



# Hollis Preschool

## 2018 – 2019 Student Handbook



Dear Parents and Guardians:

We appreciate you choosing Hollis Preschool. Our goal is to provide children with a learning environment in which they can grow and develop into unique individuals. Your child will be nurtured by our compassionate teachers and guided through new and exciting experiences. The Hollis Preschool Board of Directors and Staff are committed to building a meaningful relationship with you and your child, and look forward to a wonderful school year.

Regards,  
The Hollis Preschool Board of Directors

## **INTRODUCTION**

Welcome to Hollis Preschool! We are happy that you have chosen what we consider to be one of the finest programs in the area for your child.

This booklet will introduce you to our school and help you understand our program. If you have further questions, you may call the Preschool Director, the Hollis Preschool Board Chairperson, or any one of the other board members. Please note Hollis Preschool's phone number, **465-3089**, is only available during school hours. An answering machine is available after school hours for you to leave a message.

## **PHILOSOPHY**

Hollis Preschool is a non-profit, non-sectarian organization founded in 1956. It offers preschool classes for two-year-old to five-year-old children. We offer 2-day programs for children 2 to 3 years old, a choice of a 3-day OR 4-day program for children 3 to 4 years old, and a 4-day program for children 4 to 5 years old. In addition, we offer a 2-day Kindergarten Readiness program, which is an enrichment program for children in the 4 year old class, held on Tuesday and Thursday afternoons. Hollis Preschool does not discriminate against students on the basis of race, religion, national or ethnic origin. Hollis Preschool operates under the direction of the Preschool Director and the Board of Directors, a group of Hollis Preschool parents interested in preschool education. A bookkeeper and parent volunteers aid the board.

The goal of our preschool is to give children learning experiences that are meaningful to them at their level of development. The purpose of our program is to foster the social, emotional, intellectual, and physical growth of your child.

## **PRESCHOOL STAFF**

One teacher and one assistant teacher teach each of our preschool classes. We are very proud of our staff's ability and dedication. They are largely responsible for the success of our preschool program.

**Bridget Roy** is the Director of the preschool. Bridget started at Hollis Preschool in 2007 as an Assistant Teacher and was a Lead Teacher for years. She has an Associates Degree in Education and is working towards her Bachelors Degree in Elementary Education. Bridget lives in Brookline with her husband and two children.

**Beth Callahan** is a Lead Teacher of a 4 year old class. She is a graduate of Boston University with a Masters of Education in Counseling. Beth worked as an Elementary School Counselor in Tyngsborough, MA for five years before moving to New Hampshire and starting a family. She currently lives in Brookline with her husband and two children.

**Lindsay Silvestri** is a Lead Teacher of a 3 year old class. She has a Bachelors Degree in Early Childhood Education and a Masters Degree in Elementary Education both from the University of New Hampshire. She was a Hollis Primary School first grade teacher for four years and has tutored kindergarten through grade six for eighteen years. Lindsay lives in Brookline with her husband and two children.

**Kara White** is a Lead Teacher in the 2 year old class and a Lead Teacher of a 3 year old class. She has a Bachelors Degree in Speech and Hearing Sciences from University of California, Santa Barbara and received a Multiple Subject Elementary Teaching Credential from Chapman University. Kara lives in Brookline with her husband and two daughters.

**Stephanie Corey** is the Lead Teacher for the Kindergarten Readiness Program and our Enrichment Programs. Stephanie joins the staff this year after being a Special Education Teacher in Mascoma Valley Regional School District. She has a Bachelors Degree in Early Childhood Education and a Masters Degree in Special Education, both from Plymouth State College. Stephanie lives in Amherst with her husband and daughter.

**Jennifer Mandolare** is the Lead Teacher for our Lunch Bunch program. Jennifer joins our staff this year after working as an Assistant Teacher at River University. She has her Bachelor of Science in Family Studies from University of New Hampshire. Jennifer lives in Hollis with her husband and two children.

**Crissy Bardani** is an Assistant Teacher in the 4 year old class. Prior to joining Hollis Preschool, she was a substitute teacher at the Hollis Primary schools for a number of years. Crissy is a graduate of Fitchburg State University where she received her Bachelor of Science in Business Administration. She lives in Hollis with her husband and two children.

**Donna Anderson** is an Assistant Teacher in a 3 year old class. Donna is a graduate of North Shore College with a degree in Business Management. She worked in International Sales for 20 years and now lives in Hollis with her husband and two children. Donna is an active member of the Autism Society of New Hampshire.

**Michelle Dunn** is an Assistant Teacher in the 2 year old class. Michelle is a graduate of Fitchburg State University with a Bachelor of Science in Human Services. She joins Hollis Preschool after watching all four of her daughters graduate from the school. Michelle lives in Brookline with her daughters and husband.

## PRESCHOOL BOARD OF DIRECTORS

Hollis Preschool runs under the direction of a parent volunteer Board of Directors. We are seeking talented and conscientious parents to lead and strengthen our early childhood educational impact for preschool age children in Hollis and its surrounding towns. If you can contribute your time, thoughtfulness, and leadership one evening per month and are interested in exploring this opportunity, please contact our Chairperson, Alana Cote at [alana.cote@gmail.com](mailto:alana.cote@gmail.com) and find out if this is the right opportunity for you. We welcome all applicants, and are especially looking for parents with experience in finance, marketing, program & curriculum development, fundraising, and nonprofit management. If you have any questions regarding the preschool, please feel free to contact any member of the board. The Board of Directors for the 2017/2018 school year is as follows:

Position	Name	Email
Co-Director	Bridget Roy	<a href="mailto:admin@hollispreschool.com">admin@hollispreschool.com</a>
Chairperson	Alana Cote	<a href="mailto:alana.cote@gmail.com">alana.cote@gmail.com</a>
Vice Chairperson		
Human Resources	Erin Pointer	<a href="mailto:erinpointer@gmail.com">erinpointer@gmail.com</a>
Secretary	Susan Hsieh	<a href="mailto:medved597@gmail.com">medved597@gmail.com</a>
Treasurer		
Curriculum	Allie Everett	<a href="mailto:allie.hills@gmail.com">allie.hills@gmail.com</a>
Fundraising	Audrey Tringale	<a href="mailto:audrey9398@gmail.com">audrey9398@gmail.com</a>
Marketing	Julie Levesque	<a href="mailto:julie@symposi.com">julie@symposi.com</a>

## EDUCATIONAL PHILOSOPHY

Our activity-centered program is based on the premise that children learn by doing. They are guided and directed by the teacher in both formal and informal learning situations. The staff follows the guidelines of the National Association for Education of Young Children (NAEYC) in preparing their curriculum. The teachers develop the curriculum around various learning themes. Within a theme, activities are planned that help the children develop their emotional and social, language, gross motor, fine motor, science, math, imaginative, art/music and beginning handwriting skills.

- **Emotional and Social Development:** In preschool, children learn to form friendships, interact in small and large groups, and follow a classroom schedule. Circle time, free play, and snack times provide opportunities to learn important social skills such as sharing, cooperating, and following rules.
- **Language:** Speaking, listening, reading, and writing are all interrelated and integrated across the curriculum. Children are encouraged to learn their alphabet, write their names on their artwork, verbally share during Show and Tell, repeat finger plays, and listen for comprehension at story time. All of these language activities form the foundation of reading and writing, which are taught in elementary school.
- **Gross Motor Skills:** Gross motor activities involve walking, running, climbing, jumping, and balancing. Outside play and exercise/movement classes provide your children with many opportunities to develop strength, coordination, body awareness, self-control, and confidence.
- **Fine Motor Skills:** The purpose of the fine motor skills is to improve the small muscles in the fingers and hands, as well as to improve eye-hand coordination. Development of small muscles will also contribute to your child's ability to write and read in future years. Small motor activities may include puzzles, clay and play dough, sewing, stringing, hammering, hole-punching, cutting, pegboard, and templates.
- **Science:** Science opportunities exist both inside and outside the classroom. Children have opportunities to experiment with seeds and plants, examine bugs and rocks, and craft birds' nests and feeders. A close relationship with Beaver Brook provides additional opportunities for nature walks and guest speakers on topics such as 'Animal Tracks' and 'Dinosaurs'.
- **Math:** Preschool math provides the groundwork and foundation for future mathematical processes. Examples of preschool math concepts included in the Hollis Preschool curriculum are patterning, sorting, grouping, counting, identifying shapes, and measuring.
- **Imaginative Play:** Through imaginative play, children learn cooperative play, practice language skills, and express creatively. Opportunities for imaginative play include dress-up clothes, the puppet theater, and dramatic play centers, such as grocery store, post office, construction, and beauty parlor.
- **Art and Music:** Creative expression is cultivated through art and music activities. Hollis Preschool offers a range of art experiences from finger painting with acorns and leaves to working with clay, from creating objects with wood to drawing with chalk. Music is integrated into circle time, with the addition of a more structured music program. A close relationship with Wild Salamander Creative Arts Center offers additional enrichment opportunities for art and music.
- **'Get Set for School'™ by Handwriting without Tears:** 'Get Set for School'™ is an award-winning Pre-K curriculum that focuses on playful learning to develop coloring, drawing, counting, building and handwriting readiness skills. The program uses music, dough, magnetic stamps, and wood pieces as well as crayon based activities.

## A TYPICAL DAY

A typical day at school provides the children with many learning opportunities tailored to their individual needs. In addition, there are many enrichment opportunities for the children including field trips, music, yoga, dance, guest speakers, and other special events. Although the structure of the day is similar for the 2, 3 and 4 year old classes, the curriculum and age appropriate activities vary.

2 YEAR OLD CLASS	3 YEAR OLD CLASS
<p><b>9:00 AM - Arrival/Greeting</b> Teachers are stationed at the door to greet the child and parent entering the school. Children put away their personal belongings and engage in classroom free play supervised by a teacher.</p> <p><b>9:30 AM - Circle Time/Music</b> A teacher leads attendance, introduction to center activities, sharing and singing.</p> <p><b>9:45 AM - Exploration/Centers</b> Center activities include sensory activities, craft projects, blocks, library, dramatic play, science/discovery, manipulative games, and puzzles.</p> <p><b>10:20 AM - Clean-up Time</b> Children assist teachers with cleaning up any materials not put away during center activities time.</p> <p><b>10: 30 AM - Story Time</b></p> <p><b>10:45 AM - Wash hands for snack</b></p> <p><b>10:50 AM - Snack</b> Snack and drinks are brought to share by a family, on a scheduled, rotational basis. Teachers then guide the children through the process of dressing for outdoor play.</p> <p><b>11:10 AM - Outdoor Play</b> Teachers supervise and participate in outside activities. Outside play equipment includes a sandbox, swing set, and slide.</p> <p><b>11:30 AM - Dismissal</b></p>	<p><b>8:45 AM - Arrival/ Greeting</b> Teachers are stationed outside to greet the child at the car and escort the child to the door (carpool) or teacher is at door to greet the child and parent entering the school. Children put away their personal belongings and engage in classroom free play supervised by a teacher.</p> <p><b>9:15 AM - Circle, Calendar, Show &amp; Tell, Weather</b> Attendance, introduction to center activities, sharing, and Show and Tell are led by a teacher.</p> <p><b>9:30 AM - Activity Time</b> Center activities include sensory activities, craft projects, blocks, library, dramatic play, science/discovery, manipulative games, and puzzles.</p> <p><b>10:00 AM - Clean-up Time</b> Children assist teacher with cleaning up any materials not put away during center activities time.</p> <p><b>10:15 AM - Story Time/Wash Hands/Potty</b> Bathroom time is divided into two groups of children. While one group is using the bathroom, the other group participates in story time, music and finger plays.</p> <p><b>10:30 AM - Snack</b> Snack and drinks are brought to share by a family, on a scheduled, rotational basis.</p> <p><b>10:50 AM - Outdoor Play</b> Teachers guide the children through the process of dressing for outdoor play. Teachers supervise and participate in outside activities. Outside play equipment includes a sandbox, swing set, slide, and other equipment.</p> <p><b>11:30 AM – Dismissal</b></p>

\*Children are encouraged to use the bathroom throughout the day. Diapers for the 2 year olds are changed on an as needed basis.

## 4 YEAR OLD CLASS

### 8:45 AM – 9:00 AM - Arrival/Greeting

Teachers are stationed outside to greet the child at the car and escort the child to the door (carpool) or teacher is at door to greet the child and parent entering the school. Children put away their personal belongings and engage in classroom free play supervised by a teacher.

### 9:00 AM – 9:30 AM - Small Group/Center Time

Center activities include sensory activities, craft projects, blocks, library, dramatic play, science/discovery, manipulative games, and puzzles.

9:30 AM - 9:45 AM - **Clean up** all Centers and meet on the circle rug.

**9:45 AM – 10:00 AM - Circle, Calendar, Show & Tell, Weather**

Attendance, story time, sharing, and show and tell are led by a teacher. Explanation of the large group activity that pertains to the theme(s) of the week.

**10:00 AM – 10:30 AM - Large Group Activity**

Activity pertains to the theme(s) of the week. This may include a variety of mathematics, literacy, science, and art.

**10:30 AM – 10:45 AM - Clean Up/Wash Hands for Snack**

Teacher assists children with clean up from the group activity. Afterwards, they wash for snack.

**10:45 AM – 11:00 AM - Snack**

Snack and drinks are brought to share by a family, on a scheduled, rotational basis.

**11:00 AM – 11:30 AM - Outdoor Play**

Teachers guide the children through the process of dressing for outdoor play. Teachers supervise and participate in outside activities. Outside play equipment includes a sandbox, swing set, slide, and other equipment.

**11:30 AM - Dismissal**

**ENRICHMENT**

Enrichment is an extended day program after class on Mondays and Wednesdays, from 11:30 am-2:00 pm. This program will be broken down into 5 sessions throughout the preschool year.

Extended Day activities will be concept based on seasonal themes, providing additional fine and gross motor practice for your child. Activities will include: crafts, dancing, outdoor games (weather permitting), music, cooking, nature and more.

Enrichment is open to all Hollis Preschool students, regardless of the days that your child attends. For example, your child may only come to school on Tuesdays and Thursdays but you would have the option to enroll him/her in extended day on Monday and Wednesday. Additionally, the program is also open to children in the community regardless of their core program placement.

Registration and tuition for Enrichment will be required upfront for each session. Tuition will be paid through Sandbox, and needs to be paid in full by the first day of any given session. Commitment will be required as to which day(s) your child will attend for staffing reasons.

**For the 2018-2019 school year, the sessions are as follows:**

Session 1: October 1 - November 14

Session 2: November 26 - December 21

Session 3: January 2 - February 20

Session 4: March 4 - April 17

Session 5: May 6 - June 5

*\*The tuition price for each session has been adjusted to reflect days off from school for Holidays. Refunds will not be made for an unexpected absence or sickness. In the event of a snow day, a missed session will be made up.*

**KINDERGARTEN READINESS**

Kindergarten Readiness is an afternoon enrichment program for children enrolled in the 4 year old program at Hollis Preschool. Students remain at school after the morning class (which ends at 11:30am), bring a packed lunch, and stay until 2:00PM.

The afternoon is filled with a balanced schedule of small and large group activities, time for active and quiet play, arts, crafts, music and outdoor play. This program will augment the preschool experience, and prepare the children for the longer day they will experience in full day kindergarten the next year.

## VOLUNTEER OPPORTUNITIES

As a non-profit organization, Hollis Preschool relies on parent volunteers. In an effort to provide interesting enrichment activities, we will be asking for your help in many ways over the next year. From fundraising to field trips, we always need your support!

You will be asked to sign up for various opportunities in the beginning of the school year and to let us know any hobbies/interests you would be willing to share with the children. Please join us as we continue to make Hollis Preschool a great place for our children to learn and grow.

## FUNDRAISING

Hollis Preschool holds various fundraising opportunities throughout the year. Profits from our fundraising efforts go toward improving our school and playground, and help us provide quality enrichment opportunities such as art, music, dance, and yoga, while keeping tuition costs down. In order for these fundraisers to be successful, we need your help! By volunteering and attending these fundraising events, you will get to know other Hollis Preschool families and help build a caring community within our school.

Our biggest fundraiser is a Silent Auction event held in the fall. Parents can help by buying tickets to attend the event, selling tickets to friends and neighbors, or donating something to the Silent Auction. We also hold smaller fundraisers throughout the year, such as dining out at a restaurant where a portion of the proceeds go to Hollis Preschool. Additionally, you will have the opportunity to purchase books for your family from Scholastic Books several times during the school year. Purchasing these books from the Scholastic will give you a great savings and provide Hollis Preschool with enormous discounts on many school materials.

## 2018-2019 TUITION

Annual Tuition is paid through a deposit, which is paid in advance to hold your spot and monthly installments thereafter.

	Registration fee (Payment 1 of 10, due June 1st)	Monthly Installments Due on the 1 <sup>st</sup> of Each Month (payments 2-10, due September – May)	Total Annual Tuition
4 Year Old Program	\$390	\$390	\$3,900
3 Year Old Program (3 day)	\$335	\$335	\$3,350
3 Year Old Program (4 day)	\$390	\$390	\$3,900
2 Year Old Program	\$260	\$260	\$2,600
Kindergarten Readiness	\$125	\$125	\$1,250

The tuition installment, due June 1, is 1 of 10 payments for the school year. The balance of the tuition is collected on a monthly basis beginning on September 1 and ending on May 1. Please contact our Bookkeeper, Director or Chair if you have any questions about your payment schedule.

For families with multiple children attending Hollis Preschool, a 2nd, 3rd, etc. child receives a 10% discount on the lesser priced program. Please contact our Director for more information.

Note: Parents able to use the cost of Hollis Preschool as a childcare expense are required to provide the school's **tax ID number** on the appropriate income tax forms. Hollis Preschool's number is: **02-0232166**.

Please keep in mind that no bills will be mailed as it keeps operating expenses and tuition low. All tuition payments, including deposits, registration and late payments, will be invoiced and paid through Sandbox. Any issues with billing, please speak with our Director.

## LATE PAYMENT POLICY

If any tuition payment is received later than the 10<sup>th</sup> of the month in which it is due, a \$15.00 late fee will be charged. If two months of tuition are past due, we may request that the child be withdrawn from school until payments are current. Please contact the Hollis Preschool Bookkeeper if you have any questions or need to make special arrangements regarding tuition payments. There are no tuition refunds made because of absences, illness, snow days, or other cancellations.

## **REGISTRATION REFUND & WITHDRAWAL FROM SCHOOL**

Effective November 15, 2005, the Hollis Preschool Refund and Withdrawal Policy is as follows:

A **non-refundable** registration fee of \$100 is due upon the registration of your child.

A one month tuition deposit is required to secure a child's spot in the preschool. This payment is 1 of 10 payments and is due for all students on June 1 or upon registration if enrolled after June 1. This one month payment is due no matter when during the school year your child enroll.

There are two exceptions to this policy. The first is in the event a family is relocating out of the Hollis area and will therefore no longer be able to send their child to Hollis Preschool. The second is if a child is unable to adapt to the preschool program in a reasonable amount of time, it is the responsibility of the teachers and the board members along with the family to request that the child be withdrawn.

Requests for refunds beyond these exceptions must be made in writing. Please be sure to include a forwarding address and telephone number where you can be reached.

We kindly ask that any withdrawal from Hollis Preschool be made at your earliest convenience. A two week notice is required to allow others who may be waiting for a space at the school to enroll. Please notify the school in writing at: Hollis Preschool, P.O. Box 958, Hollis NH 03049 Attention: Director.

## **MILITARY DISCOUNT**

Effective July 10, 2018, the Hollis Preschool would like to offer a 10% discount to those families who have a parent or guardian in active military duty. This discount is only applicable to regular, monthly tuition (i.e. 2s, 3s and 4s programs). Upon registration, please provide documentation showing that a parent or guardian is active military.

## **FINANCIAL ASSISTANCE**

Financial Assistance is based on fundraising events throughout the school year. These monies are limited but available to assist families facing financial hardship. These funds are on a first come first serve basis and are approved by the Board of Directors. The Board strongly encourages in kind services and/or volunteer time to help with offsetting tuition costs. Hollis Preschool is a non-profit organization and as such, all operational revenues are used to absorb the operational cost of the school.

If you would like to apply for financial assistance, please send a request to [admin@hollispreschool.com](mailto:admin@hollispreschool.com) for an application. Please note that on the application we will request financial information to determine eligibility.

## **ELIGIBILITY FOR THE HOLLIS PRESCHOOL PROGRAM**

Preschoolers who are two years old by September 30 of the new school year are eligible for enrollment in the 2 year old program. Preschoolers who are three years old by September 30 of the new school year are eligible for enrollment in the 3 year old program. Preschoolers who are four years old by September 30 of the new school year are eligible for enrollment in the 4 year old program. In the event a class does not meet the minimum requirement of registrants, that class will be canceled and those registered will be notified.

## **PRESCHOOL HOURS**

### 2 YR OLD Sessions

AM: Tuesday & Thursday: 9:00 am to 11:30 am.

### 3 YR OLD Sessions (3 day)

AM: Monday/Wednesday/Friday: 8:45 am to 11:30 am

### 3 YR OLD Sessions (4 day)

AM: Monday/Wednesday/Thursday/Friday: 8:45 am to 11:30 am

### 4 YR OLD Sessions

AM: Monday-Thursday: 8:45 am to 11:30 am

Kindergarten Readiness

PM: Tuesday & Thursday: 11:30 am to 2:00 pm

Enrichment

PM: Monday & Wednesday: 11:30 am to 2:00 pm

**CLASS PLACEMENT REQUESTS**

Hollis Preschool respectfully reserves the right to place children in balanced groupings most beneficial to all.

**PARENT ORIENTATION**

Parent orientation is scheduled for the first days of school (9/5 for 3s and 4s, and 9/6 for 2s). Please join us for coffee and snacks on the playground while your child attends their first day of class. This will give you a chance to learn more about Hollis Preschool and meet members of the Board of Directors as well as other parents.

**SCHEDULE FOR THE OPENING DAYS OF PRESCHOOL**

For the first day of school, we have shorter class session. A letter with specific information about your child's first day of school will be sent to you before September 1st. On the first day, each class meets for one and a half hours. Classes will run for the full time on the second day of school.

**2 YR OLD Class: Tuesday/Thursday**

First Day, Thursday, September 6, 2018

Half session: 9:00 – 10:30 AM (Parents stay for orientation)

Second Day, Tuesday, September 11, 2018

Normal Hours: 9:00 – 11:30 AM

**3 YR OLD Classes (3 day): Monday/Wednesday/Friday**

First Day, Wednesday, September 5, 2018

Half session: 8:45 – 10:15 AM (Parents stay for orientation)

Second Day, Friday, September 7, 2018

Normal Hours: 8:45 – 11:30 AM

**3 YR OLD Classes (4 day): Monday/Wednesday/Thursday/Friday**

First Day, Wednesday, September 5, 2018

Half session: 8:45 – 10:15 AM (Parents stay for orientation)

Second Day, Thursday, September 6, 2018

Normal Hours: 8:45 – 11:30 AM

**4 YR OLD Classes: Monday-Thursday**

First Day, Wednesday, September 5, 2018

Half Session: 8:45 – 10:15 AM (Parents stay for orientation)

Second Day, Thursday, September 6, 2018

Normal Hours: 8:45-11:30 AM

**Kindergarten Readiness: Tuesday/Thursday**

First Day, Tuesday, September 11, 2018

Normal Hours: 11:30 AM - 2:00 PM

## **SCHOOL CANCELLATIONS/SNOW DAYS**

When school is canceled, we will post the information on WMUR Channel 9. This information can be viewed on the television or at their website, [www.wmur.com](http://www.wmur.com). We will also inform parents via the email provided for email communication.

If inclement weather causes a delayed opening in the SAU 41, Hollis Preschool morning classes will be canceled. In the event of a delayed opening, our afternoon classes WILL run (Kindergarten Readiness, Enrichment). A delayed school opening in SAU 41 for reasons other than inclement weather (such as boiler problems) does NOT cause a cancellation of any classes at Hollis Preschool. Early dismissal of classes in SAU 41 due to inclement weather will most likely coincide with no Kindergarten Readiness or Extended Day. Sessions canceled will be made up after a class has been canceled after 5 missed days; after 5 days, every 3rd missed class will be made up. These make ups will happen during the week immediately after Hollis Preschools scheduled last day.

## **ABSENCE FROM SCHOOL**

If your child will not be attending school due to illness or other reason, please contact the teacher at **465-3089** before the start of the child's class.

## **CONFERENCES**

Parent-teacher conferences are scheduled for the Fall and Spring for the 3 year old classes and the 4 year old classes. One mid year conference will be scheduled for the 2 year old class. Parents or teachers may also request a conference any time there is a concern. You will receive specific information on scheduling conferences at the appropriate time.

## **CLOTHING**

The children should wear clothes that they can manage alone and that are suitable for active play. Please do not send your child to school wearing clothing you do not wish to get dirty!! In addition, PLEASE MARK YOUR CHILD'S NAME on all removable clothing such as coats, boots, hats, mittens, and sweaters.

JUST IN CASE, we ask that each child in the 2 and 3 year old program keep an extra set of clothes at school. Please send a bag with the child's name on it containing a tee shirt, sweatshirt, pants or leggings, underwear, and socks, which will remain at school for the year.

Our classes go out to play year round, so please remember snow pants, hat, mittens and boots during the winter months. Please remember to SEND EXTRA FOOTWEAR (shoes or slippers) each time that your child wears boots to school. We have surprise fire drills on a monthly basis. Wet boots are removed upon entering the school, so children with no dry footwear will have to go outside in their socks. Stopping to put on a pair of boots would defeat the purpose of the fire drill.

## **SCHOOL BAGS**

Please send your child to school with a LARGE, SQUARE-TYPE TOTE BAG WITH HIS/HER NAME MARKED CLEARLY ON IT. PLEASE DO NOT SEND BACKPACKS! Our teachers find backpacks can cause a great deal of frustration for a child when he/she is trying to bring home papers or projects which they do not want to fold or crumple.

## **COMMUNICATIONS**

A school newsletter and class calendar will be distributed monthly. The calendar details daily activities, trips, items that need to be sent to school, and the snack schedule.

## **SNACKS**

Hollis Preschool is a **PEANUT/TREE NUT FREE** and **CANDY FREE** school. We ask that all labels of snack items that are brought into the school be carefully checked for peanuts, nuts, and traces of nuts. Parents must also read the labels carefully to ensure that the snack was not manufactured in a facility that processes nuts.

All classes have a mid-session snack. Parents are asked to provide a healthy snack, water or milk, and paper goods for the entire class on a rotating basis. A schedule is organized and a monthly calendar is distributed to inform parents when it is their turn. One of the purposes of snack time is to provide the children with a model of good nutrition, so we ask that parents refrain from sending food high in sugar such as chocolate, cupcakes, cakes,, fruit roll-ups, and most cookies. Snacks that are inappropriate for the class will not be opened, and will be returned to the family after class. Please do not send food or drinks that contain artificial sweeteners, and please do not send open boxes of snacks. Parents of a child with food allergies should notify their teacher before the start of school, and may arrange to provide their own snack.

The following are some suggested snacks:

Cheese and Crackers	String Cheese
Vegetables and Dip	Graham Crackers
Yogurt	Muffins/Breads
Applesauce	Bagels with Cream Cheese
Fruit (whole or sliced)	

A half-gallon container of milk or water and a small portion of snack for each child is sufficient. The school has a refrigerator and freezer that you can use to keep things cold until snack time.

If you are scheduled to bring a snack and your child is absent or you forget, the school will have a back-up snack on hand. We do ask that the next time you come to school, you bring a non-perishable snack to replenish our supply.

Sweeter snacks can be sent in to celebrate your child’s birthday. Please do not send in chocolate snacks or candy. Students can bring cupcakes, hoodsie cups, popsicles, jello-o, etc. to celebrate with the class. Please remember that all snacks need to be PEANUT/TREE NUT FREE.

**FIELD TRIPS**

Field trips provide an opportunity for your child to gain firsthand experience. In the past we have visited the fire station, local farms and orchards, the police station, children's museums, the fire station, Hollis Vet, Hannaford, and Beaver Brook.

For each field trip, a permission slip will be sent home for parents to sign and send back to school. The permission slip will provide general information about the destination and the start/end times. The signed permission slip will need to be returned to the school for your child to attend the field trip.

New Hampshire's Child Restraint Law requires that children under the age of 7 and/or 57 inches in height be "restrained and properly secured in an approved child passenger safety seat." This means that parents must remember to bring a car seat to the school on the day of the field trip.

**DROP OFF AND PICK UP PROCEDURE**

The details of the drop off procedure will be provided to you during parent orientation. On the first day of school, we ask that you park your car and walk your child to the door of the school. On the second day of school, you may follow the established drop-off procedure or you may once again park and walk your child to the door.

There are occasions that your child may be having a hard time, but we need to keep our policy of parents not entering the building with their child in the morning. This can cause other children to get upset, as well as cause some distraction in the classroom and become a safety concern.

When your child's school session begins, one of the staff members will go to the first car in line to greet and escort the children to the door. For the safety of the children during carpool, we ask that ALL children exit the vehicle on the passenger side. If the driver arrives at school late and drop off is already over, he/she must personally accompany the child to the classroom to ensure safe arrival.

Please do not drop your child at school before the start of school. Before classes begin, the teachers are busy preparing the classroom and cannot supervise your child.

If you have any questions or problems with the drop-off/pick-up procedure, please speak with the Director. Parents who are late in picking up their children will be formally notified by the preschool and will be charged a late pick up fee.

### **LATE PICK UP FEE**

Failure to pick up your child at the appropriate time will result in a late fee of a \$1.00 for each minute up to 30 minutes, and \$10/hr thereafter that the parent/guardian is late. The school clock will count time. This fee must be paid to the teacher that day or before your child enters the next class. Pickup for the morning classes is at 11:30. If a true emergency arises, and you are unable to pick your child up, please call the teachers and let them know your plans as soon as possible. Hollis Preschool's phone number is **465-3089**.

### **POLICY FOR A CHILD LEFT AT SCHOOL**

On a rare occasion, a parent might be unavailable to pick up his/her child at the end of the day due to a true emergency. If this occurs, please call the school at **465-3089** as soon as possible and tell the teachers your plans. If no one is available at the emergency numbers listed by the parents, the policy of the preschool is to call a board member to assume responsibility for the child.

When a child has been left at school for a non-emergency reason and no one is available at the emergency numbers listed by the parents, a board member will assume responsibility for the child and an appropriate late pick up fee will be determined. The preschool board has the authority to ask that the child be withdrawn from the school if a parent is repeatedly late in picking up their child.

### **SEAT BELTS**

To use your car for carpooling or field trips, you must have a seat belt/car seat for each child you have in your car. Effective January 1, 2014, New Hampshire's Child Restraint Law requires children who are under 7 years old AND are 57 inches tall or shorter must ride in a federally approved car seat or booster. The only time this is not the case is if the child is over 57 inches tall; in which case they can use a seat belt. It is important to use a child restraint system for as long as possible, and to do so based on the manufacturers age, weight and height specifications.

### **ENDORSEMENTS**

Hollis Preschool does not hand out literature from commercial or private profit-making enterprises. This includes invitations to any parents or children in the school from other parents or children.

### **OUT OF CLASS BIRTHDAY PARTIES**

A birthday party is a wonderful and exciting event, especially for the birthday child. However, in the past we have had many tears from children not included in the festivities. To avoid such situations we ask that you *please* DO NOT send invitations to school via your child, and DO NOT have your party directly before or after school so that some of the children are "all dressed up" or carrying gifts.

This may seem like an inconvenience, but parties can be held at a different time of the day or on the days that the children do not have school. It is the goal of Hollis Preschool to make the children's first school experience as congenial as possible. We do offer the use of the Preschool for birthday parties for a fee; please see the Director for more information.

### **BULLYING POLICY**

It is our belief at Hollis Preschool that all children are entitled to an educational environment in which all pupils feel safe to learn and play. Therefore Hollis Preschool prohibits bullying or cyberbullying of any kind. All pupils are protected from bullying and cyberbullying regardless of their status under the law.

Bullying is defined by a significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which: physically harms a pupil or damages the pupil's property, causes emotional distress to a pupil, interferes with a pupil's educational

opportunities, creates a hostile educational environment, or substantially disrupts the orderly operation of the school. (as defined by the State of New Hampshire Department of Education Title XV, Chapter 193-F, Section 3).

If bullying occurs, please report it to the Director. The Director will notify the parent(s) of the victim of bullying and the parent(s) of the perpetrator of the bullying in a timely manner. Disciplinary consequences or intervention, or both, for a pupil who commits an act of bullying or cyberbullying will be handled appropriately in relation to the act that was committed. Hollis Preschool prohibits retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying.

## **AIDS POLICY**

The American Academy of Pediatrics has stated that HIV infection is not acquired through the types of contact that usually occur in a school setting, including contact with saliva or tears. Therefore, Hollis Preschool does not exclude children with HIV infection from the school. However, on a case-by-case basis, conditions that may pose a risk to others, such as aggressive biting behavior or weeping skin lesions that cannot be covered, will be evaluated for more restricted attendance. Hollis Preschool will respect the right to confidentiality.

## **ILLNESS AND EMERGENCIES**

During the school year please **DO NOT SEND A CHILD TO SCHOOL WITH ANY SIGNS OF A COLD OR INFECTION**. If your child has taken medication to relieve signs of a runny nose, cough or fever, please keep them home until they no longer exhibit these symptoms. Please call the school each morning that your child will be absent to let the teachers know that he/she will not be coming in. A note from home must accompany the child returning to school after a serious illness. Please inform the teacher immediately if your child contracts any highly contagious illness such as, strep throat, head lice, hand foot and mouth disease, etc.

We realize that sickness can come on suddenly after the child has left for school. Teachers will send a child home if they are deemed too ill to remain in class for his/her own well-being and that of the other children.

Please make sure you fill out the State of NH's **REGISTRATION & EMERGENCY INFORMATION FORM**. The state requires that you list both parent names, work locations, and phone numbers. This is because the child's parents are always the first to be called in an emergency.

On the second sheet of the form, one individual, other than a parent, must be listed in case there is a medical emergency and we cannot reach either parent. This is a state requirement. Under alternate pick-up persons, you must list two individuals who can be called to pick up your child if you are unexpectedly unavailable, or your child is sick and must leave school.

Parents often use the telephone numbers of neighbors, friends, relatives or other preschool children's parents from the class lists. The individual listed under medical emergency can be listed again under alternate pick-up.

All these individuals should be within a 15-minute drive of the school. You must notify these individuals and they must give their approval to be designated as emergency backup or alternate pick-up person.

Please realize that it is **YOUR RESPONSIBILITY** to ensure that if you cannot be reached, the school knows of **SOMEONE ELSE WHO IS ABLE AND WILLING TO COME AND GET YOUR CHILD**.

## **HEALTH POLICY**

Hollis Preschool is committed to providing a safe and healthy environment for both children and staff. In an effort to provide such an environment, we adhere to state regulations requiring each child to have on file a Medical Statement which includes a record of up-to-date immunizations and the signature of the child's attending physician or source of medical care. The Medical Statement must be completed and in our office prior to school beginning. Each child must provide updated records annually.

## **VACCINATION POLICY**

All children attending Hollis Preschool are required to be current with their immunizations as jointly recommended by the Advisory Committee on Vaccination Practices (AICP), American Academy of Pediatrics, and the American

Academy of Family Physicians. The guidelines used by Hollis Preschool can be found at:  
<http://www.cdc.gov/vaccines/schedules/index.html>

To ensure compliance, immunization histories will be reviewed prior to your child's admission and annually thereafter. Should your child be found to be lagging in their immunizations based on the guidelines above, you will have 30 days in which to meet the immunization requirements. Children not meeting the vaccine policy after 30 days will be withdrawn from the Hollis Preschool.

Children will be excused from meeting the immunization requirements only when a valid medical reason exists (such as allergies or contraindications to the vaccine) or for religious reasons. An objection based upon a "scientific" belief (i.e. a foreign substance or chemical may be harmful) or non-religious personal belief or philosophy (i.e. clean living, fresh air, and pure water) is not considered to be a religious exemption.

## **LICENSING AUTHORITY FOR THE PRESCHOOL**

The Bureau of Child Care Standards and Licensing (BCCSL) is the licensing authority within the State of New Hampshire that provides the guidelines and rules for all preschools in NH. Information regarding recent licensing and monitoring visits to Hollis Preschool is available by calling the Bureau at 271-4624 or 1-800-852-3345, extension 4624.

Representatives from the Bureau of Child Care Standards and Licensing occasionally visit preschools during the school year. During these visits, the representative may interview children regarding the care they receive at the school. If you do not want your child interviewed or if you wish to be informed prior to your child being interviewed, you must provide a signed and dated statement to the Preschool Directors indicating your preference. The Director of Hollis Preschool will provide this information to the Bureau representative at the start of any visit to the preschool.

The Bureau of Child Care Standards has given us a NOTE TO PARENTS that they require all preschool parents to read. We will provide this NOTE TO PARENTS form for you to sign acknowledging that you have read it.

## **NOTE FROM NH BUREAU OF CHILD CARE**

FROM: State of New Hampshire, Division of Public Health Services  
Bureau of Child Care Standards and Licensing  
Hazen Drive  
Concord, NH 03301-6527

The licensing authority for this program is the bureau of licensing and certification, childcare licensing unit. Child care programs are required to post a copy of the statement of findings and corrective action plan for the most recent visit in a location which is accessible to parents, and must maintain copies of the statement of findings and corrective action plan for the preceding visit and make them available for parents to review upon request. Statements of findings and corrective action plans are also available on-line at <http://childcaresearch.dhhs.nh.gov> or by calling the bureau at 603-271-4624 or 1-800-852-3345, extension 4624"; and

During licensing, monitoring, and complaint investigation visits to licensed programs the department shall speak with children regarding the care they receive at the program if in the judgment of the licensing specialist the children's response would be valuable in determining compliance with licensing rules. Licensing staff are experienced in working with children and trained to interview in a manner that is respectful and non-leading. However, if you do not want your child interviewed, or if you wish to be informed prior to your child being interviewed you must give the family child care provider, center director, site director or designee, and update annually, a signed dated statement indicating your preference.

**ADDRESS FOR RETURNING SCHOOL FORMS**

Please have all completed forms to the Director by **August 31, 2018**. There is a lock box outside the Preschool if the Director is not present when dropping off your forms.

Completed forms may also be mailed to:

**Hollis Preschool  
P.O. Box 958  
Hollis, NH 03049**

If you have misplaced any of the required forms, please email [admin@hollispreschool.com](mailto:admin@hollispreschool.com) and we will send you what you need.