



Parent & Student Handbook

Preschool Programs



26423 NE Allen Street

Duvall, WA 98019

425-844-8608

www.hillsideacademy.com

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Hillside Contact Information

Part-time PreK (AM & PM)

Yolanda Pierce

yolanda@hillsideacademy.com

Part-time Preschool (M/W/F & T/Th)

Renee Neale

renee@hillsideacademy.com

Head of School

Suzanne Siko

Suzanne@hillsideacademy.com

Office Manager

Janette Dahl

Janette@hillsideacademy.com

Registrar

Heidi Bournique

registrar@hillsideacademy.com

Hillside Foundation

Welcome to Hillside Academy, where learning begins in preschool and continues through middle school. Our goal is to provide our families with a fantastic learning experience in a loving and supportive atmosphere that upholds our mission to inspire passionate learners.

Mission Statement

Our mission is to build future innovators and leaders who are confident, passionate, and have a love of learning. We achieve this through an individualized, hands-on, and project-based environment that integrates Christian values while striving for academic excellence.

Teachers emphasize five distinct but interrelated areas: Critical Thinking, Creativity, Problem Solving, Social Skills, Faith & Character Development.

Our Objective

Matthew 5:14-16 "You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead, they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your father in heaven."

Our goal is to help students decipher the messages of our world, and to help each student recognize their God-given abilities, which they can develop for the betterment of our community and our world. We focus our Christian education on modeling and teaching about who God is, who we are called to be through the fruit of the Spirit and how we can use our God-given abilities to show God's love to others.

Keys to Success

By definition, success is the attainment of one's goals, the favorable termination of attempts or endeavors. While individual goals may vary, as educators, we want to see students learn and develop the skills they need to go out into the world and make a difference, to work hard and achieve prosperity in their endeavors. While this is not a new focus for education, the landscape of our modern society is changing what skills it takes to be successful. It is no longer enough to have rote knowledge or a specific set of skills, but to have 21st century skills.

To be truly successful in our world market, you need to be a creator of new ideas and utilize these three 21st century areas; learning, literacy, and life skills. At Hillside Academy, we focus on the whole child in these core areas of learning and life skills.

We understand that to develop a student who will be an innovator of new ideas and products, you must teach to the whole child. At every level, we have identified these key learning objectives, and we have built our instruction and activities to strive for success in obtaining these goals. Research has shown that

early childhood preschool education is the largest factor in overall school success. Our elementary program builds on that foundation the skills that students need to have in reading, math, and writing so that by middle school, they can create and present their work to parents and experts in the field.

Statement of Faith

Romans 3:22 "This righteousness from God comes through faith in Jesus Christ to all who believe. There is no difference for all have sinned and fall short of the glory of God, and are justified freely by his grace through redemption that came by Jesus Christ."

We believe that man was created by God and in God's image, and that every child is a gift from God. We believe that God created each of us with a purpose, to live in community with Him. We have all sinned, and have been separated from God, by our sin. We believe that we have an enemy that seeks to keep us separate from God, by distracting us from truth. We believe that God sent His son, Jesus Christ, to redeem us from our sin, to bring us back into relationship with God through faith, and to teach us how to love like God loves through the Holy Spirit. We believe that the Bible is the Word of God and is a relevant and essential part of understanding truth today.

Principles of Christian Education

Romans 1:20 "For since the creation of the world God's invisible qualities, his eternal power and divine nature have been clearly seen being understood from what has been made, so that men are without excuse."

As educators, we have been given a special position in children's lives to teach them truth. As we teach children about truths in academic subjects, we believe that we are also called to teach truths about who they were designed to be as the image bearers of God, and to help them recognize that our world is one of intelligent design.

Non-Discriminatory Statement

Hillside Academy admits students of any race, color, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Hillside Academy has a policy to make reasonable accommodations to physical or mental limitations of any otherwise qualified disabled child. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admissions policies, scholarship programs, and other school-administered programs.

Our school reserves the rights and protections granted to it in the areas of admissions and employment practices by applicable laws and constitutional provisions of its religious objectives.

Early Learning Educational Philosophy

William Gates, Sr. (2007) said, “The first five years have so much to do with how the next 80 turn out.” The first five years are the fastest periods of brain development in one’s life. From the time children are born, they are ready, able, and wanting to learn. Studies have shown in early childhood, brain development is strongly influenced by a child’s environment and experiences. Through healthy, responsive relationships with adults, and other children, along with quality, positive learning experiences and interactions the foundation for optimal brain development is set (NCEDCTL, n.d.). We believe this means for children to learn effectively, they must be allowed to explore the world in a warm, supportive, safe space that is full of love, empathy, understanding, fun and creativity.

Our objectives for the growth and development of the children within Hillside’s preschool programs are to help them gain the necessary skills/knowledge for each stage in their life. To accomplish this, we plan theme-based, hands-on activities that helps each child progress cognitively, socially, emotionally, and physically. We use these activities to build upon the child’s ability to think through problems, attempt solutions, and persevere in tasks. The teaching methods and strategies we use include, but are not limited to, sensory table play, story time, singing songs, experimentation, observation, and free access to art supplies. Our approach offers open-ended experiences to which a child can freely explore, inquire, and investigate the world around them.

We believe in the power of teamwork and community and feel when we, big or small, work together great things are possible. We also believe that one is never too little to make a difference in the world. In our classrooms, we model and promote teamwork by offering help, as well as encouraging the children to ask for help from trusted adults and their peers. In the community, we will work together to conceive, and implement, service projects to benefit an individual or local non-profit. We feel that by participating in these activities, we will become more aware of our role in our individual environments, as well as the world around us. Participating in such activities have also been shown to increase mental functioning and overall health, which we believe is good for any age (EarlyEdU Alliance, 2015).

By knowing how children grow and develop, partnering with families, and implementing meaningful experiences, we hope to create a dynamic learning community that builds future innovators and leaders who are confident, passionate, and have a love of learning.

References:

National Center on Early Childhood Development Teaching and Learning (n.d.). [The Science of Child Development and Learning.](#)

EarlyEd U: An Alliance for Head Start and Early Childhood Teaching (2015), Doing Good Deeds for Others.

“William H. Gates Sr. - Ounce of Prevention Fund Luncheon.” *Bill & Melinda Gates Foundation*, 2007, www.gatesfoundation.org/media-center/speeches/2007/04/william-h-gates-sr-ounce-of-prevention-fund-luncheon[Links to an external site.](#)

Hours of Operation

The school office is open from 8am-3:45pm – Monday-Friday.

Hillside Academy will be closed on the following holidays:

- MLK Jr. Day (Hillside Closed)
- President’s Day (Hillside Closed)
- Good Friday (Hillside is closed)
- Memorial Day (Hillside is closed)
- Independence Day (Hillside is closed)
- One full week in August for building maintenance (Hillside is closed)
- Labor Day (Hillside is closed)
- Thanksgiving Day (day before and day after- Hillside closed)
- Christmas Eve – New Year’s Day (Hillside closed)

School Closures Due to Weather

Hillside Academy follows the Riverview School District late start & school closures due to inclement weather. If school is delayed (late start) due to weather, our morning part-time preschool classes *will be cancelled*. Elementary and middle school classes will begin at the adjusted late start time (i.e. 1 hour, 2 hours late) as determined by the Riverview School District. If school is closed early or cancelled for the day any after school activities (including After Care) will be cancelled. A notice of school closures or delays will be sent via our FACTS system (text alert & email) and posted on Facebook.



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Child Drop Off/Pick Up Information

Part-time PreK	AM	9:30am – 12:00pm
	PM	1:00pm – 3:30pm
Part-time Preschool	T/Th	9:00am – 12:00pm
	M/W/F	9:00am – 12:00pm

There is a sign-in/sign-out sheet located inside each classroom for parents to sign when dropping off and picking up their child. Make sure to sign your preschooler in and out every day.

Your preschool teacher will only release the student to the parent(s) and anyone listed as an authorized EC/PU in our school database. If someone other than the parent will be picking up your child, they must present photo identification to the teacher. You must provide to the school office written permission for anyone to be added to your emergency information in our school database.

Absentee Information

If your child will be absent from preschool as a result of being sick, doctor/dental appointment or other reason, notify your teacher as well as the school office by calling 425-844-8608 or emailing janette@hillsideacademy.com.

Other Information

Parents agree to:

- Sign their preschool child in and out each day on the sign in/out sheets located in each classroom.
- Provide via email, note, or phone call to the school office if they designate someone other than the parent/guardian to pick up their child. Photo ID must be provided by designated person for pick-up.
- Provide all required immunization forms as needed by the Department of Health or have a Certificate of Exemption on file prior to the start of the school year.
- Notify the office of any change of address, phone or other information as indicated on the enrollment agreement.
- Maintain open communication with the Hillside Academy staff and provide any information that might contribute to your child's growth and learning.
- Make tuition payments as agreed upon by the first of every month.
- Pick up their child on time. (Hourly childcare will be charged for any extra time past the 10-minute grace period with a minimum charge of one hour.) The hourly rate is \$10.
- Pay for damages their child may cause to the school or to other's belongings.
- Not send sick children to school or to school activities. For more information, please see our Illness Policy.

Payment Terms & Conditions

Tuition is due on the first of each month. If the 1st falls on a weekend or holiday, then tuition is due the last business day before the 1st. We depend on tuition to pay our overhead and teachers. Help us pay our bills by having your tuition turned in on time.

Parents sign our **Enrollment & Financial Contract** during their online registration in FACTS. A re-enrollment fee will be collected along with a newly signed tuition contract each returning year.

Your account must be current for a student to start school.

All families are required to have a credit card on file as part of your **Enrollment & Financial Contract**. Your tuition is considered late if it is not received by the close of business on the 5th of the month (or the last business day prior to the 5th if it falls on a weekend or holiday.) On the 6th of the month, the credit card on file will be charged the amount of the tuition, late fee and the 3.5% credit card processing fee.

A \$35 fee will be charged for any NSF checks.

Tuition Responsibilities

The annual tuition for our Part-time Preschool programs is divided into 10 monthly payments (July – April). You can make monthly payments or pay the full amount by June 1st and receive a 3% discount.

Monthly statements will be emailed to families on or around the 15th of each month for tuition that is due on the 1st of the following month. The links to these statements do expire so if you need them for tax purposes, please save a copy for your records.

There are several options to pay your tuition:

- Pay in person at the school office between 8:00am-3:45pm.
- Drop your payment in the tuition box located in the full-time preschool (Pre-K) classroom.
- Mail your check to: 26423 NE Allen St, Duvall, WA 98019
- Use your bank's online bill payer system to set up automatic payments to Hillside Academy. Use your child's name as the "account number".
- Use your credit card on file to pay your tuition each month – we do have to pass along the 3.5% credit card processing fee. Please contact the school office if you are interested in this option.

Appropriate Clothing

Make sure to send your child with rain gear and winter gear during bad weather months. Students will play outside at all recesses regardless of the weather (within reason). Parents must provide a change of clothing in their child's backpack/cubbie for use as needed.

Potty Training

All preschool children **must be potty trained** prior to attending our Hillside Academy preschool programs.

Our Part-time Preschool programs are not set up for the sanitary changing of "accidents" so if your child has a bowel movement while at school, you will be contacted to come to school and change your child.

Illness Policy

Children **will not** be allowed to come to Hillside Academy with any of the following symptoms:

- Diarrhea (three or more watery stools or one bloody stool within 24 hours)
- Vomiting within 24 hours
- Open or oozing sores, unless covered with cloths or bandages
- For suspected communicable skin infection, such as pinkeye; the child may return 24 hours after starting antibiotic treatment
- Lice, ringworm, or scabies. Individuals with head lice, ringworm, or scabies must be excluded from the child care premises beginning from the end of the day the head lice, ringworm, or scabies was discovered. Students should not return to school until they are nit-free (head lice).
- Fever of 100 degrees Fahrenheit or higher or also have one or more of the following conditions: earache, headache, sore throat, rash, or fatigue that prevents participation in regular activities.



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If a student becomes ill during the day, the student may be sent to the school office where they may remain until either the parent/guardian is contacted or they return to class.

Hillside Academy reserves the right to contact a parent or guardian if there are ANY questions or concerns regarding a child's health while in our care.

Hillside Academy reserves the right to refuse service to anyone if there is a question or concern regarding the health and well-being of a child to ensure a healthy environment for all of the children in our care.

Flow Chart for Schools and Child Care

(<https://doh.wa.gov/sites/default/files/2022-03/820-229-SymptomExposureFlowchartK12SchoolsChildCare.pdf>) instructions.

When in doubt, consult this resource from Seattle and King County Public Health as it aligns with WAC 110-300-0205: <https://www.childcare.org/ckfinder/userfiles/files/NEW%20keep-me-home-if-EN.pdf>

Medication Information

Medication is given only with prior written consent of a child's parent/legal guardian. Complete the necessary paperwork if you need Hillside Academy to dispense medication to your child. Further information about our medication policy can be found in our Health Policy located at the front office.

Obligation to Report

All injuries that occur while students are at school will be recorded and an incident report will be sent home to parents.

Hillside Academy teachers, staff and volunteers are required by law to report all cases of child abuse to Child Protective Services pursuant to RCW: 26.44.030 which states the following:

Upon receiving reports of abuse or neglect, the department or law enforcement agency may interview children. The interviews may be conducted on school premises, at daycare facilities, at the child's home, or at other suitable locations outside of the presence of parents. Parental notification of the interview shall occur at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation. Prior to commencing the interview, the department or law enforcement agency shall determine whether the child wishes a third party to be present for the interview and, if so, shall make reasonable efforts to accommodate the child's wishes. Unless the child objects, the department or law enforcement agency shall make reasonable efforts to include a third party in any interview so long as the presence of the third party will not jeopardize the course of the investigation.

General & Miscellaneous Information

Re-enrollment

Re-enrollment information for the upcoming school year will be made available in January. If you have any questions about re-enrollment, please contact the registrar at registrar@hillsideacademy.com. All Re-enrollment is done through your ParentsWeb/FACTS account.

In addition, per DOH Mandate, any student, child, or staff who reports or exhibits COVID-19-like symptoms is required to be immediately isolated from others, sent home, and referred to diagnostic testing as soon as feasible, regardless of vaccination status as noted in the Department of Health's document "Requirements and Guidance to Mitigate COVID-19 Transmission in K-12 Schools, Child Care, Early Learning, Youth Development, and Day Camp Programs. (<https://doh.wa.gov/sites/default/files/2022-03/821-165-K12SchoolsChildCare.pdf>).

These symptoms include, but are not limited to, fever greater than or equal to 100.4 or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and COVID-19 Symptom and Exposure Flow Chart for Schools and Child Care (<https://doh.wa.gov/sites/default/files/2022-03/820-229-SymptomExposureFlowchartK12SchoolsChildCare.pdf>) instructions.

Snacks

A small snack is provided for our preschool student.

Field Trips

We like to incorporate field trips into our preschool curriculum. These field trips may be walking field trips or require the use of vehicle transportation. Parents will be informed in advance should their classroom teacher decide to use the van for local field trips. We encourage our parents to participate in the field trips, when possible.

Make sure to communicate with your preschool teacher if you are interested driving and/or chaperoning a field trip. If interested in driving, parent drivers must have the appropriate paperwork submitted to the school office prior to the field trip.

Open Door Policy

An Open Door Policy is in practice at Hillside Academy. This means that while a child is enrolled, parents are welcome to stop by the center at any time.

For some children, it is difficult for them to say goodbye to a family twice. Please talk to your child's teacher before dropping by unexpectedly if this is the case. When you let the caregiver know you are coming, they can help prepare your child for your visit.

School Communication

Hillside Academy communicates to our parents in multiple avenues such as weekly teacher emails, social media, and schoolwide communication through FACTS. Parent forms and other school related resources are available at our website at www.hillsideacademy.com.

Fundraising

Hillside Academy strives to keep our tuition at a reasonable cost. **Tuition does not cover all of our operating expenses.** Hillside Academy is a non-profit institution.

We conduct several different fundraising opportunities throughout the school year such as our Wildcat Hop-a-thon in October, Giving Tuesday in November, and our Spring Auction. Because we are a 501(c)3 non-profit, several companies will match any monetary donation that is given. Some will match volunteer hours as well.

Your assistance in procuring of donations, volunteering of services, or giving of money as a tax-deductible donation, is greatly appreciated.

Our goal would be to raise support in the amount of approximately 10% per student's yearly tuition. For additional information, please contact the director.

DISCIPLINE

Child Guidance, Child Restraint and Corporal Punishment

We will guide the children using positive reinforcement, positive redirection, and through modeling appropriate actions and conversation. Time outs, while rare, will only be used as a means to separate a child from a situation that needs more attention, and then, will be used as a teachable moment to help correct future events. This is done through conversation and open-ended questions that will allow a child to think through the event and encourage a self-driven solution.

A child will only be physically restrained if the child's safety, or the safety of others, is threatened. This restraint must be limited to holding the child as gently as possible, limited to the minimum amount of time necessary to control the situation, and be developmentally appropriate. Bonds, ties, blankets, straps, car seats, highchairs, activity saucers, or heavy weights will **never** be used to restrain a child.

We will never use corporal punishment to discipline a child. It is strictly forbidden, and its use will result in notification to the authorities for investigation and/or prosecution.

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

Expulsion

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

When a Child is Having a Problem in the Classroom:

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while discipling children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
(Parent/guardian will be notified verbally.)
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation.
- Recommendation of evaluation by local school district child study team.

Schedule of Expulsion

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school.
- The parent/guardian will be informed regarding the length of the expulsion policy.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to school.

Parental Actions for Child's Expulsion/Termination of Services

- A child's services may be terminated due to that child's parent or guardian's inability to meet the expectations and requirements of the early learning program. Expectations and requirements of the program include, but are not limited to, unpaid bills, continual late arrivals, or a parent, guardian or family member's inappropriate or unsafe behavior in or near early learning program space.

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts that cause harm to the child's self, staff, or other children.
- Ongoing physical abuse to staff or other children.

Child Will Not Be Expelled

If child's parents:

- Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at the school.
- Questioned the school regarding policies and procedures.
- Without giving the parent sufficient time to make other childcare arrangements.

Staff to Child Ratios

In the Part-time Preschool Program, the staff to child ratios are as follows:

- 3's Class – 1:10 with a maximum of 10 children in the classroom.
- 4's Class – 1:10 with a maximum of 10 children in the classroom.

Weapons, Tobacco, and Drugs

Weapons, tobacco, cannabis, and all illegal drugs are not permitted on the school property. Anyone with these on their person will be asked to leave the school immediately.

Children with Special Needs

We will work with the child's parents and professional services to develop an Individual Care Plan that addresses the child's diagnosis and special needs. This plan must be updated annually or if the needs of the child changes. The parent is responsible for ensuring the staff are informed regularly of any changes and needs the child requires.

Developmental Screening

Developmental screening is an important, but brief, method of evaluation completed by a parent, or caregiver, to quickly identify a child's progress through foundational early childhood developmental milestones. A child's development can be measured in a number of ways and can give important information that might help identify if the child is in need of additional resources or services. Studies show that early intervention is one of the main factors that contribute to a child's success in school and life.

To help recognize delays or disabilities, we ask each parent to fill out the Ages and Stages Questionnaire for the child. We use the scores from this tool to help screen each child's progress and connect them with other important services, if necessary.

Resources

Information can be found at Hillsideacademy.com regarding Supply Lists, Forms, Tuition and Fees.

You may review the program's Health Policy, Staff Policies, Menus, Insurance Information, Inspection Reports and other relevant program policies by sending a written request to:

*No handbook serves to contractually bind the school in any way;
Hillside Academy's Board of Directors reserves the right to change the handbooks without notice.*

Parent Acknowledgement Page

We have read, understand and agree to the guidelines set forth in the **Hillside Academy
Preschool Parent Handbook.**

Parent Signature

**Please sign this page and return it to school by:
October 31st, 2023.**