

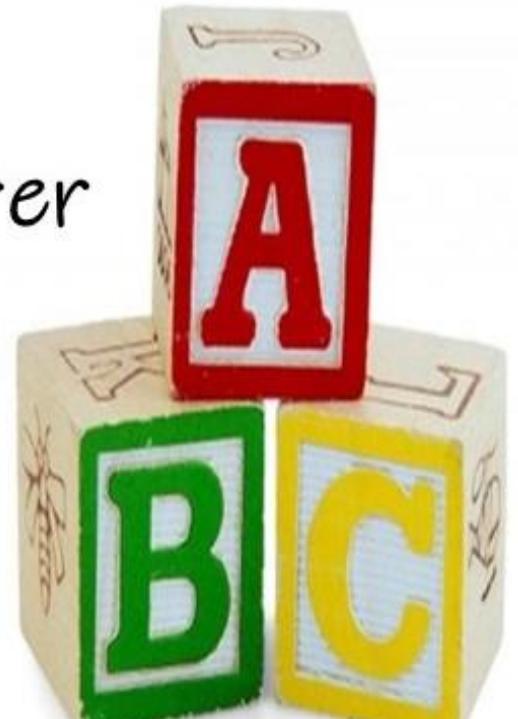
# The ABCs

of preschool at  
North Hills  
Early Childhood Center



LEARN. PLAY. GROW. BELONG.

11319 Highway 231/431 North  
Meridianville, AL 35759



## *Parent Handbook 2020 -2021*

Preschool phone: (256) 714-9273

Church phone: (256) 885-6887

Director: Donna Hyde

Director's personal cell phone: (256) 503-7075

Web page: [nhecc.net](http://nhecc.net)

Email: [daycare@northhillschurch.net](mailto:daycare@northhillschurch.net)



"like" us on

facebook

Dear Parents,

We extend a warm welcome to you and your family! Thank you for choosing our program at North Hills Early Childhood Center (NHECC). We look forward to serving you, and we are blessed by the opportunity to partner with you to provide a positive learning environment for your child.

We believe children are gifts from God; therefore, we consider it a privilege to be entrusted with your little one. Their spiritual growth is as important to us as their intellectual and social development. It is also very important that your child feel loved and cared for during the time they are with us. Please read all the information in this handbook and let us know if you have any questions. After you have read it, please sign the signature page, and return it to the director.

Lots of new information this year given the current COVID-19 pandemic. It is important that you review this handbook in its entirety.

New changes were marked as: 

We are excited about working with you to enhance this formative time in your child's life.

Sincerely,

*NHECC Staff*

## Our Vision


**To instill a love for God and learning, that will last a lifetime.**






## **Arrival and Departure Procedures**

Everyone must enter through the front entrance doors to the church. Our entry doors are locked at all times unless there is a special event taking place in the center. Please ring the doorbell for entry if no one is attending to the door upon your arrival.

 Upon arrival and departure, our staff will sign your child in and out. We are asking all parents to do drop off at the door of the classroom for the time being and not enter our classrooms. As long as the face mask ordinance is in place, we are asking our parents to wear a face mask at drop off and pick up if able to do so. We are not requiring our children to wear them per provisions in the current face mask ordinance. Effective and safe masking for a young child for any extended period of time is impossible.

Our staff members will wear face masks when they are able to. Please know that we will continue to love and nurture your children. They are children and need to be consoled and sometimes just need a hug. If you choose to send your child in with a mask, we will ask the child to remove it during rest/nap time as well as recess time for safety reasons.

 When possible, please try to avoid picking up in the afternoon **between 3:00 and 3:20**. With us dividing out in more rooms for nap/quiet time – this leaves us tight on staffing to attend to the front door while we are taking children to the restrooms. Thank you for your help with this request.

Only those individuals listed on the Emergency Release & Carpool Drivers List will be allowed to pick up your child. We cannot accept phone calls or texts from parents asking us to release a child to someone not on their list. A photo ID may be necessary until our staff becomes familiar with everyone who picks up your child.

- Our center is open from 6:30 am to 6:00 pm.
- Preschool begins at 8:15 am.
- Full-time children may be dropped off beginning at 6:30 am.
- Part-time (half-day) children may arrive as early as 8:00.

**We ask that all children arrive to school by 8:15 each morning.** It is important for your child to be on time. Children miss out on learning activities and opportunities to serve as a special helper when they are late. It can also be disruptive to a class when latecomers arrive. We need to be teaching our children good habits for attendance and promptness.

**If you have a morning doctor's appointment, please do not bring your child any later than 10:30** – arrival after this time is very disruptive to everyone's day. Please keep this in mind as you schedule appointments.

At pick up each day – please look at the sign that is displayed in the front door to identify if your child's class is outside on the playground or inside. Each class has been assigned days for afternoon outside play to avoid mixing our age groups. If your child is outside, you may pick them up from the playground.

Please keep your children with you at all times when walking from your vehicle to the classroom, as well as after picking them up at the end of the day. For safety reasons, please do not allow your child to climb on the handrails, or roll/run down the hill near the front door or walk on the top ledge of the front brick retaining wall.

Our center is open 11 ½ hours a day. Department of Human Resources (DHR) childcare laws prohibit a child regularly staying at a childcare center for more than 10 hours a day. Quality time at home with your child is important.

### **Automated Phone Messaging Service**

We use an automated phone messaging system to notify our parents of early dismissals and delayed openings. This system will also be used to notify and/or update you regarding emergency situations.

A recorded message will be delivered to TWO phone numbers and TWO email addresses furnished by you. The system will leave voice mail messages if you do not answer and your email message will give you the ability to play the recorded message.

If the call or email fails to be sent, NHECC will be notified of the error and we will follow up to be sure you received the message. Please note that we will not call a parent for each child in attendance should we need to do an early dismissal. The automated calls and emails are your notification. Please do not forget to update the office regarding any changes to these important numbers and email addresses.



### **Backpacks**


Children will need a full-size backpack labeled with their name. Please do not send a



mini-backpack or one that is on wheels. The backpack must be large enough to fit a 9”x12” folder as well as a lightweight jacket.


### **Breakfast**

Children that arrive **BEFORE 7:30AM** may bring a breakfast from home to eat at the center. We ask that you bring something that is not too messy since we will be eating in a classroom.

 **No sippy cups please** – we prefer to have a disposable drink brought in for breakfast.

### **Birthdays**

A birthday is a special day at North Hills. We want to recognize and celebrate each and every one of them. With the increased awareness of food allergies, food safety and the potential for an overabundance of “sugary treats”, we prefer to celebrate birthdays in the following ways:

-  Sending in a healthy snack is preferred - **No large cupcakes or cakes please.** Mini cupcakes, cookies, crackers, or fruit are snacks that have worked well in the past. Please discuss with your child’s teacher and determine the best day and time for this special treat.
- Parents are welcome to send in “party bags” for each child in the class to take home. Please try to include items other than candy.
- At our Wednesday Chapel service, we will say a special birthday prayer for each birthday, sing Happy Birthday and present each child celebrating a birthday with a birthday card.
- Invitations to a party outside of the center may be given out in class only if every child is invited. If you cannot invite the entire class, the director will be happy to add addresses to postage applied birthday invitations and drop them in the mail for you.
- For children with summer birthdays, we will recognize summer birthdays at the end of the school year.

### **Bank Deposits**

Wondering when your check will be deposited? It is our practice to deposit all payments each Monday afternoon - occasionally on Tuesdays if Monday is a banking holiday.

### **Biting**

We do consider biting a serious behavioral, health, and safety concern – requiring immediate action. If a child bites another student or a teacher, we may contact parents to discuss the situation and perhaps ask that they come to the center to counsel / discipline their child.

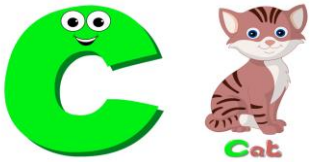
## **Behavior**

Discipline is handled in a positive manner, consistent with the developmental needs of children. Clear behavioral limits are set and consistently enforced. Discipline is treated as a positive learning experience and an opportunity to encourage good behavioral habits. At no time will harsh, cruel, or unusual treatment be used as a method of discipline. We will never embarrass or belittle your child and will counsel with them privately.

Constant demonstration of an uncooperative spirit through documented continual disobedience may result in the child's dismissal from our program.

Each child's backpack folder will have a calendar/behavior chart and a communication log where their behavior will be reported to you daily. Please check their calendar daily and discuss or praise their behavior. When you reward and brag about their good behavior it usually deters poor behavior in the classroom. Also, when your child receives a consequence at home for poor behavior - we typically see behavior improve. We ask that you please read all notes on the communication log **and initial the log daily**, so we know that you have looked at the note.

At the end of your child's week they will receive a special treat from the treasure tower or treasure box for good behavior. Good behavior of your child is a goal we all share. Please partner with us in this effort as disruptive behavior takes so much away from our planned activities. It takes you and our staff working together to make this work and when it does work – everyone has a much better day.



## **Curriculums**

The curriculums we use are nationally acclaimed and created by education professionals. Our goal is to keep our children engaged in learning – while having “hands on” fun!

### **We use the following curriculum:**

Handwriting Without Tears

Recipe for Reading (a multi-sensory & phonics based program featuring Orton-Gillingham methodology)

Saxon Math

Everyday Math

The HELP (Hawaii Early Learning Profile)

Learning Foundations



## Closures

Our preschool schedule will follow the Madison County School Calendar for holidays and breaks. Our daycare will be open year-round with the exception of certain holidays as listed below:


August 10-18, 2020:	Closed to prepare for school-year session
Sept. 7, 2020:	Labor Day
Nov. 11, 2020:	Veterans' Day
Nov. 26, 2020:	Thanksgiving Day
Nov. 27, 2020:	Day After Thanksgiving
Dec. 25, 2020 – Jan. 1, 2021	Christmas Break (no full-time tuition due this week)
April 2, 2021:	Good Friday
May 31, 2021:	Memorial Day

## Communicable Illnesses

Certain illnesses (other than the common cold) are highly contagious and require special procedures to prevent spreading throughout NHECC. These may include, but are not limited to: pink eye, strep throat, chicken pox, and pneumonia. If your child contracts a communicable illness, please notify NHECC as soon as possible, so that other parents can be informed their child may have been exposed. We will never share specific names.

The following are the procedures for returning to school:

- Children with chicken pox may return to school when all blisters have scabbed over, and no new ones have erupted in the past 24 hours.
- Children with pink eye or conjunctivitis must be on medication at least 24 hours. Child may return to school when redness and discharge are gone.

 If a staff member of child tests positive for COVID-19, they are to be quarantined for 14 days. We will notify all of our parents or guardians and perhaps close for a short period (24 to 48 hours) in order to do a deep cleaning of our center. This is the current recommendation of the local health department. If this recommendation should change – we will follow the revised directives. (*Lots more information regarding COVID-19 in this handbook under “H” for Health and Safety*).

## Chapel

A Chapel worship service is held each Wednesday where our children and teachers participate in activities that include singing songs, saying prayers, and hearing Bible stories appropriate to their age level. Unfortunately, parents are not invited to attend Chapel with us this year given the pandemic. We will host two chapel sessions on Wednesdays (8:20 and 9:00). **We ask that Wednesday chapel services not be interrupted with late arrivals.**

Because NHECC is a ministry of the church, the caring for, teaching of, and socializing with the children is done in a Christian environment. Theological beliefs in which we operate in relationship with the children are:

- God has created and loves all people and creatures
- God makes each person unique and special
- God is always present with us
- We all do wrong, but God forgives us, and we can forgive each other
- God's Son, Jesus, is our Savior
- We can learn about God and Jesus in God's word, the Bible

While these are difficult concepts for children to understand, they can be demonstrated in the teachers' and caretakers' relationships with the children, in their everyday conversations with the children and in the telling of Bible stories appropriate to the children's age and ability to understand.

### **Communication With Parents**

Parents will be provided with information pertinent to the preschool, child development, church and community events through a variety of means including e-mail and written notices sent home with your child. A monthly calendar and weekly email communication from your child's teacher will be sent home. **Please check your child's backpack daily** for any notices.

### **Clothing and Personal Belongings**

We recommend "pull-on" type clothes with elastic waist that can be easily managed by the child. Overalls, belts, bodysuits, etc. are highly discouraged. To maintain modesty girls must wear shorts under their dresses or skirts. Please no dress up clothing, costumes or long night gown princess dresses. Weather permitting, classes go outside every day. Be sure your child comes prepared with a jacket or sweater, hat, mittens, etc. There is no provision for a child to remain indoors while the rest of the class is outside.

Please avoid accessories such as belts, watches, scarves, necklaces, bracelets, etc. Often these become objects to get lost, broken and a distraction.

### **Conferences**

We provide the opportunity for parent-teacher conferences at any time. Please let your teacher know if you would like to schedule a conference. While we make every effort to prevent problems, situations may occur which require special attention. If you feel there is a problem, please follow the biblical principle of Matthew 18 regarding conflict resolution by first speaking with your child's teacher. Most situations can be resolved with a parent/teacher conference. However, if appropriate, please feel free to discuss it with the NHECC Director. If you are still not satisfied, you may contact the Chairman of the NHECC Board.



## **NHECC Board Members**

Paul Turner, Chairman & Elder (256) 426-1027

Ray Carlson

Linda Billiter

Georgia Suggs



## **Divorced or Separated Parents**

NHECC has no legal authority to refuse either parent the right to visit or pick up their child at the center. However, we will honor all court orders and injunctions such as custody agreements or restrictions which apply to your child. We must be furnished with a copy of any such court order barring the courts signature. Both parents may make changes to the authorization to pick up form unless the court order states differently.

## **Drills**

We hold fire drills throughout the school year to familiarize the children with the proper procedures that will be used in the event of an actual fire. In case of a fire, children will be taken outside the building to a previously designated area in accordance with the Madison County Fire Department. As a safety precaution, fire extinguishers and smoke detectors are in place throughout the building.

Children and staff will also participate in tornado drills. We monitor a weather alert radio at all times. In the event of a dangerous storm, it is important for you to remain calm and know we are taking care of your child in an appropriate manner. If you come to the center during a tornado warning, we encourage you to join your child's class and help the teachers. We prefer that children remain in our facility while Tornado Warnings are in effect.

## **Developmental Screenings and Testing**

Part of your teacher's responsibility is to assess each child in the class in all areas of child development: fine motor, gross motor, language, adaptive, social/emotional and cognitive. If your child's teacher should have a concern regarding your child's development in any of these areas, they will seek to discuss their concerns with you.

Often it is your child's preschool teacher who is one of the first to identify concerns during the early years of education. After conferencing to discuss their observations and concerns, they may suggest screening or testing within the Madison County School

system. These screenings and tests are very thorough and oftentimes lead to specialized services and therapy available at no charge within the school system.

Our goal is not to label a child as delayed or special needs ... but to ensure that each child has the best services available to them. Our Lead Teachers all have over 10 years of experience in early childhood education - please trust their judgment when they speak with you regarding their observations and suggestion for further screenings and testing. It is with the best interest of the child at heart that they have chosen to address their concerns with you.

### **Donations of Books and Toys**

When you clean out at home, think of us .... We would appreciate your donations of gently used books and toys.



### **Early Drop Off & Extended Afternoon Daycare**

Early drop off is available for our half-day children. The cost is \$5 per morning and should be used on an occasional basis. Every day or frequent early drop-off of our part-time children is not permitted as the child should be enrolled in our full-time program.

Extended afternoon daycare is available for our half-day children if space is available. The cost is \$10 per afternoon and should be used only on an occasional basis. Lunch can be added for \$2.50 or you may pack a lunch for your child for extended afternoon care.

### **End of Year Child Care Expense Statements**

We will prepare end of the year Child Care Expense Statements for all children. These statements will be issued prior to Jan. 30<sup>th</sup>.

### **Easter Musical**

Each year we present an Easter Musical featuring all of our children. It is a wonderful program featuring the amazing story of God's love for us.



### **Field Trip**

Our Pre-K classes (ages 4 & 5) typically take one field trip a year. Parents are invited to join along. We reserve a school bus for transportation.



Due to COVID-19, a field trip may not be possible this year.



## Gatorade Drive

Each October we have a Gatorade Drive for our Meridianville Volunteer Fire Department. Please help us show our appreciation for their service in our community by participating in this collection drive.



## Health and Safety



Daily Health Screenings because of COVID-19



Thumbs  
Up  
Drop Off



Each day upon entering a classroom - your child's temperature will be taken. They will then be asked to wash their hands. We ask that you give a "thumbs up" signal each morning to our staff indicating that the following statements are true regarding your child **AND everyone in the household:**

1. No fever (>100), chills or body aches in the past 24 hours and no fever reducing medicine
2. No cough or sore throat (please talk to us about asthma related symptoms)
3. No nausea, vomiting, diarrhea or loss of appetite in the last 24 hours
4. No close contact with anyone who has tested positive for COVID-19 within the past 2 weeks

**Please keep your child home if you cannot answer in the affirmative with a thumbs up to any of these statements.**

Temperature checks for everyone will also be performed mid-day and anytime a teacher observes that a child is just not acting like themselves. Children who develop symptoms of illness after arrival at school must be picked up immediately after contacted by a staff member.

Because of the pandemic, we have adjusted our daily schedule in many ways to avoid mixing children among groups and have added many extra cleaning measures. We will continue to be sure we are operating within the recommendations and guidelines of the CDC.

If your child has a colored discharge from their eyes or nose, please do not send them to school. When your child has a chronic condition such as a cough or sinus drainage, please include a note from your child's doctor indicating that your child is not considered contagious and may attend the center with other children.

Our general guideline is this: If your child is too tired or ill (even from allergies) to benefit from school, please keep him or her at home.

Your cooperation is needed in maintaining high health standards for our school.

### **Head Lice**

Unfortunately, head lice is a common childhood problem. At North Hills, it has not been a frequent problem..... but when it does happen, we do everything possible to eliminate it and keep in from spreading.

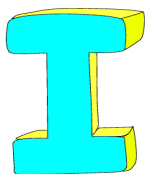
If a case of head lice is discovered, we will communicate so to all parents and staff so that parents and teachers begin to check daily for additional cases of head lice. If we discover head lice (live bugs), we will ask that your child be picked up from school and you begin the treatment process with a special shampoo. After treatment and combing through to remove all nits, the child may return to school. We highly suggest purchasing a kit that contains the shampoo, comb and spray. The spray is necessary to treat car seats, furniture, rugs, etc. Please remember to wash all bedding and bag all stuffed animals for at least 10 days.

It is important that parents check their child's head **DAILY** to remove all nits by hand for 2 weeks. Retreatment with the shampoo is necessary 7 days after the initial shampoo treatment.

In order to prevent the spread of headlice, it is our practice to place all jackets and hats inside backpacks and not allow our children to lay their jackets next to their backpack in the hallway.

### **Hearing, Speech and Vision Screenings**

Early in the school year, NHECC will provide screening for hearing, speech and vision by a certified screener or health care professional. These tests are optional and will be offered at a low cost or free. Communication about testing dates will be sent home in the fall.



### **Invoices by Email**

Invoices are emailed each Monday for full-time children and on the 1<sup>st</sup> of each month for part-time children.

## **Inclement Weather**

NHECC will follow the same actions that the Madison County School System takes concerning inclement weather.

- **For early dismal** – we will close 30 minutes after the Madison County School pick up time.
- **For a delayed start:**  
For a one hour delay: preschool will start at 9:15  
For a two hour delay: preschool will start at 10:15
- For a three-hour delay: We will not have preschool and will only have daycare for our full-time children.

With a delayed start, morning daycare for full-time children may or may not be available. Please call our center at (256) 714-9273 to inquire if morning daycare is available. This information will also be sent out with an automated phone message.

If threatening weather should occur, you will be notified by our automated phone messaging system to pick up your child. Please be prepared to do so within the time frame requested. If you are late in picking up your child, a late fee of \$5.00 every 5 minutes will be charged.



## **Junk Food for Snack/Breakfast**

A healthy mind and a healthy body go together. A child's diet has a direct effect on his behavior, as well as his ability to learn. To this end, it is our strong preference to avoid candy, sweets and convenience junk food items for breakfast and morning snack.



## **Kindergarten Readiness Report**

In January and May, our Pre-K teachers will send home a progress report showing your child's academic and social progress.

 For those students with us for kindergarten this year, a progress report will be sent home at least every 6 weeks of school.





## **Late Payment Fees**

### **For Full-Time Tuition**

Weekly tuition is due by Tuesday afternoon. A \$10 late fee is applied on Wed. morning.


### **For Part-Time (1/2 Day) Tuition**

Monthly (part-time) tuition is due the 1<sup>st</sup>. A \$10 late fee is applied on the 5<sup>th</sup>.

## **Lunch**

NHECC provides lunch for our full-time children using a local caterer. A monthly lunch menu will be provided. If your child will not or cannot eat what is on the menu, please pack a lunch for them to eat. Please pack a lunch that does not require heating or refrigeration. Please use an ice pack or thermos to keep food cold or warm.

At lunch, we serve reduced fat milk. If your child will not or cannot drink reduced fat milk, we will serve water. You are welcome to provide an alternate drink for your child (almond milk, lactose free milk, etc. - no juice or soda allowed). Due to Health Department regulations, we do not use sippy cups at the center. All children must be able to drink from an open cup.

 Parents and family members of our full-time children are typically welcome to come have lunch with us at 12:15. Unfortunately, because of COVID-19, we are not allowing visitors for lunch until further notice.

## **Library**

Each class will visit our school library every Wednesday during their literature enrichment time. The book your child chooses to check out will be sent home that day. Checked-out books need to be returned by Wednesday of the following week. If your child's library book is not returned by the next scheduled library time, they will not be allowed to check out another book until it is returned. The children love checking out books so please try to have it returned. If you misplace your library book or child damages the book, please replace it with another book (it does not have to be the same book).

## **Label Everything**

Please be sure to label the tag of your child's jacket/sweater, backpack and lunch bag. We try to keep lost & found items to a minimum.



## **Miscellaneous Fees**

### ***Late Pick Up Fee***

If a child is picked up after 12:20 (for half-day children) and 6:05 (for full-day children) there is a \$5 late pick-up fee for every 5 minutes late. The clock posted at our entrance is the clock we will use as the official time. Excessive or frequent late fees will result in the dismissal of the child.

A check returned for insufficient funds will incur a \$30 fee.

## **Medicines**

The center **will not** administer any prescription or over the counter medications such as vitamins, diaper crème, antibiotics, cough medicine, fever reducing medicines, etc. NHECC staff will **only** administer oral medications as so needed for an allergic reaction, asthma, or any other emergency situation.

Please remember that outdoor play is a daily activity for us if weather permits. Please apply sunscreen or insect repellent on your child in the morning before they arrive if weather and/or temperature mandate it.



## **Nap Time & Nap Mats with Bag**

A sleep mat with a bag is required for all children enrolled in our full-day program. The sleep mat must have an attached lightweight cover and pillow and rolls up tightly with a velcro fastener.



### **Options for purchasing a nap mat and bag if you need one:**

[www.wildkin.com](http://www.wildkin.com)      \$40 for the microfiber nap mat & \$12.00 for the zipper mat case  
[www.matindustriesinc.com](http://www.matindustriesinc.com)      \$37.95 for the mat & \$6.00 for the nylon bag

Keep in mind, a Wildkin nap mat will not fit in the nylon bag from Mat Industries. You will need to purchase the zipper bag from Wildkin.

Your child is welcome to bring a **SMALL** “lovie” for nap/quiet time. It will stay rolled up in their nap mat after nap. The lovie will only go home at the end of the week when we send the nap mats home. The intent is to provide comfort at nap time and not a toy to play with it. **We do not allow pacifiers for nap time or classroom time.**

Your child’s sleep mat will be sent home at the end of your child’s week to be washed (Thurs. or Fri.). If your child forgets their sleep mat and borrows one from us – we will send home the spare mat for you to launder. Please return it back the very next day if possible.

### **Newsletters & Shutterfly Picture Web Site**

We will send out newsletters each Friday by email. **It is very important to read your newsletter** as it will inform you on what your child is learning about, happenings in the classroom, things your child may need for class, events happening, etc. We will automatically include the email address provided on your enrollment form. We will be more than happy to add other email addresses for other family members who would like to be included. If you do not have an email address, let us know of another way we can keep you updated on class happenings. The weekly email will include a link for our Shutterfly class page so you can view classroom photos.



### **Nut Allergies**

If your child has a nut allergy, we will ask that you send in all food to be consumed by your child – morning and afternoon snack as well as lunch. This is the best way to ensure your child does not consume food containing nuts.



### **October – Community Helper Fair**

During October, we will host a Community Helper Fair and a Community Helper Costume Parade. If you have a career as a community helper that you would like to share with our preschool children, please let your teacher or the Director know.



We are not certain about the details of how this tradition will work for us in 2020 – but please know that we will try our best to keep this tradition.



### **Playcare Days**

Playcare days are days in which Madison County Schools are closed – but we are still open for childcare. On these days, childcare is only available to our full-time children (both 3 full days & 5 full days). The following are playcare days for the 2020/21 school-year session:

Oct. 5-9, 2020:	Fall Break Week
Nov. 23–25, 2020:	Thanksgiving Break
Dec. 21-24, 2020:	Christmas Break (we will close early at 3:00 pm on 12/24)
Jan. 18, 2021:	MLK Day
Feb. 15, 2021:	President’s Day
Mar. 29-Apr. 1, 2021:	Spring Break Week
May 28, 2021:	Madison County Work Day

Preschool half-day only children do not attend on playcare days.

### **Potty Training**

We do not require our 2 ½ year-old class to be potty trained, but those entering a 3 year-old class or Pre-K class must be fully potty trained. They must be out of diapers, pull-ups, and/or training pants. If they are not toilet trained by the time our session begins, then they will be unable to attend. Occasional potty accidents happen – it is developmentally appropriate and expected. However, if potty accidents become a regular occurrence, we will ask the following of you:

1. Remove your child from the program and re-enroll once your child has mastered potty training. Your spot will not be held and there is a chance that an opening may not become available for you again until the next school year;

OR

2. Remove your child for a period of two weeks during which you will work on potty training at home. During these two weeks, tuition is still due to hold your child’s spot in the class.

We do allow for nap time pull-ups if your child still has difficulty staying dry during nap time. We will assist your child in putting on “nap time underwear” before nap and assist with removing it immediately after nap time.

If your child is not potty trained and in our 2 ½ year-old class, please send a package of pull-ups that have the easy access side openings (**please no diapers or tear off pull-ups**). We will store the pull-ups in our room and will notify you when your child's supply is getting low via written note in your communication log.



### **PAWS to Read Week in March**

During a week in March, we take a week to emphasize the importance of reading to young children. During this week we have a pet photo contest, an art show and even pet visits. Clifford the Big Red Dog will also visit the center.



### **Questions?**

Any time you have a question, please feel free to ask. Our teachers have listed their cell phone numbers on your classroom welcome letter. You are welcome to email, text or call them.



### **Records**

We are required to have current immunization records and emergency information forms on file at all times for each child. A child without the current immunization records or a religious exemption statement cannot attend. It is the parent's responsibility to provide the Director with updated immunization records throughout the year. **It is also important to update us with any changes in address, email, phone, cell and work phone numbers.**

A background check has been conducted on every staff member hired by NHECC.

### **Reimbursement**

It is our policy to adequately staff our center at all times and to have the appropriate supplies for all enrolled children. Because of this, no reimbursement will be made due to child's illness, holidays, personal vacations, school closings or delays, inclement weather or potential hazardous road and travel conditions.

We value our employees and pay our employees regardless of weather conditions, closures, vacations, holidays, etc. Given our fixed operating costs of payroll and facilities,



tuition is not reduced for closures or delays as mentioned above. NHECC is a ministry of the church and we do operate within a very tight budget.

### **Referrals**

We love it when our preschool families send us new families. Thanks for sharing your experience with us with your friends and co-workers.



### **Snack**

Please be sure to pack your child's morning snack every day in their backpack. Please help us by writing your child's name on their snack. Do not send a drink for snack – we will provide chilled water. Afternoon snacks will be furnished by NHECC.

### **Scholastic Book Club**

Our center does participate in the Scholastic Book Club program. Each month a Book Club Order form will be sent home to all children. This program is totally voluntary and a purchase is not required. We feel that reading to your child is very important to encourage speech and language development. Scholastic offers a very affordable way to build your child's library. Purchases can be made online or by returning your payment and order form to us. We do ask that all payments to Scholastics be made by check, as we cannot send cash to Scholastic.

### **Shoes**

Children must wear comfortable, sturdy play shoes. Tennis shoes are best for all their activities due to the rocks on our playground and for safety issues. Tennis shoes should cover the foot entirely and must be worn with socks. **Please no sandals, flip-flops, clogs, crocs, slippers or cowboy boots. We cannot change shoes for the playground.**

### **Show & Tell**

Children should not bring toys and other items from home unless requested by the child's teacher for Show & Tell or some other special occasion. We ask that you not allow your child to bring their toy guns or swords for Show & Tell. Show & Tell items need to fit inside your child's backpack.

### **Sippy Cups**

No sippy cups please – we prefer to have a disposable drink brought in for breakfast if you bring your child before 7:30 and wish to bring breakfast for them. NHECC provides drinks for snack and lunch and will use disposable cups.

### **Summer Session**

Those who register for summer will be required to commit to the full length of the session

(usually 9 weeks depending on the Madison County School Calendar). Once our summer has started, withdrawal from our session with a 2 week notice is not permitted. Payment for the remaining portion of summer will be expected.



### **Supply List, 2020**

We realize that purchasing some of these supplies this year may be difficult because of limited supplies at local retailers given the pandemic. Please do the best you can to supply this complete list – but know that we understand if you cannot.

- A full-size backpack labeled with child's name. No mini backpacks.
- 1 pair of Fiskars, 5" blunt tip scissors (labeled with your child's name)
- 2 containers of disinfecting wipes - Lysol or Clorox
- 2 boxes of facial tissues
- 3 packages of baby wipes
- 1 bottle of hand sanitizer (pump preferred)
- For Boys only: 1 box of gallon size Ziploc bags
- For Girls only: 1 box of sandwich size Ziploc bags
- A full set of spare clothes (including underwear & socks). Please place these in a gallon size Ziploc bag with your child's name on the bag.
- 2 ½ Year-old class: a package of side-release pull-ups if your child is not potty-trained. Please write your child's name on the package.

Throughout the year, it may be necessary for some supplies to be replenished. As these items are needed, communication will be sent home requesting additional supplies.

### **Separation Anxiety**

Some children experience separation anxiety at the beginning of the year. This is not unusual. Encouraging your preschooler and sharing your confidence in them will work wonders in building their self-esteem and coping skills. If you give them a quick and confident hug and tell them you will see them when school is over, they are less likely to be concerned.

If your child is having a hard time letting go of you in the morning, we ask that you please not linger – sometimes staying too long can make the separation worse. Please trust us to comfort the child once you leave and to redirect their attention to something else.



Turtle

**Tuition 2020 / 2021** (we use a Sept. 1<sup>st</sup> birthday cut-off)

<b>Half Day</b>	<b><u>2 ½ Years</u></b>	<b><u>3 Year-olds</u></b>	<b><u>Pre-K</u></b>
3 Days	n/a	\$175 (3 days)	\$175 (3 Days)
5 Days	n/a	n/a	\$245 (5 Days)

**All tuition for part-time students is due the 1<sup>st</sup> of each month.**

**Tuition 2020 / 2021 continued**

<b>Full Day</b>	<b><u>2 ½ Years</u></b>	<b><u>3 Year-olds</u></b>	<b><u>Pre-K</u></b>
3 Days	\$110 per week	\$105 per week	\$105 per week
5 Days	\$160 per week	\$155 per week	\$155 per week

**All tuition for full-time students is due each week by Tuesday afternoon.**

- Weekly \$10 sibling discount when one than more sibling is enrolled full-time.
- Lunch is included with full-time tuition.
- Registration Fee: \$125 for School Year (\$75 for sibling) \$75 for Summer (\$50 for sibling)
- Forms of payment we accept are: check, cash or money order.
- At this time, on-line payments and credit cards are not accepted.

Fees may be placed in the locked payment box outside the church office. If paying by cash, please provide exact change - or we can apply a credit to your account for your next invoice. Excessive past due tuition balances and frequent late payments could result in the dismissal of your child.

The School Board reserves the right to increase tuition at any time during the school year to meet budget demands. Parents will receive a 30-day written notice of this change (we have not had to do this is our 12 years of operation).

**Tuition Payment by Bank Draft or Bill Pay**

If you elect to have your bank mail us a tuition payment each week via bill pay, please use the following address when setting this up with your bank:

North Hills Early Childhood Center  
 11319 Highway 231/431 North  
 Meridianville, AL 35759



### **Unforgettable Experience**

We hope that your child will have an unforgettable experience at North Hills and will look fondly upon their time with us. We love to have visits from our alumni after they leave us.



### **Vision Statement**

Our vision is to ..... Instill a love for God and learning to last a lifetime.



### **Web Site**

Our web site is: [nhecc.net](http://nhecc.net)

Our lunch menu is posted each month as well as handbooks and forms.

### **Withdrawals**

A two-week written notice is required when withdrawing your child from NHECC during our fall session. We also request a two week notice when changing program selection from full-day to half-day. A change in program selection may not be available, as the center has to maintain a certain balance of half-day & full-day children to meet budget. Our summer session requires a full session commitment. No withdrawals for summer are permitted.



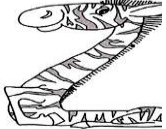
### **X-tra Clothing**

Please be sure to send a complete spare change of clothes for your child (shirt, shorts, socks and underwear – if potty trained). We will pull these clothes and keep them in the classroom. If your child should have a mishap that requires us to use their spare clothing, it is important to send replacement clothing in the very next day.



### **Your Home**

Please feel at home here. Feel welcome to join us for worship on Sundays. Worship begins at 10:45.



Zebra

### **Zip by..... This year will zip by quickly**

We do hope you enjoy the year with us and that your child looks forward to coming to school each and every day.







*Parent Handbook  
Signature Page*

2020 – 2021

I, \_\_\_\_\_,  
have read the North Hills Early Childhood Center Parent Handbook. I agree to abide by all the rules and regulations found within this Handbook and agree to encourage and teach my child to comply with all rules and regulations as well.

**Child's Name** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please detach & Return to NHECC – Thank you!