



PARENT
HANDBOOK
2019-2020



TABLE OF CONTENTS

Message from the Director.....1	Discipline
School Day Schedule..... 2	Discipline 9
Introductory Information	Suspension and Termination 10
History.....3	Communication
Affiliation..... 3	Communication 10
Mission Statement..... 3	Teacher Schedules 10
Educational Philosophy..... 3	Correspondence/School Folder 10
Christian Philosophy..... 3	Classroom Events and Procedures
Admissions	Teacher Responsibility.....11
Admissions Policy4	Celebrations11
Admissions Process4	Show & Tell.....11
Registration/Enrollment.....4	Personal Items11
Immunizations.....4	Pets.....11
Billing	Assemblies.....11
Tuition4	Chapel.....11
Billing of Fees..... 5	Field Trips.....11
Delinquent Accounts..... 5	Fire & Earthquake Drills11
Withdrawal..... 5	Volunteers
School Closures..... 5	Volunteers.....11
School Holidays/Vacations 5	Volunteer Guidelines.....12
Financial Gifts 5	General School Information
Other Programs	Attendance.....12
Extended Session Enrichment..... 6	Transfer/Address Change.....12
ASK 2.0.....6	Curriculum.....12
Snacks..... 6	Music.....12
Lunch Bunch Program 6	Distribution of Materials.....12
Arrival and Dismissal	Class Size.....13
Pick Up and Drop Off..... 6	Supplies.....13
Visitor & Volunteers.....7	School Pictures.....13
Health	Lost & Found.....13
Illness7	Parking.....13
Medication Policy 8	Car Line.....13
Head Lice..... 8	Dress Code.....13
Injury 8	Nut Policy
Playground Rules 8	Procedures/Policy.....14
	Emergency Allergy Situation.....14

Dear Parents and Students,

We consider it a privilege to educate your child here at Hilltop Early learning Academy. I would like to take this opportunity to welcome you to Hilltop. I am looking forward to working with you and your children during the school year, and I especially want to welcome all of our new families to the Hilltop community.

The information compiled in this handbook is an effort to provide you with a better understanding of Hilltop's policies and procedures. This handbook was developed to familiarize you with our policies, procedures, goals, and expectations. We require all parents/guardians, and staff to familiarize themselves with the content of this handbook. Although no handbook can be all-inclusive, hopefully the information in this book will answer many of your questions.

Please feel free to contact us if you have any questions regarding the information outlined in this handbook, or if you have any concerns about your child's educational program. We encourage your participation in our school and believe that your child's educational development is a joint endeavor of the home, school, and community.

We are so happy you are a part of the Hilltop Family. Welcome!

Cindy Easton
Director/Administrator

*“Train a child in the way that he should go,
and when he is old he will not turn from it.”*

Proverbs 22:6

SCHOOL DAY SCHEDULE

SCHOOL DAY

(Doors open at 8:20)

Preschool Threes

Monday & Wednesday

8:30-11:30am Class

11:30-12:30pm Lunch Bunch

Tuesday & Thursday

8:30-11:30am Class

11:30-12:30pm Lunch Bunch

Preschool Fours

Monday, Wednesday & Friday

8:30-11:30am Class

11:30-12:30pm Lunch Bunch

Tuesday & Thursday

8:30-11:30am Class

11:30-12:30pm Lunch Bunch

Pre-Kindergarten

Monday, Wednesday & Friday

8:30-11:30am Class

11:30-12:30pm Lunch Bunch

Tuesday & Thursday

8:30am-1:30pm Class+ Lunch Bunch

Kindergarten

Monday through Friday

8:30am-2:00pm Class + Lunch Bunch

Friday Kidz Klub

Friday

8:30-11:30am Class

11:30-12:30pm Lunch Bunch

After School Kids (ASK 2.0)

Monday- Friday 12:30pm to 5:00pm

(Drop-in or scheduled)

INTRODUCTORY INFORMATION

History

Hilltop Early Learning Academy was founded in 1992 as a ministry of Portland Christian Center to provide a quality education in a nurturing Christian environment where all students are given the encouragement, opportunity and freedom to become the unique individual God has created them to be.

Affiliation

Hilltop Early Learning Academy is under the governance of Portland Christian Center. The Board of Deacons of Portland Christian Center is the governing Board of Hilltop. We strive to maintain an interdenominational atmosphere in the classroom and with the staff.

Mission

Every child at Hilltop is loved and cared for in an environment that is invested in helping them reach their potential academically, socially and spiritually. Our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and to become lifelong learners and members of God's kingdom.

Educational Philosophy

At Hilltop we are committed to providing a high-quality learning environment so your child can have the best start at building an amazing future. We nurture a culture of collaboration and critical thinking in our classrooms and encourage our students to reach their potential academically, socially, and spiritually.

Every child at Hilltop is loved and cared for in an environment that is invested in helping them become caring, thoughtful learners. They are taught that they are active participants in their learning and are given time and space to construct their understanding. Hilltop teachers act as guides providing whole class and individual instruction, as well as time for independent practice. Group discussions and individual work time, as well as individual conferences help each child cultivate and master the concepts taught in a caring and thoughtful way. Hilltop teachers work to create a dependable, structured, student-centered environment that honors each child as an individual and helps them thrive.

Christian Philosophy

Hilltop accepts the opportunity to help every student experience the richness, power and knowledge that a committed life to Christ can bring. We believe that God has uniquely gifted each one of our students. It is our role as educators to help our students understand God has a plan and purpose for their life. It is our hope that while they are in our care here at Hilltop that each one of our students will begin to discover the gifts and talents unique to them that God has divinely given them.

ADMISSIONS

Admission Policy

Hilltop does not discriminate on the basis of race, religion, cultural heritage, political beliefs, marital status, national origin or sexual orientation. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations or behavioral standards.

Authorization for admission to Hilltop is made by the School Director, and based on the following:

- The student is socially, emotionally and physically ready for preschool.
- The student is able to benefit from the program.
- The student entering preschool (3's, 4's Pre-K) is 3 years old by Sept 1 or older, is ready for preschool and is potty trained – can independently use the bathroom on their own without assistance.
- The student, entering Kindergarten is at least 5 years of age by September 1 (legal proof of age as required by the state of Oregon: parents are asked to supply a verifiable proof of age such as a birth certificate at the time of registration).

Admission Process

Hilltop will begin the Application for Admission process during winter term. We will open up admission first to our current parents and then begin open enrollment.

Registration/Enrollment

Applications can be picked up in the Hilltop office, downloaded and completed online from our website or printed from our website at www.pcctoday.com/hilltop. Following the application review process, acceptance letters will be sent during Spring term, followed by our Back to School packet in August.

Note: An application file is not complete until all forms are completed and the application fee is paid and returned to the school office.

An application fee must accompany each application. If Hilltop cannot place your student in a class of your choice, the application fee will be refunded. If you choose to withdraw your application, the application fee will not be refunded.

Immunizations

An Oregon Immunization Form must be filled out for any student to attend school. The records for all students need to be updated annually until they are "complete." This is a part of your child's permanent file, which will transfer with them to their next school upon leaving Hilltop. Hilltop is required to file an annual immunization report with the State of Oregon each year.

Here is the Oregon Government site for more information:

<https://www.oregon.gov/oha/PH/PreventionWellness/VaccinesImmunization/GettingImmunized/Pages/school.aspx>

BILLING

Tuition

Tuition is based on an annual amount, which is divided into 10 equal payments. You may pay the entire amount at the beginning of the year, or make monthly payments August 1st– May 1st. Tuition payments may be dropped into the tuition box, mailed to the school, or our school office can charge your checking account or credit card.

Tuition is determined by classroom time, which takes school holidays and closures into consideration. No deductions will be made for days of closure or dismissal due to inclement weather. Additionally, there are no deductions for absences from school, including family vacations, or time away due to behavioral problems.

If you have more than one student attending Hilltop, the first student will be charged full tuition and you will receive a 10% discount on the tuition charges for the second (or additional) student(s) in attendance. No discounts will be given for additional registration fees, curriculum fees or project/activity fees.

See current Tuition & Fees Sheet for prices.

Billing of Fees

All fees that are charged on a day to day basis (lunch bunch, ASK 2.0, etc.) will be invoiced on a monthly basis "after-the-fact." These fees will be included on your monthly statement. Statements will be e-mailed to the address on file for your family. If different arrangements are needed, please contact the school office.

Delinquent Accounts

If an account is past due and has become delinquent, delinquent accounts will be charged a \$25 late fee.

Returned Checks/Payments

Checks or electronic payments returned for non-sufficient funds (NSF) will incur a fee equal to the amount we are charged by the financial institution.

Withdrawal

A 30-day notification to withdraw a student from Hilltop is required in writing from the parent or guardian. The parent or guardian is responsible for all tuition and fees incurred during the month in which the student is withdrawn. If the Parent or Guardian and the Administration agree that the student is not ready for the type of experience Hilltop Preschool & Kindergarten offer, the withdrawal fee will be negotiable.

Emergency School Closure or Dismissal/Inclement Weather

An emergency could occur that would warrant a school closure (outside of the regular school hours) or dismissal (during regular school hours). Every effort will be made to notify parents via an e-mail message, a text message on your LifeCubby app, and flashalert www.flashalert.net which will broadcast on all major television networks.

Please Note: No deductions or allowances will be made for days missed because of an emergency school closure or due to inclement weather-related circumstances.

School Holidays & Closures/Family Vacations/Absences

No deductions or allowances will be made for school calendar holidays, closures or family vacations. Additionally, there are no deductions for absences from school, except in cases of severe illness or hospitalization, at the direction of Hilltop's Director.

Financial Gifts

Financial gifts to the school are gratefully received and will be used to benefit the programs and curriculum of Hilltop. Any donations made to the school are tax deductible. Further information on making a gift can be obtained by contacting the school administration or the Business Office of Portland Christian Center.

OTHER PROGRAMS

Extended Session: Enrichment Programs

Extended sessions are any program that extends a student's time in our facility beyond the designated classroom time. These consist of Hilltop's Lunch Bunch and After School Kids (A.S.K. 2.0), as well as any outside programs contracted out as after school extra-curricular activities. We currently offer Soccer Shots, Jump Start Gymnastics, and Creative Dance. These are after school and all are an additional fee.

ASK 2.0

After School Kids (A.S.K.2.0) is an enrichment afterschool program with a focus on STEAM that is available to all students. It is available to students following the Lunch Bunch hour or following a class time until 5:00pm. The space in this program is limited by the number of students we can accept on any given day. In order for your student to participate, you must sign up regularly or sign up each day at the school office. Availability is on a first come, first served basis. After School Kids is charged in quarter-hour increments. A.S.K. closes promptly at 5:00pm.

See current Class Registration and Tuition Sheet for the prices of the Hilltop programs.

Snacks

We are not a nut free facility but provide all nut free snacks and treats

We offer our students healthy snacks each day in the 3's, 4's and Pre-K classes. Our snacks are nut free nutritional snacks. Kindergarten students bring their snack from home.

Lunch Bunch Program

Hilltop provides a supervised lunch time and recess for the hour immediately after morning classes. This is available daily and you can sign up for it regularly or as a drop in. A lunch must be brought from home for Lunch Bunch, except on the days that we offer a Pizza Lunch. This occurs approximately twice a month. Teachers are available to help open packaging, but please do not send any item that needs to be cooked.

Lunch Bunch is available to all students. Please let your classroom teacher know at drop off in the morning if your student is attending Lunch Bunch that day. In the event that your child's lunch does not make it to school with them, we can provide an emergency lunch. Your account will be charged an emergency lunch fee of \$6.00 for this service.

ARRIVAL & DISMISSAL

Pick Up and Drop Off

Hilltop school doors will open at 8:20a.m. each morning. The preschool classrooms open at 8:25am. Kindergarten students assemble in the gym. Please enter through the front doors of Hilltop only. This is for the safety and protection of our students.

Students must be picked up within 5 minutes past their regular class dismissal time. Students not picked up within the 5-minute grace period will be taken to Lunch Bunch, and the Lunch Bunch fee will be billed to your account. Students not picked up from Lunch Bunch within the 5-minute grace period will be taken to After School Kids (A.S.K. 2.0), and the fee will be billed to your account. Please note that A.S.K. ends promptly at 5:00 pm. You will be charged, per child, ten dollars per minute for children still in the classroom after 5:00 pm.

After School Kids (A.S.K. 2.0) Parents picking up children during this time will be required to ring the door buzzer outside Hilltop school doors in order to enter the building. This is for the safety of our students.

To ensure your student's safety only those persons listed on the Student Application and/or Release Form will be allowed to pick up your student from Hilltop.

- You must authorize any other person, who is not already listed in our files, in writing. (complete the "I'm Going Home With..." form located at the front office)
- If your student's teacher or other Hilltop staff does not know the person, identification of the person will be checked.
- If you need to alter who is picking up your child, you must notify your child's teacher as well as the school office.

Visitors & Volunteers

Policy requires that ALL VISITORS in the school building report to the office before visiting any other area of the school. Visitors and volunteers must sign in upon arrival and include the nature and location of the visit. They must also sign out when they leave. Visitors and volunteers will be issued a badge from the office that identifies them as such. We greatly appreciate your cooperation in this matter for the maximum safety and security of our students.

HEALTH

Illness

Please keep your child home if they are ill.

Children need to stay home when they are sick because illness can spread among the other students quickly. Children with fevers over 100.3 are not allowed to be in school and they must be fever free for 24 hours. In addition, children with Measles, Chicken pox / Shingles, Fifth Disease, Rubella, Hepatitis or any other communicable illness will need to stay home until they are no longer infectious. Please call the office if your child has any of these diagnoses.

Please check your child for illness before coming to school each day.

When Should I Keep My Child home?

Fever at or greater than 100 degree
 Nausea or vomiting
 Green or yellow drainage from the nose
 Diarrhea
 Cough: frequent, barking, congested, or productive colored mucus
 Listless, drowsy, or unusually tearful
 Stiff neck or headache with fever
 Pink Eye or drainage from eyes
 Skin Lesions that are fluid or pus filled
 Rash, or rash with fever – new or sudden onset
 Strep throat
 Unusually dark urine
 Discolored stool or bloody stool
 After any illness of 2 or more weeks, surgery or other health status change

When can My Child Return to School?

Temperature below 100 degrees for a minimum of 24 hours WITHOUT the use of fever reducing medicine
 Symptom free or been on antibiotics for 24 hours and a written or phone consent from doctor to the school
 Rash disappears

If your child becomes ill while at school:

- The parent (or other individual authorized on the Emergency Information Form) will be notified to pick the child up.

- A parent, or authorized representative, must pick up the student within one (1) hour of notification. It is routine policy to require parents to pick up their student when their temperature reaches or exceeds 100, the student is vomiting, has diarrhea, or is unable to function normally at school.

Medication Policy

Students who must take medication during school hours must comply with State and school requirements. We will give your child nonprescription medication only if they are unable to be given the medication at home. The definition of nonprescription medication is: commercially prepared non-alcohol-based medication to be taken at school that is necessary for a student to remain in school.

1. Over the counter drugs (Tylenol, cough medicine, etc) must be given to the student before coming to school.
2. Parents must bring the prescription medication in its original container. (Pharmacies will provide duplicate containers.) The label will state the student's name, dosage, time, prescription number, and the physician's name. Your doctor's written directions for use must accompany emergency medications such as bee sting kits.
3. A medication authorization form is to be completed by parents in the school office.
4. Self-medication is not allowed. This included cough drops, throat lozenges, Tylenol, etc.

Head Lice

If your child gets any kind of infestation such as head lice, please notify the school immediately, as we should know about anything that might spread to other children. In the event of an exposure to a contagion or infestation, notice of such exposure will be sent home to parents. Your privacy will be protected. For students to return to school after head lice infestation, they should have received treatment and be lice/nit free for 24 hours.

Injury

The supervising staff person for each injury that occurs at the school will complete a Hilltop First Aid/Office Visit report on our Life Cubby App. This form will reflect information about the accident and specifics about how your student's particular situation was handled. The original report will be sent to the parent via Life Cubby and a copy will printed and placed in the student's file. The school staff will administer first aid to an injured student when appropriate. For major injuries, you will be contacted immediately and the paramedics will also be contacted. (See medical release form as required by the State of Oregon) It is important to keep your student's medical information up-to-date, i.e. emergency phone number, hospital, allergies, etc.

Playground Rules

Playground regulations exist and are enforced for the safety of every student. Please discuss the following rules with your children. Playground regulations remain enforced even when school is not in session, i.e. please enforce these rules if your child is playing after school.

- Adult supervision is always required.
- Equipment should be used only by the intended age group.
- Use play equipment as it is intended. Improper use may result in injury.
- Always use playground equipment safely.
 - Never wear a helmet, backpack, or clothing with strings while using playground equipment.
 - No pushing or shoving.
 - Use slides on a safe, seated, feet-first position. No walking up slide.
 - Wear proper shoes when on playground equipment. (Flip Flops not acceptable)
 - Swings: swing individually, no pushing or jumping out of swings, swing height may not be changed.
 - Playground crossbars: start at platform and finish ladder end; one person only

- Students will show respect for others by always being kind.
- Candy, food, gum and spitting are not permitted on the playground.
- Toys from home are not permitted on the playground.
- Students may not carry one another on the playground.
- Bark chips stay on the ground.
- No climbing in any trees on the Hilltop campus.
- Students are not allowed to play near or enter the ravine next to the open playground and the parking lot. Do not let your student enter the wooded area between Hilltop and Neveh Shalom synagogue.

DISCIPLINE

Discipline

Hilltop believes in positive behavior management and is a Love & Logic school. In conjunction with our Love and Logic philosophy, we also utilize the 1,2,3 Magic technique for student behavior. We believe in discipline that is positive, firm and loving. Our objective is to help each student learn both self-control and expression of feelings in socially acceptable ways.

These general rules are consistently maintained:

- Students may not hurt or endanger themselves.
- Students may not hurt or endanger others.
- Students may not damage or destroy property.

For the safety and well-being of all individuals in the Hilltop environment, the following are unacceptable behaviors:

1. Fighting, hitting or biting another student.
2. Chronic disruptive classroom behavior
3. Inappropriate physical contact.
4. Encouraging others to misbehave.
5. Disrupting or impeding the work of others.
6. Showing rudeness or disrespect to others.
7. Inappropriate behaviors.

If a child exhibits unacceptable behavior, we will utilize the Love and Logic philosophy and use the 1-2-3 Magic technique to empower them to change their behavior.

If a child has on-going behavior issues the parent will receive a note or will be approached by the teacher to keep the parent informed of their student's progress. If necessary, a conference with the parent will be scheduled. This will be a time to discuss what has been happening and how the parent and the teacher can work together to resolve the problem. It is very important that we work with you in order to maintain stability and security in your student's learning.

Continuation in school will be determined by periodic reviews and parent conferences with the Teacher and Director. Parents are encouraged to share their questions and concerns and seek the advice and counsel of the teaching staff. In some situations, the Director and Teacher may recommend that a student have a "time-out" of a few days at home before returning to school.

Suspension/Termination

Suspension/Termination is a drastic step taken by the school. It results when the school's best interest or the student's safety and/or best interest may be better served in another academic climate. In cases involving suspension and possible termination as a result of continued behavioral problems, the parents are notified and an appointment is arranged for them to meet with the Director.

The Director reserves the right to make determinations about each infraction of the discipline policy as it occurs. Each incident is unique, and disciplinary action will be taken that suits the offense.

Offenses that may warrant suspension or termination include, but are not limited to, the following:

- Continued willful disobedience.
- Continued willful defiance of authority.
- Physical harm to another person.

If mutual efforts fail to bring about the necessary change of behavior, the Director may terminate the child's enrollment. If, after working with the parents and the child, the Director feels continued enrollment would interfere with the education of the child, and is destroying the educational classroom environment of others, the child's enrollment will be terminated. This is not an indication that we no longer love or have concern for the child, but it may be in the best interest of the child and parents to find a more suitable school for their child.

COMMUNICATION

Communication

Periodic Updates are sent home via email or text message on LifeCubby on a regular basis. These are a vital sources for communication and are used to keep families informed of current school happenings and events.

Classroom Newsletters are sent home via email or LifeCubby regularly. These contain the most important information regarding your child's classroom projects, homework, field trips, and class celebrations.

Kindergarten Report Cards are sent home each quarter and will indicate both behavior and academic achievement of the student. Parents need to sign the report card and return it to the school before the next trimester. A final hard copy is provided for you and your student to keep at the end of the school year.

Pre-K Progress Reports are given out at the Fall and Spring conferences.

3's and 4's Progress Reports are sent home in the spring. A parent, teacher, or administrator may request a conference.

Pre-Kindergarten and Kindergarten Conferences are held in the fall and spring.

Teacher Schedules

Hilltop preschool teachers are available after class until 1:30pm, Kindergarten until 3:00pm. If you need to talk with your child's teacher, you may call during their planning time after school. A message will be taken for calls during instructional time and left in the teacher's box. You may also e-mail your child's teacher or send them a note via LifeCubby.

Correspondence/School Work Folder

Preschool (Pre-K, 3's, 4's): each student will have a Correspondence/School work folder. Any information to be sent home regarding activities, students, and any other necessary information, will be sent home via this folder. Folders are located outside the classroom. Parents should check their student's folder on a daily basis. Additionally, there are bulletin boards located in the Hilltop classroom hallway for parents to keep updated on classroom events, volunteer opportunities, wish list items, and any other class specific correspondence.

Kindergarten: At dismissal, students will be responsible for retrieving all papers from their folders to take home. Each student will have a "Weekly Go Home Folder" that will have homework and any other necessary information pertaining to the week. Additionally, there is a bulletin board located in the school hallway for parents to keep updated on classroom events, wish list items, and any other class specific correspondence.

CLASSROOM EVENTS AND PROCEDURES

Teacher Responsibility

While in school, the teacher is the authority, educator, counselor, and disciplinarian of your student. Hilltop's teachers have the responsibility of setting an academic and spiritual atmosphere of acceptance, encouragement, warmth, and expectations for the development of each student's potential.

Celebrations

Birthdays: We love celebrating your student's birthday. Please contact your student's teacher to find out how their classroom celebrates birthdays. Please note that if you and your student's teacher approve birthday treats for the entire class, the food treats must be store-bought or pre-packaged items that are nut-free. (though we are not a nut-free school our snacks and treats are nut-free). Suggested treats include: mini-cupcakes, donut holes, single Popsicle, Jell-O snack, pudding snack or fruit. If you're hosting a birthday party outside of school, birthday invitations either need to be mailed or put in the student's go-home folder, for the sake of the feelings of those student's not invited.

Personal Items

The school is not responsible for personal items which students bring from home. Please be sure if they do bring items they are marked with the student's name.

Show & Tell

Teachers will assign which day students in their classroom will be able to bring Show & Tell items. Some teachers will have a theme for Show & Tell and will let you know the theme through class communication. Please do not send fragile items, guns, swords, or scary creatures.

Pets

Students are not allowed to bring pets to school without prior approval from their teacher. Pets are included as a part of the classroom experience at the discretion of your student's teacher. Please do not bring pets to school during drop off or pick up times.

VOLUNTEERS

Volunteers

Hilltop encourages parent volunteers in the classroom and for special events. Parent volunteering in the classroom begins in October. The first month of school is an important time for the teachers and students to get acquainted to each other and school routines.

Throughout the year there will be additional volunteering opportunities. We will put out sign-up sheets or send home fliers for specific needs during school and classroom events.

Volunteer Guidelines

An aspect of being a volunteer is being able to be in the classroom assisting the teacher and students. We want to ensure the confidentiality of each student's progress and require that parent volunteers do the same.

Volunteers must receive approval from the Hilltop Administration before starting any program at Hilltop as well as the use of rooms, equipment or media services. The school has specific procedures they must follow in order to get approval from Portland Christian Center for these things, so it is important that approval is received before a program begins.

GENERAL SCHOOL INFORMATION

Attendance

We believe that regular attendance is essential for excellence in learning. Please check your child in and out on our LifeCubby Apps on the Ipad in the Lobby. We will also have every class take attendance each day to confirm we have each student in our school.

If your student must be absent from school due to illness, doctor or dental appointments, and family emergencies, we request that you email or call the school office no later than 9:00am.

If it is necessary for a student to be on a family vacation one week or more, please make prior arrangements with your student's teacher.

Preschool (Pre-K, 3's, 4's): Attendance will be taken 15 minutes after class starts each day. It is recommended that students arrive to class on time for their own adjustment and to help the teachers plan their day.

Kindergarten: Attendance will be taken at 8:35am during the morning assembly in the gym. If your student arrives after the class has walked to the classroom, they must first check in at the office.

Transfer/Change of Address

If you move to a new address or change your phone number, please notify the school office as soon as possible. Your contact information is our lifeline to you and is especially essential at times when your child needs you, or in case of emergency. Please see that we have current phone numbers and additional contact persons who can pick up your child at school if you are not available.

Curriculum

Hilltop maintains a high-quality academic program drawing on a number of curriculum publishers. Annual curriculum reviews are conducted to ensure quality. Our predominate curricula are: Abeka, Association of Christian Schools International (ACSI), ACSI Math, Learning Without Tears, Calendar Math, Open Court Reading, and Scholastic. In addition to our strong academic curriculum, our teachers integrate biblical principles into the curriculum as well as teach an approved Bible curriculum.

Music

The goal of the Hilltop music program is to enjoy music and have fun singing. Students are engaged in a variety of activities where they learn movements through singing. The students perform several times throughout the school year, including the Christmas Program and Mommy's Day Tea.

Distribution of Materials

Handbills, leaflets, and other materials may not be distributed or posted without the permission of the Administration.

Class Size

We maintain small, personal classes in each of our grade levels. Individual class size is determined by student/teacher ratios, school administration, and state allowed occupancy.

Supplies

Each student furnishes his/her own basic school supplies as well as supplies for the class to use. You will be mailed a school supply list in your summer packet. Supply lists for each class are available on the school website, www.pcctoday.com/hilltop.

School Pictures

Each year, school pictures of individual students along with a class photo, are made available to purchase. Pictures are taken in the fall. Kindergarten students will also have a graduation picture taken in the spring.

Lost & Found

Articles of clothing and student's personal property should be labeled with the student's name. Lost & Found is located outside the school office. Items not claimed in a timely manner will be donated to an appropriate organization.

Parking

Please do not park in the fire lanes or car-line. This is strictly enforced for the safety and well-being of our students and staff. Also do not park in spots marked off with the orange cones.

Car Line

Hilltop provides a supervised car line for the convenience of dropping off and picking up students.

Pre-K: This option is available for drop off of all morning students only.

Kindergarten: This option is available for drop off and pick up.

Car line Schedule:

Morning arrivals	8:20-8:40am
Kindergarten Dismissal	2:30-2:45pm

Tips to make the car line run smoothly:

- o Have your student ready to go.
- o Seat your student on the passenger side of the car and exit on that side only.
- o Pull up so your passenger side door is even with the front doors.
- o If you have business to attend to, please park in a designated parking space and come into the school.
- o DO NOT pull out of car line to pass someone for any reason. This is extremely dangerous for others in the car line and for those who have parked and are bringing their student into the school

Any parent may forego the use of car line and is welcome to park in the designated area and bring their student into school. Please do not park in the carline to bring the student into school.

Dress Code

Play throughout the day and a variety of art experiences require that students be dressed in durable, washable clothing. Daily activities include active play and messy art and the students should feel comfortable enough to enjoy these without worrying about their clothes. In addition, we ask that girls wear shorts/leggings under skirts or dresses.

Also, as the weather changes please provide a sweater or coat for your student each day.

- Shoes are to be worn at all times. Open-backed, jellies and plastic shoes are not recommended. Please, no flip-flops!
- Underwear must be worn at all times.
- Appropriate clothing for active play should be worn at all times.
- Bring a coat or sweater every day.

Nut policy and Snacks

We are not a nut free facility but provide all nut free snacks and treats.

Preschool: Snacks prepared by Hilltop are nut free. All treats or food items brought into the classroom need to be nut free. The Hilltop staff will be prepared to read all food labels before allowing the treats to remain at school. If there is not a label on the package, we will not distribute the treat and will have to send it back home.

Students may bring individual lunches from home that contain nut products. During Lunch Bunch, those students who are allergic to foods containing nuts will eat at a designated nut-free table in the lunchroom in order to avoid exposure.

Kindergarten: Kindergarten students bring a daily snack from home. Individual snacks may contain nut products. Snacks, special treats, or food items brought from home for the entire class may contain nut products, providing there is no student in their class that has an allergic reaction to peanut/nut products. If a student within the class has an allergy, a note will be sent home from the classroom teacher to notify parents that all snacks, treats and/or food items brought into the classroom for the class are to be nut free.

Kindergarten students may bring individual lunches that contain nut products. Those students who are allergic to food containing nuts will eat at a designated nut-free table in the lunchroom in order to avoid exposure to food containing nuts. All students will need to wash their hands to clean off their hands after lunch and before going to recess, as to decrease the exposure and spreading of nut products.

Procedure/Policy for students with food allergies

1. The school MUST BE notified about a student with food allergies.
2. Hilltop requires that parents complete a Food Allergy Action Plan Form.

Emergency Allergy Situation:

In the event a student with food allergies ingests any amount of allergen food product and has an Epi-pen available (please provide one for your child if they are necessary):

1. Two Hilltop staff members will administer the Epi-pen immediately even if symptoms are not visible. (One holding the child while the other administers the Epi-pen)
2. A Hilltop staff member will call 911 with the following info:
 - a. "We have a medical emergency involving a child with a life-threatening food allergy who has ingested those food products. An Epi-pen was administered at _____ o'clock."
3. A Hilltop staff member will contact the child's parents immediately.
4. A Hilltop staff member will remain with the child until paramedics arrive.