



POLICIES and PROCEDURES

Generational Hope Church

26040 SE 216th St, Maple Valley WA 98038

Director: Heidi Acker

206-396-3868

preschool@generationalhope.org

OFFICE HOURS: Mon – Thurs 9am – 3pm

Vision

Our highest priority is teaching children through the example of the Word of God, to love the Lord God with all their heart, soul and strength, and to love their neighbor as themselves.

Hand in Hand is here because of our love for children and our joy in seeing His purpose take shape in their lives. We consider this a place of love and acceptance where laughter, learning, and play are cherished. It is a place where children's prayers are lifted up and given a warm response. We are thankful to God for the families and children at Hand in Hand Preschool and give Him praise and honor for this opportunity.

Program Focus

Our main goal at Hand in Hand preschool is to foster a child's love of learning and teach them that they are loved by God. Children are naturally curious and we build on that curiosity through playtime, imagination and games. We explore this great big world God has given us through unit studies and hands-on activities. Our adventures let us dive into the alphabet, the world of numbers, shapes, and colors, literature, science and nature, music, community awareness, and social skills. Indoor and outdoor playtime allows for gross and fine motor skill development while doing what kids do best – play! All activities and instruction will be rooted in truth that each child is loved by God, and that God has a purpose and plan for their life. By learning more about the world around them, they can begin to develop the necessary skills to embark on the adventure He has planned for them.

Our Program

We offer a 3 year old class which is a starter for students to get the feel of being in a classroom and being a part of a small group. This class is offered two days a week. Learning is done through playtime, songs, games and learning to work with others.

We have two options for 4 year olds. The first is a 3-day program (T/W/Th). The second is a 4 – day program (M-Th). In both classes, the focus is on games and structured playtime to encourage confidence in writing their name, counting to 20, identifying letters and numbers, beginning to sound out words, and solving problems with classmates with kindness and compassion. From our experience, the 4-day option is a great choice for those that may need more preparation to be ready for Kindergarten or enjoy being challenged. To ensure the best outcome for your child's Kindergarten readiness, we recommend 4 days per week. The curriculum used in both the 3 and 4 day options are the same.

Our Kindergarten class is our newest addition to Hand in Hand that came out of a need to have students in a real class and in person versus being online. Learning is done through games and play while exploring our world. We are beginning to read, add and subtract and explore our surroundings through art and science. We also memorize Bible verses, how they apply to

us and show how God loves us. We work on being independent, serving others and being a positive influence in our community.

Enrollment and Admission

Enrollment is on a first come first served basis and a registration form does not guarantee your child's enrollment in Hand in Hand preschool. A \$100.00 nonrefundable registration fee is required upon submitting a registration form and is only good for a period of one year. Classes are available for *completely* toilet trained 3 year olds to Kindergarteners. Child must meet age requirements by August 31st.

Unfortunately, we cannot switch around your child's scheduled days of enrollment on an occasional or semi-occasional basis. In other words, your days contracted are your days and cannot be altered on a weekly basis.

The school director must receive a two-week written notice of intent to withdraw your child stating the reason for withdrawal and signed by the parent. Students attending any day of the month will owe the full month's tuition.

Because our tuition is based on actual operating expenses, we are unable to make refunds on monthly tuition because of school holidays, family vacations, etc. Consideration will be given to those students who are absent because of lengthy illness. The Director will make all of the decisions in these matters.

ENROLLMENT CONDITIONS:

- *All students are automatically on a one month trial basis.
- *All students must be the correct age for their class by Aug 31st.
- *All children must be fully potty trained.
- *A waiting list will be kept to fill vacancies.

Tuition Fees and Payments

Tuition: Kindergarten is \$400/month (M/T/W/Th)

PRE-K (4 days/week) is \$360/month (M/T/W/Th)

4 year old class (3 days/week) is \$285/month (T/W/Th)

3 year old class (2 days/week) is \$215/month (M/W)

Payments are due on the 1st of every month (September's payment may be made on the first day of school). Payments received after the 7th will incur a \$15 late fee. We encourage you to pay online at generationalhope.org under the PRESCHOOL tab. Please ask for directions if you would like to pay online. We also accept check, cash and money order.

*Please pay your \$100 registration fee by personal check.

*A 30-day notice is required for any change to your child's enrollment.

Days/Hours of Operation

We will provide you with a Hand In Hand Preschool calendar at the beginning of the school year. School operation hours are from 9:00am – 12:00pm, but your child's class schedule may have a different start and end time. Teachers will be available 15 minutes after class for questions. Please be courteous and arrive on time for drop off and pick up. Please refer to the Hand in Hand Preschool calendar for the first day and last day of school dates

We will loosely follow the school calendar of the Tahoma School District for Holiday breaks and any days cancelled due to weather. In the case of a 2-hour late start for Tahoma, our preschool will be closed.

Sign-In & Sign-Out Procedures

Please take your child to the restroom before school. Your child's class will be open *promptly 5 minutes* before class starts. If you arrive early, please wait outside the class until the teacher opens the door. All children should be picked up *no later than 5 minutes after class* has concluded. Please give us advance notice when someone other than yourself is picking up your child. We will check ID. Please park in the front of our main building and walk your child to class. Do not use the staff parking lot located by the church offices. Do not leave children unattended in vehicles or on church property. If you allow your child to play on the playground before or after class, you **MUST** supervise them at all times, and they must follow the playground rules.

Behavior Management and Discipline

Discipline will always be positive, productive, and immediate when behavior is inappropriate. This is always followed up by encouragement and love. Loving and caring for your child is the main emphasis used in our preschool. Any situations regarding behavior will be addressed to the parent that day by our director, Heidi Acker.

Religious Activities

Jesus and the Word of God are our main focus. We listen to worship songs and have prayer time daily. On Christmas and Easter, we will focus on Jesus.

Lunch & Snack Time

Students are required to bring a snack to school. We encourage parents to provide a healthy snack for their child, to give them the nutrition and energy they need to get through the school day. We do not allow students to share food due to allergies and food choices families may have.

Outside Recess

All classes try to go outside each day, weather permitting. Please dress your child properly for the weather. Label all coats, backpacks, etc., with your child's name. All children must go outside if their class is outside. Please have children wear play clothes and sturdy shoes. Please have girls wear shorts under dresses.

Playground Rules

Safety is of the utmost importance therefore; the following rules are designed for the safety of the children:

- Children shall be under adult supervision at all times.
- While on the swing, sit on your bottom and hold on with two hands.
- Go down the slides feet first.
- Do not climb on top of any play equipment.
- We keep our hands and feet to ourselves at all times.

Birthdays

You may bring treats to celebrate your child's birthday. Please bring enough treats for everyone in class. Please notify your child's teacher in advance that you will bring treats. Birthday party invitations are very important to children at this age. You may distribute invitations to your private birthday parties in the children's classroom only if you are inviting the entire class, all the boys or all the girls, otherwise, please hand out invitations privately.

Changes at Home

Changes at home affect your child at school. Please inform us of any major changes (i.e. divorce of parents, death of a loved one, even death of a pet, moving, new baby, etc.) It is our desire to help your child adjust any way we can.

Emergency Procedures

In case of an emergency, phone calls will go out to parents requesting for them to pick up their child. If for any reason, we cannot reach the parent, we will call the next person listed on your child's emergency contact form.

Inclement Weather

In case of snow, we will notify you (using your emergency contact info) of closures or late starts. Hand in Hand Preschool does not have make-up days. Our last day of school is a permanent date set on our calendar.

Items to Leave at Home

Please do not bring toys to preschool unless requested as part of a class project.

Illness

First, if in doubt, please keep your child at home, this keeps everyone healthy. Children with any of the following symptoms will not be permitted to come to class:

- Fever of 100° F or higher (within 24 hours without fever reducing medication)
- Diarrhea
- Sore throat
- Ear ache
- Unexplained or contagious rash
- Shows symptoms of irritability, confusion or lack of appetite
- Eye discharge or pinkeye. Children can be re-admitted after medical diagnosis to rule out bacterial or viral infection or 24hrs after antibiotic treatment
- Fatigue that prevents participation in regular activities
- Open or oozing sores or 48 hours have passed since antibiotic treatment
- Lice
- Hand foot and mouth disease
- Confirmation of any contagious sickness

COVID-19 Guidelines

If someone in your family or your child has had a fever, flu or cold symptoms within the last 24 hours, please stay home.

If your child or someone in your family has been exposed to COVID-19, entry to our campus is not permitted for at least 2 weeks from exposure date.

If you think or know your child has COVID-19, your child may return to school after 10 days since symptoms first appeared AND it's been 24 hours with no fever without use of fever reducing meds.

If your child tests positive for COVID-19 and has NO symptoms, they may return to class once 10 days has passed since the positive test if they continue to lack symptoms.

We disinfect toys and equipment each week and wipe down common surfaces daily. Frequent handwashing and use of hand sanitizer by students and staff is a part of each class's routine. We love our children and families here at Hand in Hand and want to do all we can to keep everyone healthy and safe.

Teacher/Parent Communication

Your child's teacher is available 15 minutes following the end of class for casual comments/questions. If you have something confidential or have a concern about your child you'd like to discuss, please make arrangements to meet in private at another time.

Our director, Heidi Acker is available during office hours from 9am–3pm, Monday–Thursday. You may email her or reach Heidi by phone. Please be respectful of her time and know that your call/email will be returned during office hours if you've left a message outside of that time.

Thank you for choosing Hand In Hand Preschool. We are looking forward to showing your child the love of Jesus as they begin exploring this great big world around them.

Thank you,

Heidi Acker / Director

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