

path

Preschool at  
The Hills

## PREFACE

**Preschool at The Hills Church offers a developmental and Christ-centered program where each child is seen as a unique creation of God. Our goal is to involve children in an early childhood learning program which provides growth experiences for each child on his/her own level. Through planned activities we hope to provide a solid foundation in realms of physical, mental, social, and spiritual natures, remaining mindful of each child's age, interests, capabilities, and aptitude.**

**We take care in selecting a well-qualified staff possessing a true love for children. There are two teachers in each classroom who provide an environment in which personal attention, acceptance, love, and security are abundant. Your child will always be given the best care and attention. We look forward to working with you and your child.**

**Academically, our students are instructed in letter recognition, numbers, colors, and shapes by age-appropriate activities. Our oldest classes focus on pre-kindergarten activities such as cutting, tracing, prewriting skills, patterning, and following directions. We also have music on Mondays and chapel on Thursdays, at which time the students enjoy singing, praying, and a re-emphasis of the weekly Bible story.**

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### **Tuition for the 2024-2025 School Year:**

- \$200.00 per month for students attending two days per week.
- Tuition is the same even if your child is absent from school.
- Full payment is due the first week of attendance each month.
- A late fee of \$20.00 per child will be charged on payments received after the 15th of each month if prior arrangements have not been made with the Director.
- Any student who becomes more than 1 month behind on tuition will be unable to attend our program until the account balance is paid in full. Please contact the office if you have any questions or concerns about payment.

### **Registration:**

- An \$125.00 fall supply fee plus a \$125.00 registration fee is due at registration.
- An \$125.00 spring supply fee is due the first week of January, 2025.
- **The registration and supply fees are non-refundable.**
- If any information on your enrollment form should change (address, telephone number, medical information, etc.), inform the Director as soon as possible.
- Annual enrollment will begin at the end of February. You are guaranteed to retain your spot in our program if you register during Pre-Registration (by 2nd wk of March). Annual fees for the upcoming school year will be reassessed and published in January before registration begins.

### **Hours:**

- 9:00am - 2:00pm on Monday's and Thursday's from September 9, 2024 through May 14, 2025.
- Birdville ISD bad weather days will be used to judge whether or not we will be open. If the Birdville ISD announces no school or a delay in opening of schools PATH will not be open that day. Please check the local news stations for bad weather closings. We do not make-up bad weather days.

### **HOLIDAYS:**

<b>Thanksgiving</b>	<b>November 25, 27</b>
<b>Christmas</b>	<b>December 16, 19, 23, 25, 30 and January 1, 6</b>
<b>Spring Break</b>	<b>March 17, 20</b>

### **Entering the building during a school day:**

#### **Parents will be allowed access into the building the following ways:**

- Call the preschool office at 817.786.6209 and one of the office staff will meet you at the entrance.
- You may also reach Tamara Pope at 817.786.6209 or Sarah Worley at 682.465.1616.

### **Visitors:**

- Visitors accompanied by one of the preschool office staff are always welcome in the building.
- Please call or contact the preschool office ahead of time to schedule an appointment.

### **Dropping-Off and Picking-up Children:**

- Please bring your child to his/her assigned classroom no earlier than 9:00am to be signed into school for the day. Please avoid lingering when you bring your child as this often causes increased anxiety in the child.
- If you know in advance that someone else will be picking up your child, please notify your child's teacher. For your child's protection, we cannot release him/her to anyone without prior parental permission. Children in our care are never released to other children. We will check the Driver's License of the person picking up your child if we are not familiar with them. Any person picking up your child must be written on the child's Authorization for Pick-up Form.
- Each child must be signed out when they are picked up daily.
- Please be prompt picking up your children to avoid a late charge of \$10.00 per child for each fifteen minutes you are late.

### **Absences and Withdrawals:**

- Please email the Director at [Tamara.pope@thehills.org](mailto:Tamara.pope@thehills.org) when your child will be absent.
- If you need to withdraw from school for any reason, please notify the Director.
- A child who is absent for two consecutive weeks without notice will be considered withdrawn and will be replaced with a child from the waiting list.

### **Health & Safety:**

- A copy of your child's immunizations must be provided BEFORE he/she is allowed in class.
- Please inform the preschool of any new immunizations given to your child during the school year.
- Do not send your child to school if he/she has any of the following symptoms: fever, vomiting, excessively runny nose, coughing up discharge, diarrhea, conjunctivitis (pinkeye), or an unidentifiable rash. He/she should be free of all of the above for 24 hours BEFORE returning to preschool.
- If a child becomes ill while in our care, the child will be separated from the other children and made as comfortable as possible until you arrive.
- If your child needs medication during school hours, you are responsible for administering the medication. The preschool staff cannot give medication to any child.
- Safety standards of the building are maintained regularly and precautions are taken to prevent accidents, but PATH cannot assume responsibility for accidents.
- All allegations of child abuse must be reported to Child Protective Services in accordance with Texas law.

### **Rest Time:**

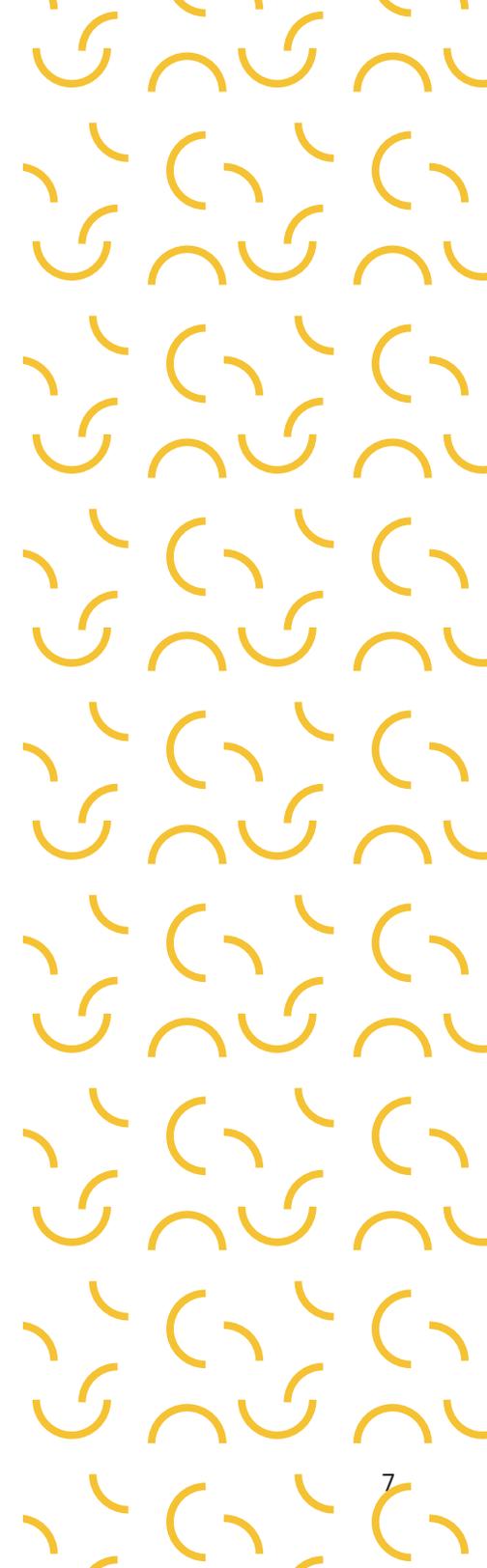
- Rest is required for all one, two and three year old classes. Pre-K & Bridge do not have a rest time.
- Please do not send toys with your child, unless it is something your child needs in order to feel more comfortable during rest time.
- Children are not required to sleep, but staying on his/her mat is required.

### **Food:**

- Parents provide lunch for their child. PATH is not responsible for its nutritional value or for meeting the child's daily food needs.
- Each child should bring a lunch containing food easily handled by a child, including a drink.
- Please do not send soups or food requiring heating or refrigeration.
- Please do not send gum.
- Each family is asked to sign up on the snack sheet a few times during the year.
- Please inform your child's teacher if your child has any food allergies or is on a restricted diet.
- If the need arises, we will offer a peanut free class. Students in a peanut free class should not bring any peanut products for snack or lunch. This helps ensure that all students remain safe while in our preschool.

### **Clothing:**

- All children need to bring a change of clothing in case of an accident. Label all items your child brings to preschool: cups, pacifiers, lunch box, backpack, blankets, jackets, clothing, etc.
- If your child wears diapers, send enough diapers to make it through the school day.
- Send your child in washable play clothes suitable for a full day of activity indoors and outdoors.
- If your child is potty training, send Pull-ups disposable training pants.
- Flip flops and other open toe shoes are strongly discouraged because children's feet need more protection when playing outside, playing games, etc.



### Special Events:

- We offer an on-site only program. No field trips or transportation will be provided.
- All special events will be on-site only.

### Parental Notifications:

**We need to contact the parents for a variety of reasons throughout the school year. In non-urgent matters, a note will be sent home in your child's folder.**

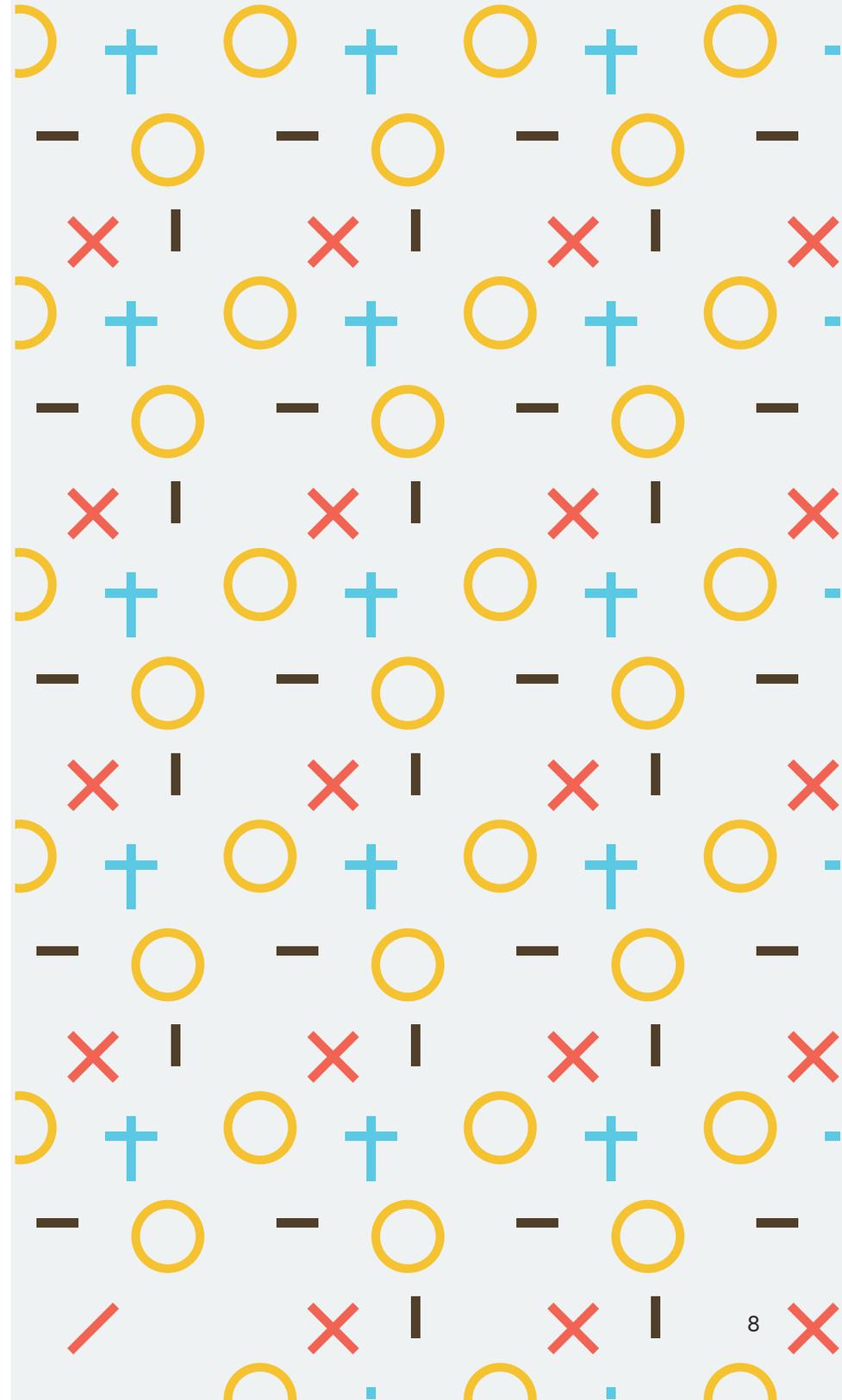
- Remind – Allows you to receive text messages from PATH. Enter 817.502.9426 and text this message: @ca6d4.
- Facebook – To join the PATH closed group, please type this link in your browser and “ask to join”  
<https://www.facebook.com/groups/137857979886735/>

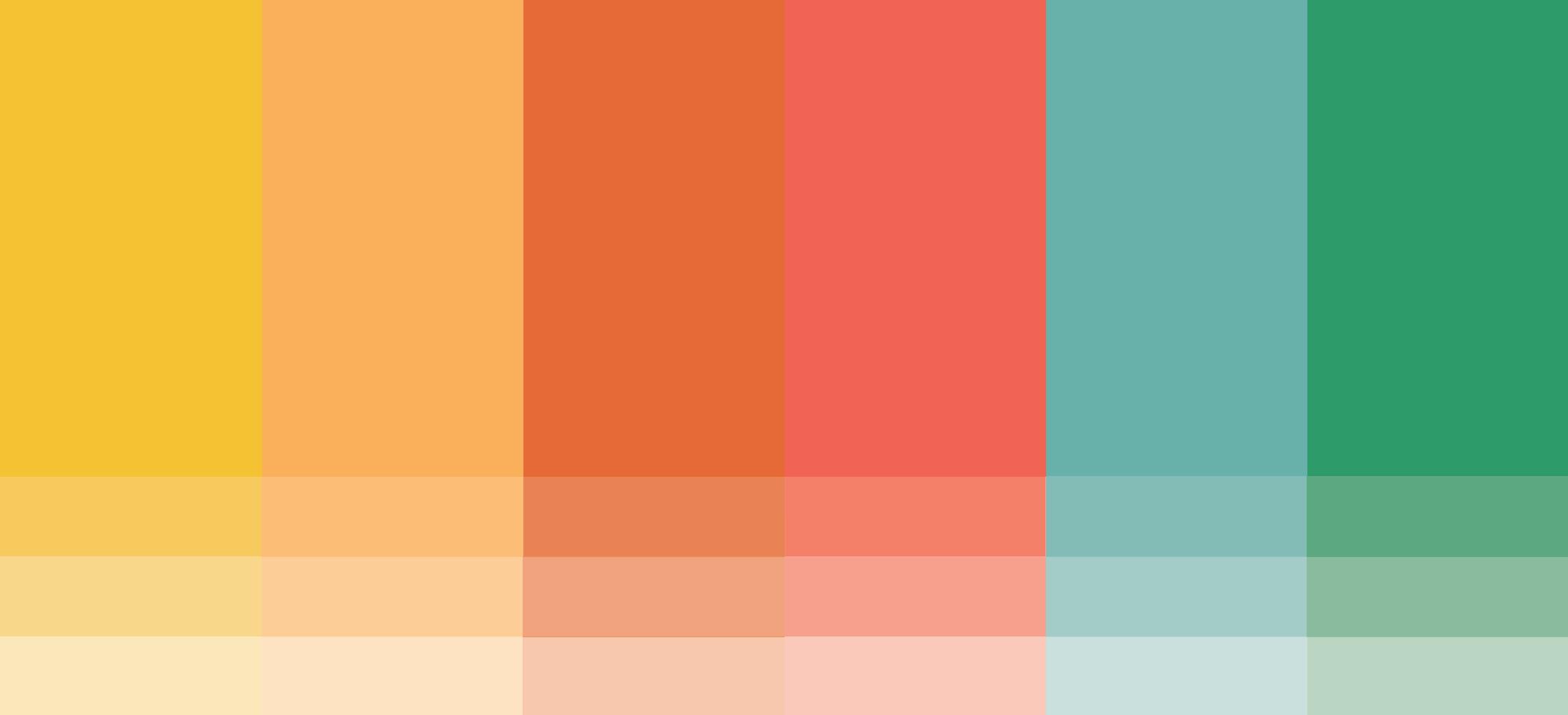
### Medical Emergencies:

- In the event of a medical emergency, the child's needs will be addressed (such as CPR or First Aid). If needed, 911 will be called. The parents will be notified as soon as the child is not in immediate danger. We will try all phone numbers listed for the parents as well as email. If we are unable to contact the parents, we will contact each listed Emergency Contact on the child's registration form until someone is reached. When accidents occur that are not considered Medical Emergencies, we will apply necessary first aid to the child and contact the parent to be informed about the situation.

### Potty Training:

- Potty training is an important part of preschool development. Our staff is here to assist your family in the potty training process. We have time allotted in our day to take each child in the classroom to the restroom. Additionally, our staff will specifically ask your child periodically if they need to go to the restroom. They will also take your child to the restroom as often as possible. Please keep in mind, however, that things you may do at home (ex. - taking your child to the restroom every 20-30 minutes) is not possible in a classroom setting.





**Accident Policy:**

- After a child has had a potty accident in the classroom 3 times, the child will need to wear a pullup over their underwear until they can make it through 3 preschool days accident-free. Then we will try again with underwear only. We will repeat this process if necessary. After Christmas break we will require that every three year old be potty-trained or the parent can come to change the child when necessary. This will enable the teachers to focus their attention and time on teaching and caring for all the children in the classroom. Children in Jr. Pre-K, Pre-K and Bridge must be fully potty trained.

**Classroom Disruptions (hitting, and other behavior issues):**

- When injury occurs, we will apply first aid to the injured child, and the child who has caused the injury will be isolated from other children. Parents of both the child who is injured and the child who causes the injury will be notified when they pick up their children. When a child causes injury a second time a parent may be asked to stay in the room with their child until the problem is under control or the child may be removed from the program for a period of two weeks. If a third injury should occur, a conference will be required between the teacher, director, and the child's parents to decide a plan of action which may include dismissal from the school. Please understand that this policy is for the protection of all of our children.



**Biting:**

- If a child bites 3 times they will be removed from our school for two weeks. When the child returns if they bite again they will be removed for one month. when the child returns if they bite again, they will be removed for the rest of the year.

**Discipline:**

- Limits and rules are established for the benefit of each child as a member of the class.
- Redirecting the child’s attention, energy, and/or behavior will be the first tactic used in the classroom.
- If the behavior continues, a verbal warning will be given to the child.
- If redirection and verbal warnings do not work, a short “time out” will be implemented. The child will always be given the opportunity to change their behavior and make a positive choice.

**Lice:**

- If lice (eggs or nits) are found in a child’s hair, the student will be sent home to be treated. Students may not return to preschool until the Director has checked the child’s hair, and it must be free of nits & eggs.

**Parent Handbook Signature Page**

After reading the Parent Handbook, please sign the appropriate lines below and return the form to the Front Office

We, the parents)/ guardians of \_\_\_\_\_  
have read and understand the contents of the Parent Handbook. We agree to follow the policies outlined in the Parent Handbook. We understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the Handbook will be distributed by the school. This Handbook is not an enrollment contract.

Signature of  
Parent / Guardian \_\_\_\_\_

Date \_\_\_\_\_

- If your child needs medication during school hours, you are responsible for administering the medication. The preschool staff cannot give medication to any child.
- Safety standards of the building are maintained regularly and precautions are taken to prevent accidents, but PATH cannot assume responsibility for accidents.
- All allegations of child abuse must be reported to Child Protective Services in accordance with Texas law.

**Policy Review:**

- If you would like to discuss the PATH policies or procedures or have any questions or concerns, please stop by the office for a meeting with the Director. If unavailable, the director will schedule a time to meet with you at the earliest time convenient to your schedule.

Let your  
light **shine.**  
**-Matthew 5:16**