanover Church Preschool (HCP). At HCP, we offer classes for 3-year olds (Sprouts) and Pre-Kindergarten (Pre-K) classes for 4-year olds. We are confident that you will be pleased that you have selected HCP for the first formal steps in your child's education. This Handbook will answer most questions that you may have regarding the operation of the school and the responsibilities of everyone who is involved – the students, parents/guardians, Teacher/Aide, the Preschool Board, and the Session of the Church. The Handbook Receipt and Acknowledgement Form must be completed acknowledging that the parent/guardian has received and read this Handbook.

HCP is a non-profit organization owned and operated by Hanover Presbyterian, an Evangelical Presbyterian Church. The Preschool is governed by a Board of Directors that is approved by the Session of the church. The Session makes all final decisions in any areas of controversy that cannot be resolved by the Preschool Board. The responsibility of the Preschool Board includes the development of curriculum guidelines, policies, and procedures. The Preschool operates according to the policies provided in this Handbook that are administered by the Preschool Board and Teacher.

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1.0 Statement of Faith and Philosophy

- 1.1 HCP is based on a God-centered view that all truth is God’s truth; God is the creator of all things; that we are created as male or female; the Bible is the infallible authoritative Word of God; that Jesus died for our sins and was resurrected as a living testament to God’s love, grace, and mercy; and that we are saved by grace through faith in Jesus Christ, who is the only way to God the Father and eternal life in the kingdom of God. God is a triune God, embodied in the Father, Son, and Holy Spirit.
- 1.2 We rely on this Statement of Faith as we work together with parents/guardians to advance the growth of their children in spiritual, mental, intellectual, physical, social, and emotional areas. The love of our heavenly Father and the truth of the Bible are not segregated from the rest of the teachings at HCP. These truths are integral to, and woven throughout, the curriculum. For example, God used language when he spoke the world into being – so we teach language and the spoken word. God made all things – so we teach God’s world (science) and we make things and create. God is relational and speaks of relations – so we teach the children to be responsive and work together.

2.0 Non-Discriminatory Statement

- 2.1 HCP does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin when admitting students.

NOTE: It is against HPC’s Christian beliefs to refer to or treat a child as other than a human being or other than his or her birth gender.

3.0 Educational Philosophy and Objectives

- 3.1 HCP recognizes that every child is made male or female in the image of God and should have the opportunity to experience education in a loving, Christian atmosphere of love, warmth, understanding, security, and consistency.
- 3.2 HCP goals are for children to meet others in their peer group in a setting that is different from the home, church, or sports; and to grow spiritually, physically, socially, emotionally, and intellectually.
- 3.3 HCP encourages positive self-esteem. The children are commended and rewarded for their accomplishments, not punished for any difficulties in

understanding the material. Children are reminded to speak positively in the classroom, especially when talking with other children. They are taught to respect each other and their space and are not compared with one another. All are encouraged.

- 3.4 HCP works in partnership with the parents, communicating regularly to build a mutual understanding and greater consistency for their children.
- 3.5 HCP enables children to have a positive feeling about themselves when making the transition from home to kindergarten.

4.0 Organization

- 4.1 The school operates under the direction of a School Board, which is sanctioned by the Session of Hanover Presbyterian Church.
- 4.2 The members of the board are selected and asked to serve.
- 4.3 The board consists of 5 to 9 voting members: 5 to 7 representatives from the church and up to 4 representatives from the parents. A list of current board members is available in the Preschool office. Non-voting members are the Teacher(s).
 - 4.3.1 Congregation of the Church (2 to 4 members)
 - 4.3.2 Session (1 to 3 members)
 - 4.3.3 Parents of children in Sprouts (0 to 2 members)
 - 4.3.4 Parents of children in Pre-K (0 to 2 members)
 - 4.3.5 Pastor
 - 4.3.6 Teacher (non-voting)
- 4.4 Details regarding the operation of the Board, offices, Board member terms, and Board committees can be found in the Hanover Church Preschool Bylaws.

5.0 Curriculum – The unfailing love and power of God, our creator, is woven throughout the curriculum, as the children begin their learning adventure. The children will be exposed to the following:

- 5.1 ***Education Fundamentals***, including shapes, colors, the alphabet, and numbers.
- 5.2 ***Language Arts***, through listening, spoken language, and pre-writing and pre-reading activities, including: verses, poems, rhymes, songs, show and tell, story sequencing, and classifying objects. We include phonemic awareness as part of the education. This is the concept of breaking words into their individual sounds.
- 5.3 ***Mathematics***, through counting, patterning, ordering, classifying and grouping, using number symbols, measuring, time, space, and developing memory.
- 5.4 ***Social Living***, through an understanding of themselves, others, and the world God created, family life, community helpers, holidays, and transportation.

- 5.5 **Science**, as they explore plants, air, water, magnets, senses, weather, machines, animals, light, and ecology.
- 5.6 **Health and Safety**, through demonstrations and discussions on self-care skills, proper nutrition, and safety rules.
- 5.7 **Gross Motor Skill Development** (large muscles), through activities including running, jumping, hopping, clapping, climbing, and building.
- 5.8 **Fine Motor Skill Development** (small muscles), through activities such as cutting, pasting, drawing, writing, turning objects and stringing beads.
- 5.9 **Creativity and Fine Arts**, through the use of crayons, paints, chalk, paper, music, listening, singing, dancing, and playing musical instruments.

6.0 **School Year/Calendar/Holidays/Snow Days**

- 6.1 Classes begin in September and end in May. Specific dates are established by the Board no later than July 31 prior to each school year.
- 6.2 Sprouts (3-year old) classes – Tuesday and Thursday (9:00 to 11:15 am)
- 6.3 Pre-K (4-year old) classes – Monday, Wednesday, and Friday (9:00 to 12:00 pm).
- 6.4 The curriculum is designed so that both classes can accommodate time off during Holidays and cancellations due to inclement weather, without affecting the child’s learning of the materials.
- 6.5 Holidays and snow days follow the South Side School schedule:
 - 6.5.1 If South Side School is closed, HCP will be closed.
 - 6.5.2 If classes at South Side are delayed:
 - a. The Tuesday/Thursday classes will start 2 hours later and end at 1:00 pm (11:00 to 1:00 pm). Please feed your child before arriving.
 - b. The Monday/Wednesday/Friday classes will start 2 hours later and will be held from 11:00 to 1:00 pm. Please feed your child before arriving.
 - 6.5.3 Parents/guardians will be advised of closings on their cell phone using the Remind App (see Section 10.0).
- 6.6 HCP reserves the right to close school early or cancel class for a day, for reasons other than inclement weather, such as needing to use the facility for a funeral. Parents/guardians will be given as much advance notice as possible if a cancelation is necessary.

7.0 **Safety Policy/Picking up your Child/Emergency Drills**

- 7.1 No child will be left alone or unsupervised.

- 7.2 Parents/guardians are responsible for their children in the parking lot and until they enter the building. The Teacher or Aide must be notified when your child has arrived. Note that no early drop-offs are permitted. Teacher/Aide responsibility begins once the child is in the building and ends when the child is picked up at the door.
- 7.3 The doors are locked at 9:15AM and entry after that point can only be made by ringing the doorbell or by contacting the Teacher through the Remind App. Each door is also alarmed, signaling if a child tries to open it.
- 7.4 At the beginning of the year, the Teacher must be given, through Jotform.com, the names of those individuals who are authorized to pick up your child at the end of class. If someone will be picking up your child who is not on the list, the parent/guardian must notify the Teacher through the Remind App prior to dismissal to provide the name. In addition to completing Jotform.com, for the first few weeks of school, parents/guardians will be required to provide the names of those authorized to pick up your child for the entire week. This will continue until the Teacher/Aide are familiar with those who are authorized to pick up your child.

NOTE: If someone is not allowed by law to pick up your child, we must have a written notification (or copy of court order) of that fact. We have no authority to refuse a natural parent access to their child without such an order.

NOTE: If there is a Divorce Decree stating that legal guardianship limits the access of one or the other parent or other relative, we must be provided with a copy of that document (only the section stating the limitations is required).

- 7.5 If you are going to be early or late picking up your child, the Teacher must be notified through the Remind App.
- 7.6 No child will be released to walk through the parking lot on their own to be picked up. The person picking up the child must come to the door. Should you be unable to leave the car (e.g., sleeping baby or disability), notify the Teacher through the Remind App or ask someone to help you to get the message to the Teacher and/or Aide. Once all other children are dismissed, the Teacher or Aide will escort your child to the car.
- 7.7 We practice emergency fire drills two times a year (fall and spring) and 1 weather drill. These are done in a way as to cause the least amount of fear as possible. For the fire drills, children are escorted outside to the playground located in the yard behind the church. The Teacher and Aide are talking continuously to help reassure the children that this is only "practice" and that everything is ok. We also encourage the children to talk to their parents/guardians about "emergency drills" at home.

- 7.8 If there is an emergency requiring evacuation of the area, HCP follows the guidelines of the Beaver County Emergency Management Agency for residents of South Side School District.
- 7.8.1 In the event of an emergency, HCP will immediately transport all students to the Hanover Fire Hall on Rt. 18. If parents/guardians do not immediately pick up their children at the Fire Hall, they will be transported with other residents of Hanover Township, to:
Washington County Fairgrounds
2151 North Main St.
Washington, PA 15301
- 7.8.2 Note that siblings attending South Side will be transported by school bus to Cannon-McMillan High School - 314 Elm Street Canonsburg, PA 15317. All other family members must go to the Washington County Fairgrounds.
- 7.8.3 Residents of the Hopewell School District are to report to the South Park Fairgrounds. However, since most families of HPC reside in the South Side School District, the Preschool will follow the requirements for residents of South Side School District (i.e. meet at the Hanover Firehall, and then go to Washington County Fairgrounds).
- 7.8.4 If you are unable to pick up your children at the Hanover Fire Hall, they will be transported to the Washington County Fairgrounds with their classmates. This applies to all students, regardless of the school district in which they reside. The Teacher and/or Aide will accompany the children from the Fire Hall to the Fairgrounds.
- 7.9 Law requires us to report any suspected child abuse or neglect to the proper authorities.
- 7.10 Teacher, Aide, and regular substitutes have security clearances. If the Teacher or Aide are sick and a regular substitute is not available, the Remind App will be used to ask for a volunteer. At the discretion of the Preschool Teacher or Preschool Board, volunteer helpers may be required to pass a security clearance. The Preschool pays for the cost of the security clearance.
- 7.11 The Teacher and Aide are trained in CPR and First Aid and have current certifications.

8.0 Health/Sanitation

- 8.1 A list of allergies to food and drink must be provided on Jotform.com

8.2 A child is considered to be ill and must be kept home when he/she has:

8.2.1 a temperature of 100°F or greater or has taken fever-reducing medication in the last 24 hours

NOTE: If it appears that a child is ill, a temperature check will be made at the door upon entry. If the child has a temperature greater than 100.4°F, he/she will not be permitted to enter the building.

8.2.2 a skin rash

8.2.3 diarrhea and/or vomiting

8.2.4 evidence of lice infestation

8.2.5 a new or worsening cough

8.2.6 difficult or rapid breathing and/or shortness of breath

8.2.7 yellowish skin or eyes

8.2.8 conjunctivitis (Pink eye)

8.2.9 a low-grade fever for 24 hours

8.2.10 been diagnosed as having a Strep Infection

NOTE: If the Covid 19/Infectious Disease Health and Safety Plan has been invoked, its provisions will be enforced in addition to the above (see Section 25.0).

8.3 A child must be on an antibiotic for 48 hours before returning to class if diagnosed as having any communicable disease/condition that requires an antibiotic.

8.4 A child experiencing minor cold symptoms, but who is not exhibiting any of the symptoms listed above, may attend school provided they are able to follow proper hygiene practices (e.g., not coughing on others, not constantly wiping nose on arms, etc.). If the child is unable to follow proper hygiene practices, the parents/guardians will be notified to pick up the child to prevent the spread of germs.

8.5 If a child begins to show signs of any of the above symptoms during the school day, he/she will be separated from the other children and parents/guardians notified and asked to pick up the child. The child's temperature may also be taken.

If the visible signs of symptoms (e.g., runny nose, coughing, or sneezing) are due to a seasonal allergy, a doctor's note must be provided as confirmation, indicating that the child is not contagious.

8.6 Parents/guardians must notify the Preschool immediately if a child is diagnosed as having one of the communicable diseases or if lice infestation is discovered.

- 8.6.1 If a child in the same class as your child is reported to have a communicable disease (Chicken pox, etc.) and has been present in class, you will be notified verbally or in writing as soon as we are made aware of the fact. Verbal notification will be followed by written notification.
- 8.6.2 No names will be used on the notice, even though there is nothing to be ashamed of, even in the case of lice infestation. These are simply parasites, picked up in many different places and have nothing to do with personal hygiene.
- 8.6.3 HCP has a “nit-free” policy, which means that no child is permitted to return to class with nits in his or her hair. Prior to re-entry, a note must be provided from a Doctor or nurse stating that the child is nit-free. Note that if the parent or guardian requests, HCP can arrange for a nurse from the congregation to make an evaluation at no cost. The evaluation would be scheduled at a mutually convenient time.
- 8.7 If your child has a condition requiring possible administration of a certain medication, such as an inhaler for Asthma, you need to make us aware of this fact on Jotform.com and make the medication available to us (in an original container marked with the directions of dosage from the Pharmacy).
- 8.8 If an accident or injury occurs or any other incident necessitates the emergency transportation of a child, the school will prepare a report on a form provided by the Teacher. This report will be given to the parent/guardian on the day of the incident. Copies of the report will be retained on file at the Preschool for one year, or as long as the child remains in school, whichever is greater.
- 8.9 At all times, there is a Teacher or Aide on site that has been trained in the administration of first aid.
- 8.10 Sanitation
 - 8.10.1 Contact surfaces in the Preschool are routinely sanitized using disinfectant cleaner spray. Tables are disinfected at least once a day.
 - 8.10.2 Children are required to use hand sanitizer when entering the school.
 - 8.10.3 Children are required to wash hands with soap and water after using the restroom.

9.0 Screenings

- 9.1 HCP arranges for the following screening. Parents/guardians will be advised in advance when the screenings will take place.

- 9.1.1 Diagnostic screening for speech is provided by the Beaver Valley Intermediate Unit. A Speech Therapist visits each class 1 time/week, as needed.
- 9.1.2 Note: Life Steps Screening will be engaged if the Teacher(s) or Speech Therapist sees an issue that should be evaluated. Engagement will continue as deemed necessary.

10.0 Remind App/Emergency Call List

- 10.1 The Teacher/Aide will immediately call 911 in the event of an emergency (e.g., fire, a police event, EMS request, etc.).
- 10.2 Emergency Call List and Remind App
 - 10.2.1 The Remind App will be used for all communication with parents, including school closings, the need to pick up a sick child, and schedules for special events, parties, or field trips.
 - 10.2.2 Parents/guardians are asked to authorize the use of the Remind App through Jotform.com. If the Preschool is canceled, parents/guardians will be notified by cell via the Remind App. Note: if the use of the Remind App is rejected, communication between that Teacher and parent/guardian will be severely impacted and emergency information will not be received.
 - 10.2.3 Instructions for setting up the Remind App will be provided by the Teacher.

11.0 Eligibility/Removal

- 11.1 Children for the Sprouts class must be at least 3 years old by September 1 and potty trained.

NOTE: Not all children that are 3 years old, especially those that turn 3 during the summer, have the emotional maturity to attend Preschool. For example, the child must be able to follow directions, respond to the Teacher when his/her name is called, stay in the classroom, and be able to separate from parents/guardians. The Teacher can provide reference materials to help determine if your child is ready to attend.

- 11.2 Once school begins, if the Teacher determines that the child does not yet have the emotional maturity to attend, the parents/guardians will be notified. The child will be removed from the program for the semester since HPC does not have the staffing resources to provide unique attention to children who are not yet ready to attend the Preschool. Parents will be advised of issues with emotional maturity

within the first 2 to 3 weeks of school.

- 11.3 Children for the Pre-K class must be at least 4 years old by September 1 and potty trained. Children of any gender, race, color, religion, national or ethnic origin are welcome.
- 11.4 It is against HPC's Christian beliefs to refer to or treat a child as anything other than a human being or by other than his or her birth gender. Parent/guardian requests that deviate from this belief will lead to removal from the program
- 11.5 HCP reserves the right to dismiss a child if he/she is combative and ignores the directions of the Teacher/Aide, there is disruptive behavior by the child or parent/guardian, health reasons that put other children at risk. See Section 23.0 for more details. This action will be taken if reasonable discussions with parents/guardians have been unable to resolve the issue, and the action is supported by the Preschool Board. Parents/guardians that dispute the decision may request that it be reviewed by the Session. If a child is removed from the program, refunds will be provided for the remaining months of the semester if the full semester had been paid in advance. There is no refund for months up to and including the month of removal.
- 11.6 HCP reserves the right to dismiss a child if there is a failure to pay tuition, and a solution agreeable to both parties cannot be developed.

12.0 Registration

- 12.1 A non-refundable registration fee of \$35 and non-refundable first month's tuition (see paragraph 13.2 for the amount) must be sent to the church in addition to completing the registration information on Jotform.com. If more than one child from the same immediate family is registered for the year, only a single registration fee is required, but the first month's tuition must be paid for each child at the time of registration. The classrooms are filled on a first come, first-serve basis (see paragraph 12.2). Once the classroom is filled, subsequent students will be placed on a waiting list. The list is prioritized based on the order of registrations. Only the registration fee is required for those placed on the waiting list and it is refundable if a slot does not open. If a slot opens, the first child on the waiting list will be moved to the classroom list once the first month's tuition (non-refundable) is paid. If the first month's tuition is not paid within 3 days of notification or acceptable arrangements for payment are not made, the next child on the list will be contacted and the previous child will be moved to the bottom of the list.
- 12.2 If the registrations indicate that the class is too large for the teaching staff, but not large enough for additional classes, the Preschool will make every effort to find additional students. If the efforts to find additional students to start another class

are unsuccessful, the classrooms will be filled on the following basis:

12.2.1 Sprouts class – siblings of students enrolled in the Sprouts or Pre-K classes the preceding school year and children/grandchildren of church members; then order of registrations.

12.2.2 Pre-K class – current Sprouts students and children/grandchildren of church members; then order of registrations

12.3 New registrations and fees are required each year.

13.0 Tuition

13.1 Tuition is established by determining the total amount of money needed to teach a child for an entire school year. That amount is divided into 9 equal payments for convenience, with one payment due each month of the school year. As a result, the same amount is due for each month regardless of the number of teaching days or holidays or snow days in the month - there is no correlation between the number of school days in a given month and the tuition that is due for that month.

13.2 The amount of tuition is \$80/month for Sprouts and \$115/month for Pre-K. Parents/guardians enrolling more than one child will pay full tuition fee for the first child and be given a 10% discount for each additional child enrolled during the same year.

13.3 A discount of 10% will be granted if the entire semester (September to December or January to May) is paid in advance. Note that if parents/guardian remove the child from the Preschool prior to the end of the semester that was paid in advance, rebates for some or all of the unused months are at the discretion of the Board as described in 13.7.

13.4 The last month's tuition (May) is due on or before the first day of school.

13.5 The first month's tuition (September) is due at registration. Subsequent tuition payments are due on the 5th of each month. If the 5th of the month falls on a weekend, payment is due the first Monday following the 5th for the Pre-K class or the first Tuesday following the 5th for the Sprouts class. All payments may be placed in the tuition box or mailed to the Preschool (Hanover Presbyterian Church, 2462 State Route 18, Clinton, PA 15026; Attention: Church Treasurer). For payments made in August, the parents will be notified by email when the Teacher will be in the classroom, or when the secretary will be in the building, in the event the parent/guardian prefers to pay in person rather than by mail.

13.6 If a student withdraws during a school term, a written notification must be sent to the Teacher as soon as possible. Rebates of the unused portion of advance tuition that was paid, in full or in part, are at the sole discretion of the Board.

- 13.7 Refunds are not available for days missed, whether due to absences or school closures resulting from inclement weather or other reasons sanctioned by the Board.
- 13.8 HCP requires timely payment of tuition in order to operate successfully. The Church Treasurer will acknowledge receipt of payment by issuing a payment receipt (below) by email, or if the parent/guardian does not have access to email by placing a paper copy of the receipt in a sealed envelope for the Teacher to provide to the parent/guardian.

If payment is not received by the 5th of each month (or the Monday or Tuesday following the 5th as described in 13.4), a \$10 late fee will be immediately assessed and the Church Treasurer will issue a delinquent notice (Delinquent Notice 1, below) by email, or by paper copy in a sealed envelope for parents/guardians that do not have access to email. The sealed envelope will be provided to the Teacher to provide to the parent/guardian.

If payment is not received within 10 days after the due date, the matter will be turned over to the HCP Finance Committee. The Church Treasurer will issue a second delinquent notice (Delinquent Notice 2, below) by email or by paper copy in a sealed envelope indicating that the matter has been turned over to the Finance Committee and that a meeting with a representative of the Finance Committee is required. If an arrangement for payment that is agreeable to both parties cannot be established, the child will be dismissed from school and further action may be taken against the parents/guardians.

If there is a chronic problem with late payments, the matter will be turned over to the Finance Committee for a follow up meeting to develop a payment schedule that is agreeable to both parties. The meeting with chronic offenders will be initiated the third time that a delinquent notice (Delinquent Notice 1) is issued during the school year.

If payments for a child in the Sprouts class are not resolved by the end of the school year, the child is not eligible to return for the Pre-K class.

If payments for a child in either class are not resolved by the end of the school year, any sibling(s) registered for the next school year will be removed from the approved student list and placed on the wait list.

HANOVER CHURCH PRESCHOOL TUITION - PAYMENT RECEIPT	
Child's Name:	Class:
Date of this Receipt:	Tuition Due Date:
Questions – contact Hanover Treasurer Kim McDougal mcdougalkim0@gmail.com or call the church at 724-899-2911 and leave a message and she'll get back to you.	

HANOVER CHURCH PRESCHOOL TUITION - DELIQUENT NOTICE 1	
Child's Name:	Class:
Date of this Notice:	Tuition Date Missed:
Number of Delinquent Notices Issued:	Tuition Amount Missed:
Action Required: Pay New Tuition Amount no later than 10 days after original due date to avoid receipt of Delinquent Notice 2. If this is the 3 rd notice this school year, a meeting with a representative of the Finance Committee is required.	Late Fee Assessed:
	New Amount Due:
Questions – contact Hanover Treasurer Kim McDougal (mcdougalkim0@gmail.com) or call the church at 724-899-2911 and leave a message and she'll get back to you.	

HANOVER CHURCH PRESCHOOL TUITION - DELIQUENT NOTICE 2	
Child's Name:	Class:
Date of Delinquent Notice 1:	Tuition Date Missed:
Date of Delinquent Notice 2:	Tuition Amount Missed:
	Late Fee Assessed:
Action Required: Meet with a representative of the Finance Committee to make mutually agreeable arrangements for payment	New Amount Due:
Questions – contact Hanover Treasurer Kim McDougal (mcdougalkim0@gmail.com) or call the church at 724-899-2911 and leave a message and she'll get back to you.	

13.9 Payments must be made by check or money order.. Checks must be payable to Hanover Church Preschool. In the event that a check is returned for NSF, the parents/guardians are subject to a **\$30.00** returned check fee and a \$10.00 late fee. Checks will not be accepted from parents who have two NSF returns. Only a money order or cash are acceptable.

13.10 HCP reserves the right to raise the tuition, if necessary, to maintain the school. At least two months' notice will be provided if there is a tuition increase.

14.0 Communication/Parent Meetings/Photo Authorization

14.1 Remind App (see Section 10.0) is used for all routine communication with parents. In addition, parties and special events, together with sign-up sheets, will be posted outside the door for review during dropping off/picking up the children.

14.2 Parent Orientation Meeting and Preschool Materials – A meeting to orient parents or guardians to the program is held 1 to 2 weeks prior to the start of the school year. The Preschool Handbook, schedule of key dates, and other applicable information will be provided prior to the meeting by mail and/or email. Parents/guardians of current students are welcome to attend the orientation, but it is designed to introduce the parents/guardians of new students to the program. Parents/guardians of current and new students will be notified of the date and time of the meeting in advance.

14.3 Parent/Teacher Conferences – Parent/Teacher conferences are scheduled for each class. Specific dates will be provided in advance. Appointments with the Teacher can also be made at any time to discuss issues of concern.

NOTE: The Teacher will assess each child’s capability to function and flourish in the HCP program, which is designed for group learning and group activities. If a child requires constant one-on-one attention throughout the school day, the entire class, including the student, is at a disadvantage. In this case, the Teacher will meet with the parents/guardians to discuss alternative programs to our preschool.

14.4 Communication with Teacher Outside of School Hours – It is recognized that there are times that a parent or Guardian must contact the teacher to discuss specific issues with a child. The Teacher is available for such discussions, but parents/guardians must also respect the Teacher’s personal time. Contact hours are posted on the Remind App. Calls or texts received after the stated hours will be returned within 24 hours.

14.5 Private Facebook Page – HCP maintains a private Facebook page as another means of communication. For the safety of the children, the Facebook page is a closed/private group for HCP and Preschool families only. Jotform.com must be completed to indicate whether you authorize the use of your child’s photo on the Facebook page. **NOTE:** Children’s names are NOT included with the photos on the Facebook page. Also, please do not post pictures or names of other classmates on social media, unless you have received permission from the parents/guardians.

14.6 Classroom Bulletin Board – HCP will maintain a bulletin board to display classroom work and events, including photos of the children doing activities. Jotform.com must be completed to indicate whether you authorize the use of your child’s photo on the bulletin board.

NOTE: Children’s first names MAY be associated with photos on the bulletin board.

14.7 Preschool Pal Program – Hanover Presbyterian Church has a program to pray for children in the Pre-K classes. If the parents/guardians approve via Jotform, the child’s first name and initial of last name will be presented to the congregation

one time during the school year, asking for prayers for the child. A book for the child will be signed by the congregation together with words of encouragement and placed in the child's backpack. Preschool Pal volunteers will also be invited to occasionally come to the school to read to the children.

15.0 Fundraisers

- 15.1 Fundraisers may be held periodically throughout the year for the Preschool to provide support to the community. Fundraisers are not undertaken to make money for the school.
- 15.2 The purpose of the fundraiser will be provided in advance, and participation is optional.

16.0 Clothing/Backpack/Outdoor Time

- 16.1 Children should wear comfortable, weather appropriate clothing. Weather-permitting, the children go outside every day, so it is important that they are properly dressed (e.g., coats, gloves, etc. during cooler days). If the children are not properly dressed, outside activities cannot be held. Coats, hats, and gloves are required to go outside if the temperature is below 45°F. If a child does not have a coat, hat, or gloves, they can be provided if arrangements are made in advance.
- 16.2 If it is preferred that a child not go outside on a given day, the parent/guardian must pick the child up early so the other children can go outside. The parent/guardian is required to notify the Teacher that day and an appropriate pick-up time will be established.
- 16.3 Mark all outer clothing with your child's name.
- 16.4 Articles of clothing including shoes with lettering, wording, or drawings that might be even slightly suggestive, derogatory, in bad taste or do not conform to the standards of a Christian environment are not permitted.
- 16.5 It is recommended that your child bring a full-sized backpack to take home papers.
- 16.6 It is requested that one change of clothes be maintained at the school for your child. If any of the clothing is used, the soiled clothes will be provided to the parent/guardian at the end of the day, and the clothing is to be replaced the next school day.

17.0 Field Trips

- 17.1 Parents or guardians will be requested to sign up for field trips in advance. The sign-up form will state the date, location, and time of the field trip. The number

of attendees in addition to the student (e.g., parents, guardians, siblings) must be provided. Depending on the field trip, there may be a small fee for those attending with the student. The fee will be shown on the sign-up form. The name of the field trip and sign-up sheets will be posted outside the front door for review while dropping off/picking up the children.

17.2 School will not be held on field trip days.

17.3 Parents must provide transportation for their child to the designated field trip. Parents must stay with their child during the field trip. Car-pooling is encouraged.

18.0 Parties/Birthdays

18.1 Parent Liaison – Coordination of parties is described in the paragraphs below. To improve the efficiency of planning, coordination, and communication, attempts will be made to select a “Parent Liaison” for each class at the beginning of the year. The Parent Liaison will serve as a single contact through which all communication between the Teacher/Aide and the respective party planners will be made. If a Parent Liaison is not selected for the year, one parent from each party will be asked to serve as the liaison for the specific party.

18.2 Parties are led by the parents/guardians. All parents/guardians are encouraged to participate in at least one party during the school year. This can be done in groups of 2 or 3, but one parent for each party must be identified to coordinate the event with the Parent Liaison and the Teacher/Aide. The parents are asked to meet and plan the entire 2 hours of class time, which includes story, songs, craft, snack, and games, and conduct the party. Other parents not signed up will receive a party sheet to assist with supplies. Party days are 9:00 to 11:00 for both classes. The name of the party and sign-up sheets will be posted outside the front door for review when dropping off/picking up the children.

18.3 Scheduled parties are: Fall Festival, Thankful Celebration (parents/grandparents join the children for Chapel and lunch/snack), Christmas, Valentine’s Day, Easter, and year end. The Teacher may schedule additional parties.

18.4 Birthdays are celebrated in the classroom on the date closest to the child’s birthday. Summer birthdays are celebrated in January through March. At the parent/guardian’s discretion, the child’s favorite treat can be provided to share with the other students when his/her birthday is being celebrated at the Preschool. Parents/guardians will be advised if there are any food allergies in the Preschool.

19.0 Water Bottles

19.1 All students are required to come to school with spill-proof water bottles every day to eliminate repeated trips to the water fountain. Mark the bottle and cap with

your child's name.

20.0 School Pictures

20.1 School pictures are taken in the fall and spring.

20.2 Parents/guardians will be notified in advance when the pictures will be taken.

21.0 Programs and Worship Service

21.1 Programs – Open House, Christmas and Graduation programs will be held at the Preschool. Dates and times will be provided in advance. Some programs (e.g., Christmas) may be held during Sunday worship.

21.2 Worship Service – The children will be invited to participate in worship service a minimum of one time during the school year. This is in addition to any programs in 21.1 that are held during worship.

22.0 Donations

22.1 Donations of school supplies are always appreciated but are not an expectation.

22.2 Supplies that are also of benefit include, but are not limited to: copying paper, hand sanitizer, Clorox wipes, wet ones, tissues, glue pens/sticks, tape, and new or lightly used books.

23.0 Discipline

23.1 Policy:

23.1.1 No child will be embarrassed, humiliated or in any way treated in a negative manner.

23.1.2 No corporal punishment will be used.

23.1.3 No child will be physically restrained, other than held on the lap of a Teacher or have their hands held. No foreign object will be used (tie, belt, etc.). NOTE: It may be necessary to restrain the child if the Teacher determines that the child's behavior is posing a safety concern to himself/herself or to other students but refuses to stop, or the child attempts to run away from church grounds and refuses to comply with the Teacher's directions to return.

23.1.4 Disciplinary responsibilities will be handled by Hanover Church Preschool staff, or the Board, if necessary, but not by volunteers or other parents. If a disciplinary action is discussed at a Board meeting, Board members with

children attending the Preschool will be excused from the discussions.

23.2 If a child does not complete his/her work when given ample time to do so, it will be sent home as homework to complete and return the next school day.

23.3 If a child misbehaves:

23.3.1 Discipline will be related to the misbehavior.

23.3.2 Colored sticks and time out:

- a. When breaking the class rules one time, a yellow stick is given to the child to hold as a reminder to “slow down” or to not repeat the behavior. A yellow slip may be sent home if the child receives multiple yellow sticks. When a slip is sent home, a copy is filed.
- b. A red stick is given to the child to hold if he/she breaks the same or similar rule two or more times. A red stick means they need to immediately stop and sit in time-out for 1-3 minutes. A red slip will be sent home to briefly state why and when the child was in time out. When a slip is sent home, a copy is filed.

23.3.3 Alternate means of intervention: Depending on the specific situation and child, alternate means of intervention may be initiated such as:

- a. Redirection – changing the activity or removing a toy or other classroom materials
- b. Separation – being separated from a friend or group that is causing a distraction
- c. Sensory Stimulation – use of weighted lap dolls, fidget items, or squishy balls.
- d. Calming Corner – take a quiet break, look at a book, listen to music or a book

23.3.4 If the child continues to receive red sticks and misbehave, a meeting will be set up with the parents/guardian to meet with the Teacher and a board member to discuss a solution. HCP will work together with the parents/guardians and the students to find the best solution to meet the child’s needs to the extent possible, with the recognition that there is only one Teacher and Aide in the classroom and many other students need attention.

23.3.5 If the behavior continues after the parents/guardians have established a plan, the child will be removed from the program.

23.4 Unacceptable behavior includes:

- 23.4.1 Biting – A child will not be permitted to remain in the program if he/she continues to bite another child.
- 23.4.2 Inappropriate touching
- 23.4.3 Temper tantrums
- 23.4.4 Disruptive classroom behavior (e.g., running while instruction is underway)
- 23.4.5 Hitting
- 23.4.6 Throwing objects
- 23.4.7 Name calling
- 23.4.8 Foul language
- 23.4.9 Disrespect to adults and other children
- 23.4.10 Disregard for the Teacher/Aide’s authority
- 23.4.11 Running away during outdoor activities
- 23.4.12 Parents/guardians that cause disruptions such as swearing, yelling at a Teacher/Aide or other families, disparaging remarks about the Teacher/Aide to other parents, or inappropriate social media posts.

NOTE: If a child hits (another student, Teacher or Aide), an injury occurs due to a child’s behavior, or for other behavior the Teacher deems to be harmful, parents/guardians will be called immediately to pick up their child. Behavior that is harmful the child or to other students, Teacher, or Aide will not be tolerated.

24.0 Remote Learning

- 24.1 As determined by the teacher, when remote learning is needed for a child, it will be provided as follows:
- 24.2 All materials and lessons will be posted on Google Classroom on a weekly basis for printing at home. The “remind message” provides the requirements for set up and obtaining a password for the classroom. Alternatively, if requested, paper copies can be provided.

25.0 Covid-19/Infectious Diseases

- 25.1 A separate Covid-19/Infectious Disease Health Plan (H&S Plan) has been developed to address the steps to be taken during such events.
- 25.2 The H&S plan is only in effect when activated by the Hanover Church Preschool Board.
- 25.3 Parents/guardians will be advised when the H&S plan is activated. When activated, copies will be provided to each family, and it will also be posted on the website.
- 25.4 In the event of a conflict between the requirements of the H&S Plan and this Handbook, the provisions of the H&S plan prevail.