



## Parent and Student Handbook

**Location:** 219 Parkview Drive, Broomall, PA 19008

**Mailing Address:** P.O. Box 5, Broomall, PA 19008  
**(Please mail tuition payments directly to the P.O. Box)**

**Phone:** 610-356-8677

**Website:** [www.hillviewnurseryschool.com](http://www.hillviewnurseryschool.com)

### **Snow # 454**

A.M. Class Sessions: 8:55 – 11:55

P.M. Class Sessions: 12:30 – 3:30

### **Hillview Nursery School Board of Directors for 2019-2020**

President: Mara Sampson

Vice President: Mary Kate Coghlan

Treasurer: Casey Fredricks

Secretary: Shana Cook

Facility Director: Dan Rennix

**Administrative Coordinator:** Trisha Todd (610)-368-8608

**Business Manager:** Kathlenn Hauck [mrskathleenhauck@hotmail.com](mailto:mrskathleenhauck@hotmail.com)

**Hillview** is unique, non-profit, and cooperative learning environment where parents operate the school. The Board of Directors runs the school. All parents are automatically members of the school board and are invited and encouraged to attend monthly board meetings. In addition, the cooperative board makes all decisions regarding expenditures of funds, including maintenance and repair issues and the purchase of supplies and learning equipment. Aside from these logistical decisions, all Hillview parents have the opportunity and privilege of contributing to the quality of their child's preschool experience by influencing school policy. The board is composed of parents who volunteer and are duly elected to the positions of president, vice-president, treasurer, and secretary. The administrative coordinator, teachers and business manager also attend board meetings. The board meets once a month at the school to discuss ongoing school upkeep, policy and fund-raising issues and is authorized to make decisions as it sees fit. All parents are encouraged to attend and contribute to board meetings. We meet in the school and everyone is welcome! Board Meetings are posted on the calendar.

### **HILLVIEW IS A COOPERATIVE SCHOOL**

One of the most exciting things about Hillview Nursery School is that we are a cooperative school. Active participation in administrative and fundraising activities help to keep tuition costs low. Other permanent positions are those of AM & PM homeroom moms, fund-raising coordinators, scholastic coordinator, Giant coordinator, and publicity coordinator. Each family of a Hillview student is expected to contribute time to assist in a variety of tasks and projects at the school. Families of 2-day students are responsible for 4 co-op hours a year, families of 3-day students are responsible for 6 co-op hours, families of 4-day students are responsible for 8 co-op hours and families of 5-day students are responsible for 10 co-op hours. Parents will be asked to volunteer for the various tasks on Back to School night, scheduled early in each year. Your active participation as a parent in the Hillview Nursery School cooperative will ensure the best educational and social experience for all our children! Parents who cannot fulfill co-op time with hours can do so through donations of needed items by the teachers such as soap, paper towels, etc. You may contact the school if you choose this option to see what the need is.

### **PARTIAL LIST OF CO-OP JOBS**

(Note any jobs that take place in the school during school hours will require clearances be provided and kept on file)

**Executive Board Members:** Attend one meeting per month to formulate school policy

## **Homeroom Moms AM & PM**

**Baking/Refreshments:** Provide for fund-raising activities and/or classroom gatherings

**Maintenance:** Be available with special skills such as electrical, plumbing, carpentry. Also help with snow removal, spreading mulch, leaf raking.

**Publicity:** Take pictures at school activities, write captions and submit to the local papers.

**Classroom Assistant:** Be an extra pair of hands or share a skill or knowledge.

## **WHAT TO EXPECT FOR YOUR CHILD THIS YEAR**

During his or her year at Hillview Nursery School, you can expect to see your child grow socially, physically, emotionally, and intellectually. Our goal is to make the child's first experience a positive one by providing opportunities for success. During the time your child is at Hillview, the teachers will guide and support him/her as he/she moves gradually towards independence and readiness for kindergarten.

The school day consists of a combination of guided free play and large group activities. There are blocks, puzzles, clay, paint, gross motor activities, dramatic play, music, and socialization, all of which contribute to a child's growth and development. Social skills are the major focus of nursery school and we share with parents the responsibility for teaching children the behaviors needed to get along with one another: using words, sharing, taking turns, and settling conflicts. Our initial goal each year is to provide a positive separation experience, especially for the youngest children, and we provide a lot of loving attention to ease this process.

An additional goal at Hillview Nursery School is to help children build strong self-esteem. Our teachers offer support, focused attention, and verbal encouragement to our kids. Children are respected and accepted for who they are.

Each year we plan a curriculum with special focus areas, such as dinosaurs, the ocean, the environment, etc. The basics such as colors, shapes, sizes, fine motor skills, numbers, letters, concepts of print, and the holidays, are always covered. We also use two very specific curriculums here at Hillview. We are fortunate to utilize both the Foundations for Early Literacy program and Touch Math program. These have proven to be very successful in our efforts to prepare our children for kindergarten.

In summary, what the school offers your child is an exciting and highly enriching experience. Relating to other children and adults will become easier and more enjoyable, body awareness and movement skills will improve,

language and vocabulary will be expanded, and of course, thinking skills and general knowledge will increase. Hillview “graduates” are extremely well prepared for kindergarten. The atmosphere is relaxed and informal. At Hillview, school is a fun place to be!

### **CONFERENCES**

We do schedule mid-year parent-teacher conferences for all of our children. Our staff recognizes that each student develops and learns in a unique way. Hillview strives to accommodate students with specific needs and gifts. We recognize that communication is a key to addressing these individual developmental and academic differences. We ask that parents share any information that might help us in this endeavor, included but not limited to IEPs and developmental history. If at any time you would like to address your child’s progress or needs, parents are welcome to schedule a conference with school staff.

### **TYPICAL DAILY SCHEDULE**

Hillview morning session begins at 8:55 AM and ends at 11:55 promptly. The afternoon session begins at 12:30 PM and ends at 3:30 promptly.

#### **AM Daily Schedule**

- **8:55 Arrival/Greeting**
- **9:05 Circle**
- **9:15 Guided Play**
- **9:30 Math**
- **9:45 Cleanup**
- **9:50 Song**
- **9:55 Art**
- **10:10 Bathroom/Hands**
- **10:15 Snack**
- **10:20 Outside**
- **10:50 In/Bathroom/Hands**
- **11:00 Literacy/Fine Motor**
- **11:20 Science/Social Studies/Health**
- **11:30 Story**
- **11:45 Pack up**

#### **PM Daily Schedule**

- **12:30 Arrive, circle, calendar, message**
- **12:50 Free-play, dramatic play, building, sensory play**
- **1:10 Story**
- **1:20 Literacy Centers**
- **1:45 Music, Art, Library**
- **2:00 Snack**

- **2:20 Outside Play**
- **2:40 Math Centers**
- **3:10 Social Studies or Science**
- **3:25 Pack up**

### **TUITION PAYMENTS AND STATEMENT OF REFUND POLICIES**

All fees including registration, deposits, and tuition payments are nonrefundable, nontransferable, no exceptions. Parents may choose the option either to pay their tuition in full by August and receive a 3% discount or pay in monthly increments from August – June without incurring a discount. If you have chosen to pay tuition on a monthly basis, the due date for each tuition payment is the 5<sup>th</sup> of the month. All payments should be sent to the PO Box. A grace period of 5 days is granted for a late tuition payment. If a family neglects to pay the monthly tuition by the end of the grace period, or the 10<sup>th</sup> of the month, the child or children of that family will not be permitted to attend school at Hillview until our business manager has received the tuition payment for that month. The business manager and the Supervisor of Administration will handle all communications between the family and Hillview regarding late tuition payments.

If a student withdraws from school before the 15<sup>th</sup> of the month, you are responsible for ½ of the monthly tuition. After the 15<sup>th</sup> of the month, you are responsible for the monthly tuition in its entirety.

### **BEHAVIOR MANAGEMENT PLAN**

We believe it is helpful for both parents and staff to state the philosophy of child guidance in practice at Hillview Nursery School. We know it is important to teach children to respect themselves and others. However, children are not experienced or mature enough to exercise self-control over long periods of time. Therefore, several factors are considered vital to good discipline in the classroom.

First, we plan a curriculum suitable for the ages and needs of our children. Secondly, we create a comfortable physical environment so that a child will feel at ease as he/she learns self-control. Thirdly, teachers' role-model using soft voices, giving children the words to use when solving a conflict, as well as enforcing classroom rules that are fair and consistent.

Specifically, children are redirected with the use of verbal techniques. We give praise of appropriate behavior. We model words that children can use and give ample warning time for transition periods. For example: "Five minutes until clean-up time!" WE ask the child to take responsibility for his/her own behavior by allowing them to experience consequences. For

example: "When all of the toys are put away, you can sit with us and enjoy a snack." On rare occasions when a child cannot control his/her behavior, we attempt to redirect them to another activity or, as a last resort, offer a "time-out" for several minutes. In that case, the child is told, "When you are ready to join us, please do."

In addition to informal daily communications between parents and staff and mid-year conferences, the teachers will advise parents of any uncommon behavior in the classroom and seek parental input.

We are confident that together we can formulate a plan to cope with any behavior problems that may arise.

## **FUNDRAISING**

We are a non-profit organization. That means that every dollar of fundraising goes to benefit your child and their education. Most of the co-op time that parents contribute to Hillview Nursery School directly impacts the day-to-day lives of our children, by providing visible support and assistance to the staff. Some of the efforts provided by parents are not so apparent; specifically, those fund-raising projects that tend to impact the school in a broader, more long-term fashion. In the past, for example, fundraising has provided for many improvements to the school facility, including the children's bathrooms, new front door, new flooring, new security system, new roof, new lights inside and outside the school building, tricycles, and an assortment of toys, books, and craft supplies. In the past, our major fund-raising efforts have included the extremely successful Pumpkin Festival, which takes place each October. We thank you in advance for your time and efforts! Our children who will attend Hillview both now and, in the future, thank you as well.

## **CLOTHING**

Please send your child in comfortable clothes at all times. Nursery school is a place for active and sometimes messy play. Please dress your child in clothing that neither teacher nor child will be fearful of getting dirty. Marking your child's name on clothing items will help ensure our keeping track of them. Because we regularly play outside please be conscious of the weather and send appropriate accessories such as gloves, hats, and raincoats. Our playground is shady and often cooler than sunny backyards so we would prefer to remove an outer layer than have a child be chilly. For safety's sake, have children wear sneakers or rubber-soled shoes, rather than leather-soled "dress" shoes, which can be slippery on the wood chips and indoors.

**SANDALS or CROCS ARE NOT PERMITTED**

## **FOOD/ALLERGIES**

A small, simple snack will be provided daily by the school. Students with allergies are expected to provide their own snack as well as appropriate snacks as substitution for birthday treats; no other food from home is permitted for snack time. If you would like a list of Birthdays we can provide you with one. Parents of students with severe allergies are asked to consult with teachers about their child's particular needs especially for lunch bunch.

## **LUNCH BUNCH PROGRAM**

Our lunch bunch program will be decided and scheduled at the discretion of the teachers. More information will be provided by the teachers when the schedule is finalized. The cost is \$5 dollars to eat lunch with peers and teachers; students may not pay in advance. AM students will be asked to make a reservation whereas PM students do not.

## **BIRTHDAYS**

Our children enjoy celebrating their birthdays at school. A parent will usually send in cupcakes or a snack. A note will be sent home before the big day to let you know when your child's birthday will be celebrated and how many cupcakes/snacks to send. We have cups and napkins at school but if utensils are needed please provide them. There is a tradition at Hillview that each child's family may donate a book to the school in his or her name on that child's birthday. The teachers often have a "wish list" of books they would like to have at school and always appreciate learning of new family favorites. Each gift book is inscribed with the donor child's name, occasion and date. We ask that you personally mail or hand out all birthday invitations or thank you cards to any school friends and that you **do not** ask the teachers to take on this responsibility.

## **LIBRARY BOOKS**

Our children have the opportunity to take books home from our Hillview Library. We ask that if for some reason a book is lost you replace it with a new copy of the same exact book, or pay \$10 so the school can replace the book.

## **TOYS-WE ASK THAT YOU LEAVE YOUR CHILD'S TOYS AT HOME.**

Through the years, we have discovered that children who bring play things from home tend to focus their attention on them rather than taking advantage of the wide variety of learning materials that our classroom offers. In addition, young children frequently find it difficult to share their favorite possessions. It is most appropriate and acceptable for children to bring a book, cd, or tape to school to share with friends, provided you clear this with the teachers first. Our older children enjoy bringing items from home that relate

to topics that the class is studying. We encourage children to share with their classmates in this manner. However, we do not wish to be responsible for valuable and fragile family treasures.

### **DRIVING (Pick up and Drop off)**

Please enter the driveway at the lowest end (closest to Beechtree), pull around to the drop off point, indicated by the white line. **Three cars will pull up at a time.** A teacher will be there to greet your child as they exit the vehicle. **Only the children in the first three cars should get out of their cars.** All other children should wait in their cars until they move up into the spots of the first three. Exit at the top of the driveway. **PLEASE BE CONSCIOUS OF THE FACT THAT WE HAVE A NEIGHBOR WITH A DRIVEWAY ENTRANCE RIGHT BEFORE OURS AND WE DON'T WANT TO BLOCK THEIR ACCESS.** If you are parking on the street, avoid blocking trash pickup areas and other driveways. Also, if you arrive early and are waiting for the children to emerge, please **turn off your engine** so as to avoid an accumulation of exhaust under the trees. We do not encourage children to leave their vehicle or parent to play on the playground. At closing time, your child will be dismissed when your car reaches the pick-up point of the first three cars. We don't want the children anywhere near moving traffic, so please do not drop them off or expect to pick them up until you reach the head of the line. Children are to stay in vehicles. Walkers may wait in the little wooden house. Teachers often have papers to take home; please check with them before leaving. Please use the driveway system at all times, except the first day of school or any time you, the driver, will be coming into the school. If you are not using the driveway, please park on the street, observing the township parking ordinances and common courtesy, and hold your child's hand when walking near the street and or driveway. It is our responsibility to make sure your child is safely delivered into your hands. Therefore, we do request that if your child is going home with a different person than usual. *PLEASE SEND A NOTE OR GIVE US A CALL AT THE SCHOOL AND INFORM THE PERSON OF THE DROP OFF POLICY.*

### **HEALTH POLICY**

Our school health policy has been developed to help keep the Hillview Nursery School environment as healthy as possible for children and staff. The most preventative measure we can take is that of hand washing and one of our ongoing goals is to teach the children to do a good job of washing. The school will notify parents of any communicable sickness. In turn, we ask parents to keep us informed about their child's possible exposure outside the school. We ask that parents be especially cautious concerning high fevers and persistent colds this year. Our school is cleaned professionally once a week and teachers are responsible for disinfecting common areas between classes. Parents are encouraged to contact the staff with any questions you may have after reading

the Hillview Nursery School health policy. We ask if your child has been ill for 2 or more days that you contact the school. Common childhood illnesses include, but are not limited to: Bacterial meningitis, Pertussis (whooping cough), Measles, Chicken pox, Pneumonia, Mumps, Vomiting and/or diarrhea, Rubella (German measles), Conjunctivitis, Hepatitis A, Fifth Disease. Parents will be called if your child becomes ill while at school and you will be asked to pick up your child. All children must have the required immunizations before entering nursery school. Please see your pediatrician for an update of the necessary immunizations. Most of us suffer through a cold at some point during the year. Please be thoughtful of other children, as well as your own child's comfort and keep your child at home when he/she is sick. For other, more serious illnesses please follow these guidelines:

**Fever:** Keep your child home until he/she is fever free for 24 hours

**Diarrhea:** Keep your child home until his/her stool returns to normal

**Vomiting:** Keep your child home for 24 hours without symptoms

**Head Lice:** Child to remain home until treatment is completed and head is clear of all nits. Be sure to consult your physician regarding effective treatment. Remember that head must be rechecked in the weeks to come. Blankets and clothes will be sent home to be cleaned and school will be treated.

**Rashes:** Please consult a doctor concerning any skin condition. Affected area should be covered while under treatment.

**Chickenpox:** Child can return to school one week after the rash begins, or when all the chickenpox is scabbed over.

**Strep Throat:** A child diagnosed with strep throat can return to school 24 hours after antibiotic treatment has begun.

**Conjunctivitis:** Child should stay home until 24 hours after treatment has begun.

### **POTTY TRAINING POLICY**

We understand that it is a steady progression for certain individuals to become more self-sufficient. Here at Hillview, if a child has an accident & requires a change, their parents will be contacted and asked to come change their child.

### **STATEMENT OF EMERGENCY MEDICAL TREATMENTS**

If a student requires medical attention, beyond first aid, all expenses are the sole responsibility of the parent. All students are required to have health insurance. We ask that all parents disclose any medical needs that your child may have so that we may reasonably accommodate them.

### **SNOW CLOSING POLICY**

Hillview follows the Marple Newtown School District's calendar and snow closings. Our school closing number is 454. If this number is called as "closed" Hillview will not have am or pm sessions. If this number is called with a **1 or**

**2-hour delay**, Hillview will only have a 1-hour delay and our morning class will begin at 9:55a.m. with a normal pick up time. The afternoon class will begin on time at 12:30. In the event of an early dismissal, parents will be notified individually. If weather conditions indicate a possibility of snow, please be prepared for a potential early dismissal and make appropriate arrangements. In most cases e-mail notification will be sent as well. We ask that you also use good judgement, if you feel uneasy about travelling, please don't attempt it.