

## 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
- Fever has been broken for 24 hours without medication

**Your child may return to the EEC when:**

- 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 able to return to daily activities
- In the case of lice, there must be no nits seen in the hair

### **Please Note:**

**Medication is not administered at the EEC.**

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 stating that your child may return to preschool.

## 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 5/9/19*

### **HICKORY GROVE EARLY EDUCATION CENTER**

#### **Harris Campus**

7200 E. WT Harris Boulevard  
Charlotte, NC 28215  
704-531-4059 • HGChristian.org  
harrissec@hgchristian.org

#### **Mallard Creek Campus**

13200 Mallard Creek Road  
Charlotte, NC 28262  
704-531-5345 • HGChristian.org  
mallardcreekeec@hgchristian.org



# HICKORY GROVE

## EARLY EDUCATION CENTER



**PRESCHOOL PARENT HANDBOOK**

## PURPOSE

To honor God by providing quality care and facilitating growth in the lives of young children in a loving and safe environment.

## HOURS OF OPERATION

Hickory Grove Early Education Center Preschool is open from 9 AM to 1 PM, Monday through Friday, September through May. **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

The program admits all children regardless of race, gender, nationality, or religion.

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

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

## 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

### MALLARD CREEK CAMPUS

- Wee School (4 months-2 years) 2 Day Program (M/W)- \$200 per month
- Preschool (age 3) 2 Day Program (M/W)- \$200 per month
- Preschool (ages 3 & 4) 4 Day Program (M-Th)- \$280 per month

### HARRIS CAMPUS

- Preschool (ages 3 & 4) 3 Day Program (M/W/F)- \$240 per month
- Preschool (ages 3 & 4) 5 Day Program (M-F)- \$330 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](mailto:victoriahenderson@hgchristian.org).



## INCLEMENT WEATHER

In the event of inclement weather, please visit the homepage of Hickory Grove Christian School at [HGChristian.org](http://HGChristian.org) to obtain school delay or closing information. Announcements will be posted on the website no later than 6:00 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 close-toed 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 should be left at home.

## DAILY ACTIVITY

Our activities are chosen to improve the various skills of our children. The Early Education Center uses Creative Curriculum to promote the development of literacy, mathematics, and scientific inquiry skills. Daily activities will include Bible stories and prayer.

## 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. A calendar will be included in your packet, and is also available at [www.HGChristian.org](http://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.

## DISCIPLINE

- Giving positive verbal rewards and redirection of unacceptable behavior, by providing choices for the child, encourages acceptable behavior. Removal from the group for a period of "time out" within the room is used for a child who continually demonstrates unacceptable behavior.
- When a child continually exhibits unacceptable behavior, such as excessive biting and hitting, which may be harmful to another child or to the teacher, additional recourse to "time out" may need to be taken. If after three (3) incidents of harmful behavior and after consulting with the parent(s), a satisfactory solution to the problem cannot be resolved, we reserve the right to request the child's removal from the program.
- No child shall be subjected to any form of corporal punishment by the director or staff.