

**Hilltop Preschool  
Child Development Center**

**Parent Manual**

**2024**

**Hilltop Preschool Hours are Monday thru Friday from 7:30am to 5:00pm**

**Hilltop Preschool is available for children 6 weeks to 5 years of age.**

### **Childcare Philosophy**

Preschool years are important for developing self-esteem which helps provide a solid foundation for growth and learning. We strive to support individual growth patterns while helping the children to build independence, character, and respect for others as well as themselves. Within our daily activities children will have opportunities to be curious, explore their surroundings, socialize with their peers, and will receive guidance to develop the skills needed to be successful in everyday life.

### **Program description**

Our early education teachers work with the curriculum on a regular basis. We will inform you at the beginning of each month with a newsletter containing concepts and activities chosen for that month for your child's class.

The curriculum is developed with the following things in mind:

1. All children are viewed as individuals with their own pattern of growth and development.
2. The experiences provided for the children will stimulate the child's social, emotional, physical, and intellectual needs.
3. We select activities and materials:
  - a. To foster a positive self-concept
  - b. To help develop social skills and independence
  - c. To encourage thinking and reasoning skills
  - d. To always encourage creativity
  - e. To help develop physical skills

If your child arrives earlier than expected or is picked up after the agreed upon time without prior knowledge or consent of the director a fee of \$10.00 per hour will be charged (one hour minimum). There will be a charge of \$1.00 per minute/per child for any child dropped off before 7:30am and after 5:00pm. A late slip will be provided stating what time drop off or pick up time was and when payment is due. Excessive late pick-up can result in termination of care.

## **Placement Policy**

Children are placed in a specific classroom based mainly on their age. However, factors such as special needs and potty training can influence placement. We encourage parents to provide their input on which classroom their child should be placed in.

## **Registration Fee**

There is a registration fee due prior to enrollment. This fee is non-refundable and is used to hold an available spot. The amounts are listed below:

One child - \$200

Two children - \$300

If you choose not to start your child(ren) on the original start date, we do require a 30-day notice. Without 30 days' notice prior to the start of care, you will be charged the first week's tuition which is non-refundable.

## **Supply Fee**

A yearly supply fee is to be paid on September 1<sup>st</sup> when your child is in the care of Hilltop Preschool. This fee will aid in covering the costs of classroom supplies, snacks, and special events. If you enroll after September 1<sup>st</sup> the supply fee will be added to your first billing date. The fee is as follows:

\$100.00 per child

## **Tuition**

The agreed upon tuition rate is due each Friday before care is provided. Payment can be made weekly, bi-weekly or monthly. If tuition is not received the Friday before care is provided, there will be an additional 3% charge. Tuition can be paid in the form of cash, check, credit card, or debit card. Please make checks payable to Hilltop Preschool. If tuition becomes more than 7 days behind childcare will be withheld until payment is received. There are no refunds available for paid tuition.

We do allow drop-in days when and if there is availability. Drop-in days should be requested by email at least one week prior to the date needed. If a drop-in day is granted by administration, the drop-in rate is ½ of a two-day price. This amount will be added to the weekly tuition. If you bring your child(ren) on a drop-in day, the pickup time is 4:00pm. No swap days are permitted.

## **Immunization and Medical Assessment**

Immunization records must be provided before starting care. Each child must have immunizations up to date for their age. Hilltop Preschool may admit a child who is lacking one or more required doses if the doses are not currently due on the condition that they receive the remaining doses when due.

Children that are on a delayed vaccination schedule require a physician's note explaining the reason for the delayed schedule and an outline for when each vaccination will be given.

Children entering our program are required to submit a completed physical exam (including TB requirements) within 30 days. If this is not received within the timeline, administration will reach out. If there continues to be no documentation after 30 days, childcare may be withheld until physician's form is completed.

### **Vacation and Sick policy**

One (1) week vacation is allowed per year (Sept. to Aug) for full time (5 days a week) students. The week credit will be applied if it is 5 consecutive days. Credits will be applied with a 30-day written notice regarding vacations. Vacation and illness credits are only available to families enrolled for 90 consecutive days. These credits are not available to part time students. The vacation credit cannot be used for holidays, including our winter break closure.

Tuition will be prorated 50% if your child is absent for 5 consecutive days because of an illness. Only one sick week per year will be allowed for credit and is only available to full-time students (5 days a week).

### **Holidays**

Hilltop preschool will be closed on the following paid holidays/in service days each year:

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents Day	Thanksgiving Thursday and Friday
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Juneteenth	

The school is required to take one staff development day per year. This is a teacher service day with no children in attendance. This day will always fall on the Friday before Labor Day.

The school is closed for a one-week paid vacation in addition to Christmas Eve, Christmas Day, and New Year's Day each year.

## **Clothing**

Children should wear washable play clothing. An extra set of clothing needs to be kept in your child's cubby in case of spills or accidents. All clothing must be labeled with your child's name to ensure they're returned home. Please be sure your child comes in appropriate clothing for the current weather conditions. Closed toe shoes need to be worn each day at school to protect your child's feet. Tennis shoes are preferred. Shoes fastened with Velcro are great for building independence in young children as they can put them on themselves.

## **Discipline Policy**

Positive guidance is always used here at school. The guidance used is based on the behavior and developmental needs of each child. Redirection and constructive solution techniques are used. The children are taught problem solving and communication skills to reduce the number of conflicts that may arise. We will strive to provide a safe and secure environment for the children. Children will not be subjected to any form of corporal punishment and will be treated with respect and dignity. Reports will be sent home following each incident to inform the parents of what took place and how the situation was handled. The office will also receive a copy of this report. Phone calls and conferences will take place on a as needed basis. Children can be placed on a Behavior Report should the teachers and director feel it is needed. Destructive behaviors that do not improve over time can be the reason for termination of contract.

## **Reporting child abuse**

As a state licensed facility Hilltop preschool and its staff are mandated reporters of any suspected incident of possible child abuse. This would include physical, emotional, or sexual abuse as well as neglect. We are legally required to comply with these guidelines by calling Child Protective Services at 619-560-2191. The Family stress Center will assist families with stressful times and provides parenting techniques at 619-691-1331.

## **Biting**

Biting is common in early childhood. Reasons for biting may include teething, frustration, anxiety, curiosity, peer interaction, but most commonly may occur when a child is over stimulated or tired. When and if biting occurs, we will let the parents know as soon as possible about the bite. We do not discuss the names of the victim or the child who bit. If a child bites several times in a short period of time, we will discuss and plan ways of intervening for any

future incidents. If the child continues to bite and it becomes a safety issue, the preschool reserves the right to temporarily exclude the child from the childcare setting. If it is determined that the safety of the other children is being put at risk this will be grounds for dismissal.

## **Nap and rest time**

All children attending school will have a nap/rest period. Our rest period is between 12pm and 2pm. The latest drop off time is 10:30am. This allows children to have consistency in their schedule each day, and adequate amount of outside playtime before lunch. The duration of naptime depends on the child's needs. Please bring a fitted crib sheet and a crib sized blanket for your child labeled with their name. Bedding will be sent home each Friday to be washed and must be returned on Monday morning. Pull ups need to be brought in for children who are potty trained but not yet nap ready for no diapers. Spare bedding can be borrowed from Hilltop Preschool at the cost of \$1.00 per day. We are required to launder each bedding item after each use.

## **Toys**

The preschool is not responsible for lost or broken toys. Please do not send them with your child unless it is a comfort item for naps.

## **Nutrition and Meals**

Hilltop preschool provides a morning and afternoon snack. All snacks are nutritious and planned by the USDA food guidelines. Please let us know if your child has any food allergies.

Lunch needs to be brought in by the parent/guardian each day. Lunch needs to include the following items:

Main dish

Fruit or vegetable

Extra snack (optional)

And a drink (milk, water, or juice) in a spill proof container

We cannot heat the meals therefore all food needs to be ready to eat. We are more than happy to help open items but ask that you have food already cut up if needed as we do not have kitchen facilities here at school. We are a **NO PEANUT AND EGG** school. So please no peanut items of any kind. Peanut and egg allergies are much too common, and this rule is for the safety of all the children in our care. Any leftover food items will be placed back in your child's lunchbox and sent home each day. This allows you to better monitor how much your child is eating at school. Please label your child's lunchbox and use the same one each day to help them

recognize their own box. If you forget to bring your child lunch, one will be provided at an additional \$5.00 charge which will be brought in from an outside source.

## **Health and safety**

It is inevitable that children will get sick in any childcare/school setting. As caregivers for your child, it is our responsibility to monitor the well-being of each child in our care. Children who are ill with a communicable illness or fever may not attend school until they have been symptom free for a period of no less than 24 hours without medication. Also, it is very important that all emergency information be kept up to date so you can be reached in the event your child becomes ill. We ask for parents to assist by keeping sick children at home. We do take into consideration your physician's recommendations, nevertheless it is up to our discretion when your child may return to school. Please do not bring your child if they show any of these symptoms, a child with any of the following will need to be picked up from preschool within an hour of notification.

- A fever of 100.4 degrees Fahrenheit or higher
- An illness which prevents the child from participating in the daily routine or activities planned in a comfortable manner
- Impetigo
- Scabies, head lice, or other infestation, until 24 hours after treatment has begun and all nits are removed
- Rash with fever, or behavior change, until a health care professional has determined that the symptoms are not contagious (doctors note required)
- Purulent conjunctivitis (pink eye), or excessive white or yellow discharge from the eyes, until 24 hours after the treatment has begun
- Mouth sores, unless a health care professional determines the condition is non-infectious
- Strep throat, until 24 hours after the treatment has begun and only if the child is fever free
- Chicken pox, until 6 days after the onset of rash or until all the sores have scabbed over and no new ones have appeared
- Mumps, until 9 days after the onset of parotid gland swelling
- Measles or Rubella, until 6 days after the onset of the rash
- Shingles, until a health care professional states the child may return to group care
- Hand foot mouth disease, until lesions are scabbed over and no longer visible
- Tuberculosis, until a health care professional states the child may return to group care
- Diarrhea three times over 2 hours. Or any diarrhea that is too loose to be contained in a child's diaper

- Vomiting, until 24 hours symptom free, without medication
- Profuse colored nasal discharge
- Symptoms of severe illness such as being lethargic, uncontrolled coughing, irritability, or ongoing difficulty with breathing

Children must be **symptom free for a period of 24 hours before returning to school**. Please notify the school director if your child becomes infected with any contagious disease. The list of communicable diseases can be found at <https://www.powayusd.com/apps/pages/health-services> -this will ensure the safety of all the children in our care and gives us possible symptoms to watch for in other children. In the event of a critical illness or injury, 911 will be called. Our staff is trained in CPR and first aid and will administer as needed and will contact parents immediately upon doing so.

If there is ever a situation where you know you cannot be reached, for whatever the reason, please make sure you provide us with the name and phone number of another person that can be contacted. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour. If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

## **Medication**

Medication will only be dispensed with written authorization from the child's physician. Medication must be labeled with your child's name on it, be in the original container given by the pharmacist, and have the full prescription or note from the child's physician to accompany it. If your child(ren) require a specific medication, please ask teachers or administration for the necessary licensing form for medications as needed. Medication must never be left in a child's cubby or backpack. Parents need to sign a consent form for the medication. Yes, even for Tylenol. Expired medications cannot be dispensed.

## **Allergies**

Any known allergies must be listed on the emergency information card. If your child requires medication for the allergy, a physician as well as parent/guardians' authorization for the prescription must be filled out and kept on file.

## **Emergency procedures and Fire Drills**

Each staff member has been trained in emergency procedures. Should there be an emergency which requires evacuation, we will attempt to notify each parent as soon as possible.

Temporary relocation sites are as follows:



St. Michaels Church of Poway 15446 Pomerado Road Poway, CA 92064 or

Ner Tamid Synagogue of Poway 15318 Pomerado Road Poway, CA 92064 (next door)

Fire drills are done each month to better prepare the children in the event of an emergency.

## **Cell phones**

We want to instill that family values matter, and that time with one another is a gift. Please give your undivided attention to your child(ren) and the child's teacher and limit cell phone usage to Procure sign in/out. Other conversations can be disruptive for the children.

We are extremely passionate about the confidentiality of all children, and do not allow the use of photography or videography inside the classrooms. Please remember to only use your cell phone device for signing in and out on Procure. Thank you.

## **Diapering and Toileting**

Children develop at individual rates when it comes to potty learning therefore, some children will train before others of the same age. Please do not be discouraged if your child doesn't "catch on" immediately. Children learn by watching and imitating other children. We will approach each child individually on toileting issues when the child begins to show an interest. When you decide to start potty training, please discuss the potty-training agreement with your child's teacher.

Diapers: Please bring enough diapers for one week for your child.

Wipes: Please bring wipes labeled with your child's name on them.

Diaper cream: if your child requires any diaper cream for a rash of some type, you must supply it and fill out a medication release form before we can apply it.

## **Field trips**

Here at Hilltop Preschool, we may occasionally hold "In House" field trips for ages 2-6. Which means we will have outside sources come in to enhance the curriculum for the children.

Additional funds may be required but will be discussed prior to the event. The supply fee does not apply to in-house field trips.

## **Transportation**

No transportation is currently available here at the preschool, nor are spare car seats. Please have back-up plans or other arrangements in place when you will not be transporting your child

yourself. All persons picking up your child will need to be 18 or older, have a valid driver's license and be listed on the emergency form with permission to do so.

### **Sign in/sign-out Procedures**

Licensing requires that all children enrolled be signed in and out of school each day with a FULL signature by a parent, legal guardian or a person listed on the emergency form as having permission to do so. Please contact the school if someone is picking up, other than who would normally be doing so. Anyone picking up the child must be prepared to show picture identification such as a driver's license or passport. This policy is strictly enforced to ensure the safety of your child.

### **Discontinuation of Services**

A 30-day notice in writing needs to be given if you decide to unenroll your child(ren) from our program. No vacation or sick credits will be available for use during these 30 days.

### **Changes in policies**

A 30-day written notice will be given by the Director for any changes regarding policies and admissions. No refunds will be made. No exceptions.

### **Children's Rights**

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, comfortable accommodations, furnishings, and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.
4. To be informed of the address and phone number of the complaint division of the licensing agency.
5. To be free to attend religious services or activities and to have visits by a spiritual advisor of their choice.
6. Not to be locked in a room, facility, or building by day or night.
7. Not to be placed in a restraining device, except a supportive restraint approved in advance by the licensing agency.

### **Parents Rights**

1. Enter and inspect preschool without advance notice when children are present.
2. File a complaint against the licensee with the licensing agency and review the public files of Hilltop Preschool.
3. Review; at the preschool, report of licensing visits and substantiated complaints made against Hilltop Preschool during the last three years.
4. Complain to the licensing office

and inspect the preschool without discrimination or retaliation. 5. Request in writing that a parent not be allowed to visit your child or take your child from preschool, provided you have shown a certified copy of a court order. 6. Receive the name, address, and phone number of the local licensing office. 7. Be informed if adults associated with Hilltop Preschool have a criminal record exemption. 8. Receive the Caregiver Background Check Process Form.

## **Conferences**

Observations and assessments are a part of the program. Children are observed by the teachers to better understand each individual child and their pattern of growth. Information is shared with parents during scheduled and non-scheduled (impromptu) conferences. We encourage open communication with parents and teachers, sharing information each has gathered can always be helpful in assessment.

## **Termination Policy**

Your childcare may be terminated for the following reasons:

- Failure to pay tuition
- Routinely late picking up child
- Failure to complete the required forms
- Physical or verbal abuse of any person on the property
- Lack of compliance with handbook regulations
- Destructive behaviors of a child(ren)

## **INSPECTION AUTHORITY OF THE DEPARTMENT of Social Services/ Community Care Licensing**

The Department has the authority to inspect, audit, and copy child or childcare center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d). The Department also has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect, or inappropriate placement.

# Hilltop Preschool Parent Manual

## Receipt of Notification

I, \_\_\_\_\_ and \_\_\_\_\_ parent/ legal guardian  
of (child(ren)'s name) \_\_\_\_\_ have read and understand the parent  
manual and agree to abide by the rules stated within.

Parent/Guardian Signature: \_\_\_\_\_ date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ date \_\_\_\_\_

Hilltop Administration Signature: \_\_\_\_\_ date \_\_\_\_\_