



PARENT
HANDBOOK

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Dear Parents and Students,

I would like to take this opportunity to welcome you to Hilltop. We consider it a privilege to educate your child, and look forward to working with you and your child during the school year. If you are a returning family welcome back! If you are a new family, we are so glad you found us and look forward to having you in our 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 up a child in the way that he should go,
and when he is old he will not turn from it.”*

Proverbs 22:6

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, and 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 immersed in a learning 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 as well as teachers 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

We believe that God has uniquely gifted each one of our students. It is our role as educators to help our students understand that 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. We accept the opportunity to help every student experience the richness, power and knowledge that a committed life to Christ can bring.

SCHOOL DAY

Hilltop's school management program is BRIGHTWHEEL. If you don't already have the application on your phone, please go to the app store and download the BRIGHTWHEEL App to your phone. Every parent and care giver must have this application downloaded on their devices. This communications and management program allows the teachers and staff to communicate with you in real time. You get pictures and updates from the classroom as well as information from the school. We also use this for check-in/check-out, as well as for classroom attendance.

ARRIVAL/DROP-OFF: Our school front doors will be opened from 8:20 AM - 8:40 AM. To check your child in, you can scan the QR code located on the front doors. Hilltop staff will welcome your child in and then walk your child to their class. If you don't have your device to scan the QR code, in the lobby we have an iPad check-in system where you can check your child in using the BRIGHTWHEEL application on the wall iPad. After morning drop-off is complete the Hilltop doors will be locked at 8:45 AM for safety.

PICK UP:

Threes, Fours, Pre-K and ASK: When arriving to pick up your child, scan the QR code located on the Hilltop Lobby Doors, login to Brightwheel and sign your child out. Please wait outside the school doors and staff will dismiss your child to you.

Kindergarten: Please pull into the car-line and Hilltop staff will walk your child to the car and check You will be given a car tag with the QR code on it. Please scan the code to check your child out. If you prefer to park and pick-up, scan the QR code located on the Hilltop Lobby Doors, login to Brightwheel and sign your child out. Please wait outside the school doors and staff will dismiss your child to you.

REGULAR PICK-UP TIMES:

- | | |
|---------------------------------|--------------------|
| • Threes, Fours and M/W/F Pre-K | 11:30 AM |
| • Lunch Bunch | 12:30 PM |
| • T/Th Pre-K | 1:30 PM |
| • Kindergarten | 2:30 PM |
| • ASK | 2:30 PM or 4:30 PM |

Please note you will be charged, A \$25.00 late fee per child, if the child is picked up later than 10 minutes after your scheduled pick-up time. Please call us to let us know you will be late.

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, or speak with our school office manager to let them know who will be picking up your child.
- 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

We require ALL VISITORS in the school building to report to the office. Visitors and volunteers will sign-in upon arrival and include the nature and location of the visit. Visitors and volunteers will be issued a badge from the office.

Face Masks

*All children will be required to pass a Health Questionnaire for each child. Children with a temperature above 100.4 F will not be allowed to attend that day. Anyone with a fever in the

previous 72 hours, or with sick family members, will not be allowed to attend that day. *Please see the Exclusion Summary Graphic for additional information, and check our Pandemic Plan on our website for updated information on our Covid-19 procedures and protocols.

Children will need to **bring their own water bottles, sack lunch and snack DAILY and will not be allowed to share these. *First Day of School: Please pack an extra change of clothes in a large plastic baggie with child's name on it to be left at the school.**

Face coverings are not required to be worn but if you would like your child to wear one (which you provide from home) they will need to be able to do so independently and with limited touching of their face.

Hilltop Early Learning Academy continues to work with the local health officials, Oregon Early Learning Division, Oregon Health Authority, CDC as well as utilize the American Academy of Pediatrics guidelines to determine the set of strategies appropriate for our learning academy.

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 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 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).

Notice of Nondiscriminatory Policy as to Students:

Hilltop Early Learning Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Admission Process

Hilltop begins the Application for Admission process during winter term. We open up admission first to our current parents and then to new families during 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 an Enrollment Packet and our Back-to-School packet in August.

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

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

Immunizations

All required Oregon Immunizations must be completed for any student to attend school. The records for all students need to be updated annually. Hilltop is required to file an annual immunization report with the State of Oregon each year. **Please be sure your child's vaccinations are up to date by Nov. 15.** Hilltop will notify parents if their child's records are incomplete and if they are not completed by the State of Oregon deadline date in early February, your child will be excluded from school until they are complete.

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. The entire amount may be paid in full at the beginning of the year, or by making 10 equal monthly payments (August - May). You will be billed on the first of the month and payments are due by the **10th of each month**. Payments are considered past due if left unpaid after the 10th of the month and will be assessed a late fee.

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 or other un-foreseen events. Additionally, there are no deductions for absences from school, including family vacations, or time away due to student illness, or other.

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, project/activity fees, lunch bunch, pizza day, ASK, or enrichment activities.

*See current Tuition & Fees Sheet for prices.

Billing of Fees

Fees that are recurring monthly, such as pre-registered After School Kids (ASK) will be charged along with your monthly tuition in 10 equal payments on the first of each month, August 1st through May 1st. Fees that fluctuate from day to day (such as Lunch Bunch, Pizza Lunch, drop-in ASK, and other event fees) will be reflected on the following (the next) month's invoice (October through June). These fees are generally tallied between the first to the 25th of the month. Hilltop statements will be e-mailed to each family on a monthly basis.

Delinquent Accounts

If there is a problem in making your regular payment on time, please make every effort to work with us to bring your account up to date. Referring accounts to collection or discharging a student from school are our last and least desired approaches to addressing the issue of past due charges. If our office has made reasonable attempts to contact or establish an alternate payment plan for those behind in their school tuition payments, and these efforts have proved to be unsuccessful, the school administration will send the account to collections. In these cases, those with overdue payments will assume the responsibility for payment of all fees associated with the collection of the debt. These fees may include but are not exclusive to: attorney fees, court costs, late fees, and other associated costs.

Returned Checks/Payments

Checks or electronic payments returned for non-sufficient funds (NSF) will incur a \$35 fee.

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 Brightwheel app and via email. Please be sure and check these in the event of possible closures.

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/Scholarship Gifts

Financial gifts to the school are gratefully received and will be used to benefit the students, 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 (ASK), as well as any outside programs contracted out as after school extra-curricular activities. These are after school and all are an additional fee.

ASK

After School Kids (ASK) is an enrichment afterschool program with a themed base focus that is available to all students. It is available to students following the Lunch Bunch hour or following a class time until 4:30pm. 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. If your child stays for ASK, you may pick your child up at 2:30PM or 4:30PM.

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

Snacks

Students are asked to bring their own snacks. We have found that students are more likely to eat their snack when they are provided from home. We are NOT a nut free facility, so students can bring snacks with nuts UNLESS they have been notified by the teacher or school that there is a student in their class with a nut allergy. **BUT, when bringing treats for the class, these must be NUT FREE.**

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 once a month and is a fund raiser for Hilltop. Teachers are available to help open packaging, but please do not send items that need to be cooked or heated.

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.

HEALTH AND SAFETY

*** Please See our Hilltop Pandemic Health and Safety Guide for more specific information related to Covid-19**

Every accident, injury, or allergic reaction is documented on the Brightwheel Incident report and a parent will receive notification through their Brightwheel app.

Hilltop maintains a student allergy and medical report and list for students who have medical conditions or allergies. Each teacher has this information accessible to them, but it is kept private by the teacher and staff.

Injury

The supervising staff person for each injury that occurs at the school will complete a Hilltop Incident report on our Brightwheel 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 Brightwheel and a copy will be saved in Brightwheel reports for retrieval later if necessary.

The school staff will administer first aid to an injured student when appropriate. Teachers or aides will administer necessary first aid (such as Band-Aids or ice) for minor bumps or scrapes, but will not administer medication. In the case of injuries, the student will be sent to the office for care and observation. If a head injury occurs, the Heads-Up protocol will be followed. In addition to the Incident Report via Brightwheel, if necessary, the parent will be called. For major injuries, parents 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.

Illness

Students feeling ill at school will be brought to the office by the teacher or assistant with an explanation of their symptoms, they will be monitored and parent will be called if necessary. In case of acute illness of a child (administrative staff will provide needed care)

- Child will be isolated.
- Temperature will be checked. If temperature is 100 or higher, parents will be called to pick up child. Child will remain isolated until parents arrive.

if stung or bitten by an insect, the child will be sent to the office for care and observation.

If a child displays allergic reaction symptoms, the administration will contact parents

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 before returning. In addition, children with Measles, Chickenpox, 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 and follow the guidelines provided by your child's doctor.

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

When Should I Keep My Child home?

Fever at or greater than 100.3 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 have been on antibiotics for 24 hours and a written or phone consent from doctor to the school

I NEED TO STAY HOME IF...						
I have a FEVER	I am VOMITING	I have DIARRHEA	I have a RASH	I have HEAD LICE	I have an EYE INFECTION	I have been IN THE HOSPITAL
						
Temperatures of 100.4 or higher.	Within the past 24 hours.	Within the past 24 hours.	Body rash with itching or fever.	Itchy head with active head lice and eggs.	Eye has redness, itching, and/or "crusty" drainage.	Hospital stay and/or ER visit.

I AM READY TO GO BACK TO SCHOOL WHEN I AM...						
Fever free for 24 hours without the use of fever-reducing medications.	Free from vomiting for at least 2 solid meals and no less than 24 hours.	Free from diarrhea for at least 24 hours.	Free from rash, itching, or fever. I have been evaluated by my doctor if needed.	Lice treatment received at home. Proof is provided to the school administration by the parent.	Evaluated by my doctor and have a note to return to school.	Released by my medical provider to return to school. PROVIDE RETURN DOCUMENTATION

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 100.3, the student is vomiting, has diarrhea, has a strange rash or allergic reaction, or is unable to function normally at school.

Medication Policy

Students who must take medication during school hours must comply with State of Oregon and school requirements.

Prescription or non-prescription medication including but not limited to pain relievers, cough syrup, antihistamines, or nose drops, may be given to a child under the following conditions:

- A medication ***authorization form signed and dated by the parent is on file (at front office)**
- Prescription medication is in the original container and labeled with the child's name, name of drug, dosage and directions for administering, date and physician's name.

3. Non-prescription medication is in the original container, labeled with the child's name, dosage, and directions for administering.
4. All medications are secured in a tightly-covered container with a child-proof lock or latch and stored so that they are not accessible to children.
5. Medications requiring refrigeration are kept in the refrigerator in a separate tightly-covered container with a child-proof lock or latch, clearly marked medication
6. Parents are informed daily of medications administered to their child.

*Authorization Form can be found at:

https://oregonearlylearning.com/form_sets/medical-authorization/

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 have severe food allergies):

1. Hilltop staff members will administer the Epi-pen immediately even if symptoms are not visible.
2. 911 will be called
3. The child's parents will be called.
4. A staff member will remain with the child until paramedics arrive.

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.

DISCIPLINE

Discipline

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

These general rules are 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 or inappropriate behaviors
4. Encouraging others to misbehave.
5. Disrupting or impeding the work of others.
6. Showing rudeness or disrespect to others.

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 ongoing behavior issues the parent will be kept notified by email or in person. If necessary, a conference with the parent will be scheduled. The conference will provide 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 in partnership with the parent to help the student reach their full potential.

Ongoing student progress will be monitored and 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 and is rarely 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.

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 care about 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 Brightwheel on a regular basis. These are important for communication and are used to keep families informed of current school happenings and events.

Classroom Newsletters are sent home via email and/or Brightwheel regularly. These contain the most important information regarding your child’s classroom projects, homework, and class celebrations.

Kindergarten Report Cards/Pre-K Progress Reports are given out at conferences. These will indicate both behavior and academic achievement of the student. A final hard copy is provided for you and your student to keep at the end of the school year.

3’s and 4’s Progress Reports are sent home in the Spring. A parent, teacher, or administrator may request a conference if they feel it is necessary to support the child's academic progress.

Teacher Schedules

Hilltop preschool teachers are available after class until 1:30pm, Kindergarten after class until 3:00pm. If you need to talk with your child’s teacher, make arrangements via email or Brightwheel with the teacher.

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 put in the student's backpack. Parents should check their student’s backpack on a daily basis. Additionally, teachers will

communicate via Brightwheel or email to keep parents 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, the teacher will communicate via Brightwheel or email to keep parents updated on classroom events, volunteer opportunities, wish list items, and any other class specific correspondence.

CLASSROOM EVENTS AND PROCEDURES

Teacher Responsibility

Hilltop’s teachers have the responsibility of setting an atmosphere of acceptance, encouragement, warmth, and love. They work hard to honor your child and help to nurture your child to reach their full 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 all class snacks and treats are nut-free.** Suggested treats include: mini-cupcakes, donut holes, single Popsicle, cookies, Jell-O snack, pudding snack or fruit.

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.

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.

Playground Rules

Playground regulations exist and are enforced for the safety of every student. Please discuss the following rules with your child. 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.
- 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 safely, seated and feet-first position. No walking up slide.
 - Wear proper shoes when on playground equipment. (Flip Flops not acceptable)
 - Swings: swing individually, no jumping out of swings, swing height may not be changed.
 - Playground crossbars: start at platform and finish ladder end; one person only
- 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.

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/VISITORS

All visitors in the school building must report to the office before visiting any other area of the school. Visitors and volunteers must sign in upon arrival. They must also sign out when they leave. Visitors and volunteers will be issued a name tag from the office that identifies them.

Parent visitation in the classroom is invited, as well as appreciated. Classroom visits should be arranged at least one day in advance. See below:

Volunteers

Hilltop encourages parent volunteers in the classroom and for special events. Parent volunteering in the classroom begins in October since the first month of school is a time for teachers and students to get acquainted and learn school routines.

In addition to classroom volunteering, there will be additional volunteering opportunities throughout the year. Teachers will send out sign-up sheets or send home fliers for specific needs during school and classroom events.

When working as a volunteer, you must ensure the confidentiality of each student's progress.

If a volunteer wants to begin a program for students outside of the classroom (special art class, science class, music class, dance class, etc) they must receive approval from the Hilltop Director before starting any program at Hilltop. They must also receive approval for 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 Brightwheel App on the iPad in the Lobby. We will also have each classroom teacher take attendance each day to confirm student's presence.

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. **Please See our Hilltop Pandemic Health and Safety Guide for more specific information related to Covid-19 and return to school after travel.**

Preschool (Pre-K, 3's, 4's): Attendance will be taken at 8:40AM 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 8:40AM 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 an essential connection to you and is especially important at times when we need to reach you during the school day, or in case of

emergency. Please ensure 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. Curriculum reviews are conducted regularly to ensure quality. Our current curriculum includes: Abeka, Association of Christian Schools International (ACSI) Language Arts, ACSI Math, Learning Without Tears, Calendar Math, Open Court Reading, Scholastic, and Positive Action. In addition to our strong academic curriculum, our teachers integrate biblical principles into the curriculum as well as teach an approved Bible curriculum.

Distribution of Materials

Flyers, leaflets, and other materials from outside vendors and advertisers may not be distributed or posted without the permission of the Director or Office manager.

Class Size

It is important to maintain small class sizes so students receive individualized, differentiated instruction to reach their full potential. 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 back-to-school packet.

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.

Lost & Found

Articles of clothing and student's personal property should be labeled with the student's name. Check with the Office Manager regarding any Lost & Found. 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 cones.

Dress Code

Students should come 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

- Shoes are to be worn at all times. Sneakers are recommended, open-backed, jellies, or dress shoes are not recommended. Please, no flip-flops!
- Appropriate clothing for active play should be worn at all times, including underwear.
- Bring a coat or sweater every day.

Nut policy /Food Allergies

We are NOT a nut free facility, so students can bring snacks with nuts UNLESS they have been notified by the teacher or school that there is a student in their class with a nut allergy. When bringing treats for the class, these must be NUT FREE. 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 unless the teacher has notified the class about a student with a nut allergy.

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.

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.

SAFETY PROCEDURES

Safety Procedures (Fire, Earthquake and Lock-down Drills)

Hilltop routinely practices safety drills. Fire drills are completed once a month and earthquake and lock-out, and lock-down drills occur several times a year.

In case of a fire, Hilltop/Portland Christian Center has a built-in sprinkler system and an emergency fire alarm. These will be activated automatically and the fire department or other rescue department will be contacted.

In case of FIRE:

- Children will be kept calm and follow the fire drill procedures they have practiced
- If they are unable to go to the fire drill location (near the big playground), the children will be taken to specified location and remain until released.
- Parents will be contacted via Brightwheel App and/or by phone or other means of communication.
- No one will re-enter building until given authorization.

In case of LOCK-In (SECURE):

- The classroom doors will be locked and windows covered with blackout shades.
- Students will remain in their classrooms and continue class as usual.
- Students will not leave their classrooms until released by the administration.
- Parents will be contacted via Brightwheel App and/or by phone or other means of communication.

In case of LOCKDOWN:

- The classroom doors will be locked and windows covered with blackout shades.
- Students will quietly wait at the furthest wall away from sight of doors.
- Students will remain waiting quietly until released by the administration.
- Parents will be contacted via Brightwheel App and/or by phone or other means of communication.

In case of EARTHQUAKE:

- Students will follow the procedures they have practiced for an earthquake.
- They will remain in their specific location unless otherwise notified.
- They will remain waiting quietly until released by the administration.
- Parents will be contacted via Brightwheel App and/or by phone or other means of communication.