

SICK POLICY

If a child displays any of the following symptoms, he/she should be kept at home or will be sent home:

- Fever
- Diarrhea
- Nasal secretions that are thick, yellow or green, and accompanied by a fever (Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.)
- Sore throat with fever or white spots on throat or in mouth
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucous
- Vomiting or nausea
- Eye drainage of any type (should be checked by a doctor to rule out infection)
- Unusual rashes (should be checked by a doctor to rule out bacterial infection)
- Child not feeling well, such as lethargic behavior and/or crying
- Evidence of lice

The following criteria must be met before your child can return to the program:

- Fever has been broken for 24 hours without medication
- Nausea, vomiting, or diarrhea has subsided for 24 hours
- At least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection
- Child is feeling well again and normal behavior has returned
- In the case of lice, there must be no nits seen in the hair

Please Note:

Medication is not administered at Preschool.

When returning your child to Preschool with evident symptoms of a rash, eye drainage, fever, vomiting or diarrhea, we ask that you please have your child's doctor write a note to the Preschool stating that your child does not have a contagious virus present.

EMERGENCY MEDICAL CARE INFORMATION

Every child must have completed medical and emergency information on file. Please make certain that we have any emergency numbers of persons to contact in the event that we cannot notify the parents or legal guardians. The parent should inform the Program Manager of any changes in address, telephone, insurance, or other pertinent information. Please advise and update us on any known allergies or special medical needs throughout the year.

Revised 3/1/18



HICKORY GROVE
EARLY EDUCATION CENTER

Preschool Parent Handbook



HICKORY GROVE EARLY EDUCATION CENTER

7200 E. WT Harris Blvd., Charlotte, NC 28215
HGChristian.org • 704-531-4059

PURPOSE

Our primary goal at Hickory Grove Christian Early Education Center is to provide a warm and secure atmosphere where each child has the opportunity to develop mentally, physically, spiritually, emotionally, and socially.

HOURS OF OPERATION

Hickory Grove Early Education Center Preschool is open from 9 AM to 1 PM, Monday through Friday, September through May (no summer sessions). **Children must be brought to and picked up from their classroom or carline and will not be released to anyone other than a parent unless they are on the pick-up list we receive or with written permission from the parent.** Please contact us if you will be late picking up your child. We allow one time for an emergency situation; after that, a late fee of \$1 per minute after 1 PM will be charged to your billing statement. After 3 late pick-ups have occurred, the fee will increase.

ADMISSION REQUIREMENTS

Children who are 3 and 4 years old are eligible to enroll in the program. The program admits all children regardless of race, gender, nationality, or religious backgrounds.

- To be admitted into the 3-year-old class, a child must be 3 years old on or before October 16.
- To be admitted into the 4-year-old class, a child must be 4 years old on or before October 16.
- Classes are filled on a first-come/first-served basis according to the date of application.
- As vacancies occur during the year, they will be filled from the waiting list, or from new registrations.
- Children are required to be potty-trained.

Registration form is required to be on file, including information on Emergency Medical Consent Authorization, Photo/Video Release, field trip permission.

REGISTRATION

Registration is held in the month of February for the following school year. Application and registration fee of \$100 is due at enrollment (non-refundable). Registration fee is the same regardless of the time of year the child is enrolled.

TUITION

- 3 & 4 year-old three day program (MWF)– \$200.00 per month
- 3 & 4 year-old five day program (M-F)– \$290.00 per month

Tuition is billed a month prior. Billing occurs in nine equal payments from August through April. **Tuition is due in full by the 1st of each month and no later than the 10th.** If your child's tuition is not paid by the 15th of the month, a \$10 late payment fee will be assessed to your account, and the child will be suspended on the 18th.

Payments should be made online using an eCheck or credit card on ParentsWeb. It is important that you create a ParentsWeb account if you haven't done so. Go to <https://www.renweb.com/Logins/ParentsWeb-Login.aspx> and use the District Code: HG-NC. Look for the "Create New ParentsWeb Account" link.

Up to two payments can be made per month; more than two will result in a \$5 service fee. Questions concerning tuition should be directed to Victoria Henderson in the Finance Office at 704-566-7518 or by email at victoriahenderson@hgchristian.org.



INCLEMENT WEATHER

In the event of inclement weather, please visit the homepage of Hickory Grove Christian School at HGChristian.org to obtain school delay or closing information. Announcements will be posted on the website no later than 6 AM.

SNACK AND LUNCH

Children should have eaten breakfast before they arrive in the morning. Children should bring a nutritious lunch. Milk is provided for lunch. Please avoid excessive sweets. No hard candy, nuts, popcorn, or whole grapes. **Please remind your teacher of any food allergies. Please note: peanut butter is not allowed due to allergies.**

PARENT INVOLVEMENT

- Selection of room parent is at the discretion of the lead teacher. One may select room parents to oversee all parties or one may select different parents for each party.
- Room parents should meet with the teacher for guidelines and instructions.
- All parents will be given the opportunity to help with parties.
- Sign up sheets will be posted at the classroom door for items to bring. Monetary donations will not exceed \$5 per family per party.

WHAT YOUR CHILD NEEDS

- An extra change of weather-appropriate clothing. Children should be dressed in clothing for messy play and shoes appropriate for outdoor play. No flip-flops or sandals.
- Backpack for keeping classwork, folders, and a change of clothes. Children's names should be placed on all belongings to ensure proper return. Toys, movies, or blankets should be left at home unless a specific "Show and Tell" day is held.

DAILY ACTIVITY

Our activities are chosen to improve the various skills of our children. Hickory Grove uses the curriculum from **We Learn**. Included in daily activities will be Bible stories and prayer. Extracurricular activities include Computer class, Spanish class, and *Music & Move It!* Please do not allow your children to bring toys, except on "Show & Tell" Day (Friday). Also, please choose a toy that can be played with safely inside.

CALENDAR

Our schedule may differ slightly from the Hickory Grove Christian School calendar. Our schedule is subject to change, particularly for tentative dates and some workdays. Individual classrooms will set party days. A calendar will be given out at Open House, or you may view the calendar at www.HGChristian.org.

REMOVAL FROM PROGRAM

If for any reason you need to withdraw your child during the year, a two-week written notice is required. If a two week's notice is not received, an additional month's tuition will be charged. If withdrawal is in May, tuition must be paid regardless of notice.

PREVENTION

The children are under direct adult supervision at all times. Fighting is not allowed; running and throwing of objects are not allowed except as a supervised part of the curriculum. Any time the children leave the building as a group, they are required to walk in an orderly fashion and are accompanied by the staff and other adults if deemed necessary.