

Highland Park Kindergarten



a division of the Highland Park Weekday Children's Ministry

**"Where a love of learning begins in a
Christ centered atmosphere!"**

1300 Second Loop Road

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Meet Our # | Staff

Kathy McGee
Carrie McKay
Claire Cox

Kathryn Goff
Jacqui Perugini
Arden Richbourg
Claire Goodstein

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Brooke Morning

Beth Prosser
Director
Angie Ham
Assistant

Special Area Teachers
Beth Behling-Art
Georgia Allen-Music
Jose Torres-Spanish
Brooke Morning-PE

Weekday Children's Ministry

Highland Park Kindergarten has been a ministry of Highland Park United Methodist Church since 1969. The kindergarten is one of three weekday programs offered at Highland Park. HPK began in response to the need in the community for a quality Christian preschool. Since then, it has become one of the area's most successful preschool programs. We are proudly celebrating 48 years! The WCM committee is responsible for policy and administrative management of the program. It also provides support and resources for the teachers. The committee is made up of the Senior Pastor, WCM Director, HP business administrator, a teacher, and two HP church members.

Philosophy

Highland Park Kindergarten operates as a part of the educational ministry of the church and as a service to the community. The WCM Committee and the teachers work together to offer a wide variety of learning experiences for the children. We strive to nurture all children in a loving Christian environment where their cognitive, physical, social, emotional, and spiritual needs are met as they take their first educational step in preparation for life. The Highland Park Weekday Children's Ministries 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 and athletic and other school-administered programs.

Discipline

We use a "Traffic Light" discipline policy in which all students begin each day on "Green". Should an undesirable behavior arise, a verbal warning is given first followed by a time out and last will be a parent note sent home or a phone call. All records are kept confidential except to authorized personnel.

*Corporal punishment will not be used. We use a Green, Yellow, Red behavior system (warnings, time-out, parent phone calls).

Religious Education

Christian education is seen as a vital part of our curriculum. A non-denominational Christian way of life is shared through daily experiences. The children are taught that God plays a part in every aspect of our lives. Our Bible program uses monthly scripture verses, Bible stories, crafts, songs, and prayer. Our pastor leads a weekly chapel service where the children say the pledge to the Christian and American flags, recite the monthly Bible verse, sing songs and hear Bible stories.

Children are a blessing and a gift from the LORD.

Psalm 127:3

Curriculum

Three Year Olds

Our three year olds learn in a variety of large and small group activities as well as in daily "center-time". We cover basic readiness skills such as numbers, letters, shapes and colors. The three year olds are learning to adjust to a group social situation and continuing to grow as individuals. A major objective of the three year old program is for the child to have a positive and happy first experience with school.

Four Year Olds

Our four year olds participate in a variety of readiness activities such as letter recognition, phonics, pre-reading, writing, and introductory math concepts. The four year old program encourages each child to work independently as well as in a group situation. We strive for each child to enjoy the learning process and learn to explore his or her environment.

Five Year Olds

Five year old Kindergarten is a preparation for first grade and an experience in purposeful living and learning. Phonics, reading, writing, and math are a daily focus.

Hours

Our hours of operation are 8:00am - 12:00 noon (5K) and 9:00am - 12:00 (3K and 4K). Please do not bring your child before 8:00 (5K and early drop-off) and 8:45 (3K and 4K). 5K classes begin promptly at 8:10 and 4K and 3K classes begin promptly at 9:00 a.m.. Daily attendance and tardies are recorded for 5K only, however, it is important that all children arrive on time. Tracking sheets are used by individual classroom teachers to record movement of individual students for arrival/dismissal and from place to place.

****If a child is picked up after 12:10 pm there will be a FEE of \$5.00.**

Arrival and Dismissal

Parents are requested to use the following directions for dropping off and picking up children. All students are to unload at the Second Loop access road in front of the church. The director will be there to greet your child and assist him/her into the building. The front doors will be locked at 8:10am and then again at 9:05 am. Each afternoon the children will also be loaded into the cars by the teachers at the front of the building. Please pull forward away from the car line before getting out to buckle your children. The car line runs one way from Hampton Drive to Marsh Avenue. To avoid traffic jams, please turn right onto Marsh Avenue. For the safety of the children please drive in single file and wait your turn to pull away from the line. Please do not make a U-turn in the parking lot after getting your child. Your child's teacher will provide you with a "car sign" to hang from your passenger side mirror, listing the child or children you are picking up. (If your child is going home with another child or by any other than the usual way, it is essential that you send a note in the morning. (We cannot depend on the child's memory.) No child will be released to anyone who isn't on the EMS list. We must see a valid ID.

*****If you must walk your child into the building, we ask that you only walk to the beginning of the hallway. If you need to talk to the teacher, please schedule an appointment.**

Rainy Day Car Line Procedures

On days that it is raining, we will have the children sitting in the hallway. If it is just a slight rain, the teachers will be at the flags with umbrellas and the children will be loaded in the cars just like normal. If it is a downpour, the teachers will be walking the children from the building to the cars. This takes a little bit longer than normal, so please be patient. We ask that you send your child with a raincoat only, *no umbrellas* please. The raincoats help in the morning car line as well.

Communication

The KINDERGARTEN KORNER is a monthly newsletter issued as a means of communication between the school and home. Your child's teacher will also place a class newsletter in the back of the communication folder for you to view daily as well as email communication when needed. You may also correspond with your child's teacher via email, phone or at school during their break. Parent/Teacher conferences will be scheduled to discuss your child's progress in school if needed. Progress reports will be issued three times during the year. You may also find information on our website, www.hpumc.net.

Safety

Safety is a top priority at Highland Park. Our doors remain locked and we have security cameras in the hallways and the parking lot. Our teachers and staff are trained in CPR and first aid.

Volunteers

There are many ways to volunteer at HPK such as the Fundraising Committee, Hospitality Committee, Special Events Committee, Story-time Reader, Room Mom, Recess Helper etc... We encourage all parents to become involved with one or more of these volunteer forces that will help work toward continuous improvement of our school.

Recess Helpers

Every day the children go outside for thirty minutes for physical exercise! We would love to have "Recess Helpers" to help ensure the safety of our children and to allow the teachers to continue preparation in their classroom without children. You may sign up to volunteer at Kindergarten Kickoff or with Mrs. Prosser.

Health and Communicable Disease

All student immunizations should be current. Highland Park is equipped to care for well children only. In addition to being unable to care for ill children, it is important for us to control and/or prevent the spread of communicable diseases among the children and staff. We appreciate your working with us to maintain the health policies in order to protect the children's health.

If your child becomes sick during the day, he/she will be required to return home. A parent or emergency contact person will be notified to come pick up the child.

All children must turn in an updated Immunization Record

After recovering from communicable disease, the child may return after the following conditions are present.

1. **Fever**-free of fever for 24 hours.
2. **Diarrhea**-free from diarrhea for 24 hours.
3. **Head Lice**-24 hours after treatment and nit free.
4. **Pink Eye**-when there is no discharge from the eye.
5. **Vomiting**- (vomiting illness is defined as two or more episodes of vomiting in the previous 24 hours); until vomiting resolves and there are no episodes for 24 hours or physician determines it to be non-communicable and the child is not in danger of dehydration.
6. **Chicken Pox**-the week after the rash began, provided all cough and cold symptoms are gone.
7. **Measles**-when all swelling is gone.
8. **German Measles**-after rash and fever are gone.
9. **Roseola**-after rash and fever are gone.
10. **Impetigo**-when all sores are gone.
11. **Ringworm**-must be on antibiotics for 24 hours.
12. **Scabies**-24 hours after one treatment with prescription.
13. **Mumps**-when all swelling is gone.
14. **Symptoms of possible severe illness**-such as unusual lethargy, irritability, persistent crying, difficulty breathing, or other unusual signs until medical evaluation indicates child's condition does not put others at risk and child is well enough to be in a child care setting.
15. **Mouth Sores**- (with drooling) physician must determine the condition is noninfectious.

***The school should be notified if a child is ill with a communicable disease.**

Our EMS plan

***assess situation**

***apply needed First Aid**

***If Necessary, call parents and/or 911.**

In the event the child needs to be taken to the hospital the Director and another teacher will accompany the child.

- **HPK will not administer medications to children unless accompanied by signed & dated parent permission form.**
- **HPK does not provide care for mildly ill children.**

These policies are established for the safety and protection of all children. These guidelines are based upon the policies established by the National Association of the Education of Young Children (NAEYC), which uses the American Academy of Pediatrics as a source. Our policies therefore, require that excessive delays in picking up the child when a parent has been called, unreachable by phone, and bringing children when they are ill will result in the child being dis-enrolled.

Personal Care

It is important that your child be as self-sufficient as possible in taking care of himself/herself. Children must be toilet trained and able to take care of his/her routine bathroom needs to attend HPK. Provide outer clothing that your child can easily handle.

Clothing

Please dress your child comfortably for work and play indoors or out. We will play outside each day unless the weather is too severe (raining or below 40 degrees). Please mark each article of outer clothing such as hats, sweaters, raincoats, and jackets with your child's name (imagine 10 little coats all size 5!). Please do not send umbrellas. They are difficult to handle safely in a group of children.
**3K & 4K - please send an extra change of clothing in a labeled Ziploc bag.*

Refreshments

Children should bring a light snack from home each day. **Please do not send juice or any other drinks.** The children will get water to drink. On special school occasions such as parties, snacks will be provided. **Please specify any food allergy.** Please do not send in any "peanut" products.

Children who stay for ASC will bring lunch prepared by parents, meals are not prepared at HPK.

Birthday Celebrations

We feel that it is so important to celebrate birthdays! You may make arrangements with your child's teacher for any special refreshments that you would like to bring for your child's birthday. Please do not send balloons, flowers, clowns, or characters. Any outside party invitations can be given out at school as long as there is one for each child in the class. Otherwise, we would ask that the invitations be mailed.

Bank-In-School

The first Wednesday of each month is designated as "Bank Day" at HPK. Children are invited to open a Squirrel Account with South State Bank. South State sends two staff members to HPK to act as the "Bankers" and the children go into the "bank" and make their deposits into their own accounts. This is strictly voluntary and HPK does not get a profit from South State. This is just a simple way to help children learn the value of money and basic banking skills.

Child Passenger Safety Act

The law requires children between the ages from one and six to use the following guidelines: Weight 20-40 pounds- child must be in safety seat. Weight 40-80 pounds- children must be in a booster seat. Any child riding the HP bus will have a signed permission slip, should the bus be needed. Field trips will be taken and parents will provide transportation. Copies of drivers license and insurance card is required for field trip drivers.

Early Dismissal/School Closing/Evacuation Plan

HPK will follow closely the Florence School District One school closings or early dismissals due to weather conditions. HPK does not make up days missed due to inclement weather. In the event HPK needs to be evacuated, all children along with all teachers and staff will report to the Youth House on the corner of Rutledge and Hampton. Children may be picked up from here. Please call the church office for further instructions if needed, 843-662-1242.

Tuition and Fees

HPK operates as a non-profit self-supporting organization relying on tuition for our operating expenses. Tuition is due on the first of each month. You will not receive a statement, but your prompt payment is appreciated. You can mail your check to **HPK, 1300 Second Loop Road, Florence, SC 29505** or send your payment to school in your child's folder.

Tuition

5K (5 day) \$305/mo

4K (5 day) \$250/mo

3K (5 day) \$245/mo

In case of extended illness or travel, the monthly tuition fee will hold your child's place until he/she returns. PLEASE NOTE: A \$10.00 late fee is charged if tuition is not paid by the 10th of each month.

**** Children picked up after 12:10 pm will be charged a FEE of \$5.00.**

Early Morning Drop Off is offered to 3K & 4K students from 8:00am-8:45am, in which time the children go to their regular class. EMDO has 24 spots available each day. You must sign up and pay monthly to hold your child's spot.

Lunch Bunch is offered to all children from 12:00 noon-2:00 pm Monday-Thursday. You must sign up and pay monthly to hold your child's spot. A minimum of 10 children are needed daily to have lunch bunch. If the minimum amount of children is not being met as of September 30th, lunch bunch will be cancelled.

You may sign up by calling the WCM office, emailing WCM Director or sending a note in your child's daily folder.

A monthly invoice will be sent home if your child attends either program.

Early Morning Drop Off Fees

\$5 a day

Lunch Bunch Fees

\$10.00 a day

Bad Check Policy

1. First offense- contact writer of check
2. Second offense- Check with the bank that has the check for possible collection.
3. Three or more offenses- Legal means will be taken. A registered letter will be sent and any resulting action necessary. If returned check fees are assessed against the Kindergarten's account the amount will be added.

Classroom Visitation

The Kindergarten is not equipped to accommodate visiting children. Parents are always welcome to drop in.

Toys

Please do not send toys to school unless directed so by your child's teacher. This causes confusion during transitions and end of the day routines.

Withdrawal Policy

If parents are behind two months in paying tuition, the Chairperson of the Weekday Children's Ministry Committee has the authority to withdraw the child from the Kindergarten program.

Registration Procedure for 2019-2020 (HPKs 50th Birthday 😊)

Children who are registered at HPK must register each year.

Registration for the following year will begin in late January after the HPK OPEN HOUSE. Registration will open to members of Highland Park United Methodist Church, present enrollees and Alumni families on a **first come, first served basis**. Alumni families are those families who have had children at HPK previously but are not currently enrolled. Registration will open to the public one week later.

A place will be held for your child when the registration form and fee have been received.

Registration fees

\$180/per child for 3K and 4K
\$230/per child for 5K
\$100 for each additional child

