

2023-2024



North Hills Christian Preschool
Parent Handbook

North Hills Christian Preschool

A ministry of North Hills Baptist Church

Serving children age 2 years 9 months to school age who are fully potty trained

Hours of Operation:

Monday - Friday

6:00 a.m. to 6:00 p.m.

OPEN YEAR ROUND

Preschool License #: 480101919

200 Admiral Callaghan Lane

Vallejo, CA 94591

Office: (707) 644-5284

Fax: (707) 644-5295

www.north-hills.org

Love God. Serve Others. Change the World.

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

Proverbs 22:6

Children are a precious heritage from God, and we count it a real privilege to share with you in the development of your child. Our mission is to be an extension of the home, working together to provide the best Christian Education possible.

All children of the community are welcome as North Hills does not discriminate based on race, color, national origin, religion, or ancestry.

INTRODUCTION TO NORTH HILLS

A. GOALS

- To teach that the Bible is the only inspired Word of God and that it is practical and important.
- To present the curriculum in a Christian atmosphere with a Christian attitude by qualified Christian staff.
- To seek to meet and exceed the State of California school requirements.
- To teach from the point of view that all true knowledge comes from God.
- To teach moral and personal responsibility.
- To teach and administer discipline for the purpose of helping the student in relationships with God and others.
- To encourage each student to achieve to the best of his ability.
- To provide a high-quality Christian education at a reasonable cost.
- To teach our American heritage and a Christian view of the current problems facing our country and the world.
- To teach a complete curriculum that prepares the student to face the world in which he or she lives with efficiency and a sense of responsibility.

B. STATEMENT OF FAITH

We Believe In

1. The inspiration of the Bible, equally in all parts and without error in its origin;
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by direct immediate act;
3. The pre-existence, incarnation, Virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation;
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

SCHOOL HISTORY

The ministry of North Hills Christian School is a remarkable story that can only be attributed to God's grace and love manifested through a group of parents, teachers, administrators, and Board members dedicated to the propagation of a Christian model of education. The school had its "Genesis" in 1971, as an extension of Castlewood Baptist Church with an enrollment of nine.

In 1973, the school absorbed Grace Christian Academy and increased its enrollment to 119 students. In 1975, the school used the facilities of Emmanuel Baptist Church. In 1976, North Hills Baptist Church organized and assumed the school ministry from Castlewood Baptist Church. In 1978, North Hills moved to its present location as a ministry of North Hills Baptist Church. In 2005, North Hills became accredited with ACSI (Association of Christian Schools International) and WASC (Western Association of Schools and Colleges).

The Lord continues to move mightily at North Hills Christian School and we praise Him for it.

ADMISSION POLICIES

North Hills Christian Preschool is open year-round.

We accept children from age 2 years 9 months to school age who are fully potty trained.

APPLICATION/ENROLLMENT PROCESS: Complete an [Online Application](#) with a \$50 Application fee. After a review of the application and a desire from the parent to enroll, you will be sent an email link to complete the Online Enrollment packet through ParentsWeb. You must also provide the following documents: 1) birth certificate, 2) up-to-date immunization record (Hib Meningitis required), 3) complete FACTS Tuition Management account, 4) all required State of California documents, and 5) non-refundable annual Enrollment fee of \$150 (by 6/30).

K-4 PROGRAM: Recommended attendance for the K4 program is 5 days per week for children who will have their 4th birthday by October 1st and plan to attend Kindergarten the following fall.

TUITION: Monthly payments are made by automatic withdrawal on the 20th of each month for the next month's tuition by FACTS Tuition Management. The first month's payment will be prorated, if applicable, and processed through the FACTS Tuition Management account.

A \$30.00 late fee per account is assessed if received after the 20th, and any other costs charged by related outside banking institutions. Re-enrollment takes place annually before July 1. There is no credit or refund for absences, holidays, or unplanned emergency closures. Two weeks is allowed annually for vacation and is available without charge after 3 months of consecutive attendance. Vacation allowance requires at least one week advance written notice and a minimum of one week absence. Withdrawal requests must be submitted in writing. Tuition is due and payable through the end of the month withdrawn.

MULTI-CHILD DISCOUNT: Discounts are available to families with more than one child living in the same household as the financially responsible guardian. Multi-child discounts are applied to students in grades K-12: Second child \$300 discount; Third child \$600 discount; Fourth child \$900 discount; Fifth child 100% discount. Inquire with the Business Office for preschool sibling discounts.

REFERRAL INCENTIVE: Families currently enrolled at NHCS and NHCP are eligible for a referral credit by referring a brand new family to NHCS or NHCP.

- Credits are one per new family referral; \$250 for a Preschool family or \$500 for a K-12th grade family.
- The referring family name must be listed on the newly enrolled student application.
- Both the referring and new families' children must be enrolled for four months before the referring family can receive the referral incentive as a credit on their FACTS account.
- If the newly enrolled family has multiple children in preschool and K-12, then the higher earned incentive will be applied.

ADDITIONAL FEES: Late Fee of \$20.00 for every 10 minutes (*or part thereof*) plus \$5.00 per additional child for late pick-up. Failure to legibly sign your child in or out will result in a \$10.00 fee added to your account for each missing/illegible signature. Program Change Fee of \$15.00 for each program change, not including vacation requests.

Non-payment of fees, lack of parent cooperation, illegible in and/or out signatures, failure to keep phone numbers and addresses current, and failure to provide necessary records shall constitute grounds for dismissal from the program.

UNIFORM: Children are required to wear a navy blue polo shirt and navy blue pants (*with exception of the summer program*). Polo shirts with the North Hills Christian Preschool logo are available for purchase, however, plain navy blue polos are also acceptable.

GENERAL SCHOOL RULES

Prompt and first-time obedience to all school staff is expected at all times. Talking back will not be tolerated. Common courtesy and respect must be shown at all times. We have a hands-off policy for all children including no tackling, wrestling, karate-type play, etc., for the protection of the children. Children must remain with their teacher under proper supervision at all times. Hiding or running away from a teacher will not be tolerated.

ACADEMIC PROGRAM GOALS

North Hills Christian Preschool is an Academic Preschool

General Objectives of the Preschool program

Bible curriculum with memory verse work.

Bible curriculum that focuses on Christian character traits. Share Bible stories of Jesus and His love, and relate these through everyday happenings.

Creative, safe, and loving environment.

View themselves as having competence and worth.

Share common property.

Work and play in a group.

Get along with other children and their teachers.

Meet changing situations without emotional upsets.

Feel at ease about being away from home.

Follow simple directions.

Develop and practice good manners.

Learning about nature and the environment.

Recognition of names and sounds of the alphabet. Recognizing, counting, and using numbers.

Writing of their first name.

Art activities.

Language development.

Music and finger plays.

General Objectives of the K4 program

In addition to the above preschool goals, the general objectives of the K4 program are the following:

ABC Memory Verses.

Recognition of name, sound, picture of long and short vowels, and consonants.

Sounding of blends and one vowel words.

Reading of sentences and stories with one and two vowel words.

Formation of letters, blends, words, and sentences.

Recognition of their last name.

Number sequencing.

Counting to 100.

Recognition of numbers 1-20.

Printing numbers 1-20.

Printing upper and lower case letters.

Simple addition.

SAFETY

Safety is an important part of North Hills Christian Preschool.

1. Philosophy - North Hills is a secured campus. All visitors/parents coming on campus must be prepared to show a Visitor's Pass. Entrance doors to many buildings will remain locked during school hours.

2. Video Surveillance/Safety Personnel - Video cameras have been installed covering all entrances and major walkways. Signs have also been posted that the premises are under surveillance. Safety personnel will be on staff to monitor the campus during school hours and to ensure everyone complies with safety policies.

3. Enforcement - To encourage compliance with safety policies and parking traffic regulations, fines will be assessed to violators verified by photograph or video evidence. Fines for violations will be assessed on the monthly account of the responsible person.

4. Pick-Up - ONLY designated persons you named will be allowed to pick up your child. If someone else must pick up your child, inform us by note or phone call. We will ask for ID. Your child's safety and State Law require you or a responsible adult to bring in and pick up the child from the classroom. Always alert the teacher when your child is leaving.

INJURIES

Accidents do occur occasionally. We do our best to let you know how, when, where, and what has happened by sending a message through Procure (the app we use for signing in and out). You will receive an email as well as a notification that pops up when you come to sign your child in or out. If a more serious accident occurs, parents will be contacted immediately by phone.

NAP TIME

Naptime is from 1:00 - 3:00 p.m. Cots are provided for naptime. If your child is in the part or full-day program, he/she will need their own CRIB SIZE blanket with his/her NAME ON IT. No pillows are allowed. The school provides sheets that will be laundered weekly. The blanket needs to be laundered weekly. For safety reasons, shoes must stay on.

Proper rest and proper nutrition are vital to learning. We urge you to make sure your children get sufficient rest each night. Please make every effort to provide a well-balanced breakfast and nutritious lunch every school day so your child is alert and ready to learn when he/she begins the day. Regular bedtimes are crucial to academic success and proper behavior at school.

ABSENCES & LATE PICK-UP

Please inform us of your child's absence by calling the Preschool Office at (707) 644-5284.

Any child left after the contracted time will be charged the Late Pickup Rate as follows:

Pre-Approved

(School must be notified on or before the child is dropped off).

1:00 - 3:00 p.m. - \$20

3:00 - 6:00 p.m. - \$25

After 6:00 p.m. - \$20 per 10 minutes/any part thereof

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#### **Without Approval/No Advanced Notice**

(School not notified on or before the child is dropped off).

\$20 per 10 minutes/any part thereof

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Preschool Extra Day

\$35.00 Half Day/\$50 Full Day

CALENDAR DATES

The school is closed on certain holidays and special days set aside for staff training. To see these dates, go to preschool.north-hills.org and look for the current calendar under the **Our Program** tab.

PARENT INVOLVEMENT

North Hills Preschool is a ministry to working parents, and therefore we do not require regular parent participation. However, we do encourage parents to be involved in the various activities throughout the year. Some of the activities include our Harvest Chapel in October, Thanksgiving Feast in November, Christmas Program and activities in December, Valentine's Chapel in February, Easter Celebration in the spring, Academic Program in May, and Family Picnic in June. Information will be published in the North Hills News, which is sent via email on Fridays.

LOST AND FOUND

We cannot be responsible for damage to personal property or lost articles. Clearly label your child's backpacks, lunch boxes, share toy bags, share toys, books, and all clothing. Please check our "lost and found" regularly located in the Preschool Office. Unclaimed items are donated to charities after one month.

SNACKS AND LUNCHES

Breakfast may be brought from home and eaten by 7:15 a.m. Nutritious snacks are provided and served daily both in the morning and afternoon. A variety of fresh fruits, vegetables, crackers, etc. are served with milk or juice. PARENTS MAY PROVIDE a nutritional snack, lunch, and drink for the child without candy or sweets. Children are not allowed to have soda or candy at school, except for special occasions. Children are encouraged to eat protein-type foods first, then drink and dessert last. We cannot warm or refrigerate food for children.

North Hills Christian Schools has a lunch program provided by Choice Lunch. They provide a choice of nutritional cold and hot entrees, salads, snacks, fruits, and drinks daily and deliver for a reasonable, competitive price. Any family who chooses to participate is required to go online and register at <https://www.choicelunch.com>. Please note that lunches will not be available for ordering when North Hills Christian School is not in session or observing minimum days. These dates will be blocked out on the Choice Lunch ordering calendar. Parents can cancel lunches with due notice when there is a planned absence or special classroom celebration which includes lunch. Ordered lunches for sick students will be available in the school office until 5:00 p.m. on the day of delivery only. Parents will not be contacted about unclaimed lunches. In the event a student comes to school without a lunch, office staff will contact the parent and they will be asked to make provision for lunch.

DRESS CODE

North Hills Christian Preschool is a uniform school. Children are required to wear a navy blue polo shirt and navy blue pants. Girls may wear navy blue skirts or collared dresses. Navy blue shorts are also permitted when the weather is warm. We have polo shirts with the North Hills Christian Preschool logo available for purchase, but a plain navy blue polo is also acceptable.

PLEASE PUT YOUR CHILD'S NAME ON ALL JACKETS, SWEATERS, HATS, LUNCH BOXES, BACKPACKS, ETC., in permanent ink, or sew it on.

All children need to have a change of clothes at school at all times. This includes a shirt, pants, underwear, and socks. Place all these items in a "zip-lock" type bag, labeled with your child's name. Please launder soiled clothes and bedding and return to school the next day. **If your child has an accident of any kind and there is not a change of clothes in his/her cubby, you will be charged \$5 per article of clothing needed from our emergency supply. This charge will be added to your FACTS account.**

Good supportive, comfortable shoes are important for your child's well-being. Therefore, tennis shoes are recommended. Sandals, thongs, flip-flops, "jellies," and cowboy boots lead to injuries and are NOT ALLOWED to be worn. Shoes must be closed heels and closed toe. Socks must be worn at all times.

Boys are not allowed to wear earrings. Girls may not wear earrings that dangle. Jewelry (necklaces, bracelets, etc.) can lead to injuries and is not allowed. We recommend girls wear shorts under dresses.

TOILETING

A child must be able to take care of their own bathroom needs. They must be able to remove their clothes, go potty, wipe themselves, pull clothes on, and wash hands by themselves. "Accidents" happen occasionally but if a child has accidents regularly, then we will ask you to withdraw your child until they are completely trained. Pull-Ups will not be used and are not allowed.

HEALTH

Please keep your child at home, for his/her sake as well as others, if:

- A. He/she has a fever, or has within the last 24 hours.
- B. He/she has a cold with a heavy nasal discharge and/or constant cough.
- C. There are symptoms of a possible communicable disease. These are usually sniffles, sore throat, reddened eyes, headache, rashes, and vomiting.

If your child has an allergy or is recovering from an illness (no longer contagious) but requires medication, we can give it ONLY if it is prescribed by a physician.

MEDICINE MUST BE IN ITS ORIGINAL CONTAINER WITH PRESCRIPTION LABEL ACCOMPANIED BY CONSENT TO ADMINISTER MEDICATIONS FORM COMPLETED AND SIGNED BY THE PARENT.

Teachers will perform a well-check each day upon students' arrival. Children are required to wash their hands for 20 seconds with soap and water when they enter the classroom.

Children must be fever-free 24 hours before returning to school. When deciding if your child is well enough to come to school, ask yourself "would I want MY child around this child?" Children who are sent home due to some illness or physical condition or have been out with a contagious condition **MAY BE REQUIRED** to bring a doctor's release before returning to school.

If your child becomes ill during the school day, we will call parents to pick him/her up. Please make arrangements to pick up your child as soon as possible. **Any child not picked up within an hour of being notified of illness will have late pickup fees added to the FACTS account at a rate of \$20 per 10 minutes.**

Please notify the preschool office if your child is ill. We are concerned about your child and pray for them daily.

SOCIAL ACTIVITIES

The following items are **NOT TO COME TO SCHOOL**: money, videos, guns, umbrellas, easily broken toys, small cars, toys that encourage violence, action figures, candy, and gum.

All items listed above will be sent home upon arrival, or kept by the teacher and given to a parent/guardian at a later time.

Birthdays - Parents/guardians may schedule a birthday party for their child on a certain day if arrangements are made with the teacher in advance. Only one child's party will be scheduled per day.

Special Activities - Periodically activities are planned, such as luncheons, parties, programs, etc. If you wish to help with any events, please notify the teacher or the preschool office.

DISCIPLINE

"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves" Romans 13:1-2.

The Bible is our authority for teaching and training children. Discipline is part of the training which is always positive even though at times it may seemingly have a negative side to it. Discipline, when applied correctly, is always positive and is carried out in the following manner:

Positive Reinforcement - This is discipline brought about by reinforcing what is acceptable and right. Some positive incentives are used in all areas of school life to promote, motivate, and reward good behavior. Included are hugs, stickers, a trip to the treasure chest, verbal praise, and public recognition.

Non-Reinforcement Training - This is using consequences to counteract unacceptable behavior. Those actions done out of foolishness and rebelliousness are handled by helping the student recognize acceptable behavior and training the student positively. They are handled with time-out, reflective sit time, or loss of privileges.

Consequences - These are part of our training and discipline process used to teach responsibility. These are administered in love with firmness. They are used to help correct unacceptable behavior. For offenses deemed less serious, the process is carried out as part of normal teaching on a given day. In more serious offenses, the following will apply:

- Verbal communication with the parent/guardian by the teacher on undesirable behavior
- Written behavior communication home about behavior
- Meeting set up with child's teacher and parents/guardian and action plan decided on
- Child will be asked to be picked up. **Any child not picked up within an hour of being notified of a behavior issue will have late pickup fees added to the FACTS account at a rate of \$20 per 10 minutes.**
- Meeting with the Preschool Director, teacher, and parents/guardian to come up with a different action plan
- Dismissal
 - Preschool Director has the authority to ask you to withdraw a child who is not fitting into the program or is a continual discipline challenge

All children entering our preschool will be placed on 30-day probation to assure adjustment to the program.

ORGANIZATIONAL POLICY

All organizations exist to accomplish a purpose. To be most effective, the authority levels must be observed. If a problem arises in the classroom, teachers should be the first point of contact. For example, a parent/guardian/child with a classroom problem goes directly to the teacher (and will be referred there by the Preschool administration as the proper first step in the resolution of a problem). If an effective solution cannot be reached at the teacher level, the problem should be taken to the Preschool Director. As a general rule, it is best to handle problems at the lowest level possible. Matthew 18:15 allows for the proper progression in resolving issues that may arise.

PROGRESS REPORTS/CONFERENCES

Progress Reports are issued in January and Parent/Teacher Conferences will be held once a year, usually in February. This is a time for you to meet with your child's teacher to go over his/her progress in their class. This meeting also allows the teachers to get to know the parents/guardians

and develop a cohesive relationship in meeting the needs of each child. Follow-up meetings will be held as necessary in the spring and continued observation reports will be provided as needed.

SCHOOL PICTURES

We hire a professional photographer to take individual and class pictures. Purchase of these pictures is entirely optional.

PHOTOGRAPHING OF STUDENTS

Unless you notify us in writing, your child can be photographed and pictures of your child may be used in school publications, websites, and social media.

CHILD ABUSE

The California Penal Code states professionals including teachers must report suspected abuse to the proper authorities.

CUBBIES

Your child will have a personal cubby for their things. Lunches, personal belongings, crafts, etc. are to be kept in the cubby. Check the cubby daily for important information, so that they may be kept clean.

CHAPEL

Chapel is held throughout the school year. Children gather in the Worship Center, Dodson Hall, a classroom, or ball court to participate in worship and praise time. Parents are welcome to attend. Please check our calendar of events for exact days, times, and locations.

CURRICULUM

North Hills Christian Preschool is an academic preschool where children are learning and preparing for kindergarten and formal years of education. We use mostly Christian curriculum which allows them to learn Bible verses, songs, stories, and Christian principles daily. The academic curriculum, including STEAM activities, is carefully balanced with ample time for children to grow socially and emotionally through Public Speaking (Share Times), drama, circle times, and much more. Chapel times and Bible lessons provide the special times and stories needed to encourage spiritual growth and development.

FIELD TRIPS

Our K4 teachers organize well-planned field trips throughout the school year to support classroom studies. K4 teachers will notify parents in advance of scheduled field trips and special activities.

Children are expected and required to demonstrate behavior following North Hills Christian Preschool standards. If a child is unable to do so, appropriate disciplinary action will be necessary. This may consist of excluding the child from the next field trip or requiring a parent to attend future field trips with the child.

All eligible parents are needed to drive and chaperone for field trips. It is understood that every parent who assists as a driver on a field trip must have a valid driver's license and also possess evidence of legal minimum coverage for insurance. Proof of current driver's license and a copy of the insurance must be given to the teacher before field trips. All seat belt regulations apply when transporting children. This includes the use of a car seat/booster seat for students under 8 years old. They are each to have their own seatbelt. No double buckling is allowed. We take stringent precautions to care for the safety and well-being of all children but assume no responsibility in the unlikely event of loss, injury, etc. on field trips/activities.

HOLIDAY ISSUES

We approach holidays with a conservative approach that will not offend. All holidays should be discussed from a Christian viewpoint. We keep the following guidelines when discussing or celebrating holidays.

Halloween: This event is not celebrated at North Hills Christian Schools. Halloween parties or dress-up days to commemorate Halloween are not permitted in any form.

Easter: Our focus is the death and resurrection of Jesus Christ.

Christmas: We focus on the traditional Christmas story- that Jesus was born as God's son to bring salvation to the earth.

St. Patrick's Day: St. Patrick is called the Apostle of Ireland, the Christian prelate. His reported use of the shamrock as an illustration of the Holy Trinity led to its being regarded as the Irish national symbol. His traditional feast is March 17.

Valentine's Day: We emphasize the greatest valentine gift ever, that God loved us so much He sent His only son, Jesus Christ, who lovingly gave His life so we can have eternal life. We focus on loving and sharing with others. Valentine cards, treats, and parties are acceptable if provided for all students.

EMERGENCY PREPAREDNESS

The safety of our children and staff is a top priority at North Hills. We have current and updated emergency procedures along with regular staff training. Children participate in fire, earthquake, and lockdown drills. In the event of a major disaster or emergency, a web-based emergency call system will be used to communicate with parents and guardians. Please make sure your phone and email contact information are current in FACTS Family Portal.

Parents are requested to provide an emergency Snack Pack for each child to be stored and used only in the event of an emergency.

Please place the following items in a gallon size Ziploc bag labeled with your child's name.

- Two Fruit Cups
- One 4 or 5-ounce bag of salty snacks (Corn Nuts, salted pretzels, etc.)
- One granola bar
- One roll of Lifesavers
- One package of beef or turkey jerky (2 oz.)
- Two 2.5 oz. Single-Serve pouch of Tuna
- 3 plastic spoons

Please include a reassuring note to your child that may comfort him/her during a stressful situation.

TRAFFIC PATTERNS

North Hills is primarily a ONE WAY traffic pattern. When driving on campus, please follow the arrows, driving around the buildings in a large loop when dropping off and picking up children. IT IS NOT ACCEPTABLE TO DRIVE BACK DOWN THE HILL AFTER PICKING UP OR DROPPING OFF A CHILD IN PRESCHOOL. Please do not leave young children in the car or leave your car running while picking up or dropping off preschoolers. Everyone observing the traffic policy will help to ensure the safety of all students.

STAFF

North Hills Christian Preschool staff are committed Christians who have a strong personal walk with Christ and a sincere love for children. All staff members meet or exceed the requirements of the State of California for training experience and early childhood education. All staff members have been fingerprinted, have a Child Abuse Index clearance, and are certified in First Aid/CPR.