

Hamilton Heights School Corporation



2017-2018 Parent Handbook Preschool, Before & Aftercare, Vacation Care and Summer Camp Programming

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HAMILTON HEIGHTS SCHOOL CORPORATION

Little Huskies Learning Center 2017/2018 Parent Handbook

INTRODUCTION

Welcome to the Little Huskies Learning Center! The Little Huskies Learning Center is an extension of the Hamilton Heights School Corporation community. We offer a variety of programs designed to meet students' needs from ages 3 years to 12 years of age. Our preschool programming for students 3 thru 5 years of age helps prepare students for kindergarten whether a child is enrolled in half-day, full day, or full extended day preschool. Our school-age BAC program offers a variety of activities including arts and crafts, recreational games, enrichment activities, computer and supervised homework. During most school breaks and the summer we also offer students 5 – 12 years of age a safe and fun place to spend time when school is not in session. Summer camp includes two field trips a week, water days, pool days, and all the amenities the primary school has to offer.

PHILOSOPHY AND GOALS

School Age BAC/Summer Camp Programming:

We believe children learn best when allowed to explore, experiment and actively participate in the use of a variety of materials and learning experiences. We feel the Center and families should establish effective two way communication to meet the learning and developmental needs of children.

Our goal is to provide a safe, healthy, caring, and stimulating environment for children and their families. We encourage students to attain their fullest potential as they take pride in becoming responsible, respectful, and productive lifelong learners.

Our BAC program goals are to:

- Provide thoughtful, fun, accessible activities
- Survey and build on students' interest
- Motivate and engage all students to participate
- Promote a positive development of self in each child
- Provide a quiet, supervised academic session with assistance when needed
- Plan activities that engage students and enhance skills across the curriculum
- Provide staff training and professional development

Preschool Programming:

We believe children learn best when allowed to explore, experiment and actively participate in the use of a variety of materials and learning experiences. We feel the center and families should establish effective two way communication to meet the learning and developmental needs of children.

Our goal, as early childhood educators, is to help the children in the process of becoming caring, compassionate, and responsible young people. We hope to provide meaningful experiences and respectfully listen to each child. We strive to help your children:

- become thinkers and problem solvers
- develop a love of learning and excitement about life
- develop their maturity and self-confidence

We hope each child will feel secure and comfortable in this warm, loving, and positive environment and that it will motivate them to explore, play, and learn at their own rate.

ADMISSION

School Age BAC Programming:

The Before and After School Care Program is open to any child who is enrolled in Hamilton Heights School Corporation grades k-6th. Full Day LHLC Preschool students are eligible to participate in the Before and Aftercare Program. LHLC Preschool students who are 5 years of age may also participate in the BAC School Vacation Care program.

A health examination including immunizations must be on file with the school district.

Preschool Programming:

The Hamilton Heights Little Huskies Learning Center Preschool is open to children who are 3 years old by August 1st, 2017. Children must also be toilet trained. Pull-ups are not allowed.

A health examination including immunizations is required for each child within 12 months prior to admissions or within one month after services start. If a physical is not completed in this time frame, Little Huskies Learning Center must terminate services.

Vacation Care Programming:

The Little Huskies Learning Center Program will provide School Vacation Care for before and after school students as well as enrolled preschool students who are at least 5 years of age during most school breaks. A sign-up sheet will be out in advance for parents interested in using this service. Openings are limited and are available on a first-come, first-serve basis. A fine will be charged for families who register for Vacation Care and cancel after the deadline of two weeks prior to the first day of camp. The fine will be 10% of the cost for the number of days registered for per child.

Please contact your child's lead teacher or Center Director if you are unable to sign-up but would be interested in using this service.

Summer Camp Programming:

Students must be 5 years of age and not over 12 years of age as of August 1st, 2017 to attend LHLC Summer Camp. If you have a student enrolled in kindergarten for the upcoming school year but he or she does not meet the August 1st age requirement and you would like them to participate in the summer camp program, please speak with the LHLC Administrator or Director.

HOURS AND DAYS OF OPERATION

Little Huskies Learning Center is open Monday through Friday during the LHLC year round calendar. The HHSC calendar is attached to the end of this handbook. For Vacation Care and Summer Camp start and finish dates please look below.

Hours of Operation:

Before School Care:	6:30 am to start of school
After School Care:	after school to 6:00 pm
School Vacation Care:	6:30 am – 6:00 pm (Children must be 5 years to attend)
Summer Camp:	6:30 am – 6:00 pm (Children must be 5 years to attend)
Full-Day Preschool	9:00 am - 3:00 pm
Full-Day Extended Preschool	6:30 am - 6:00 pm
Half Day Preschool	9:00 am - 12:00 pm

2017-2018 LHLC Vacation Care/Summer Camp Dates

6/7 LHLC Summer Camp 2017 Begins

7/4 LHLC Closed for Independence Day

8/2 Last Day of LHLC Summer Camp

8/3 – 8/7 LHLC Closed

8/8 LHLC Preschool and BAC begin

10/16 – 10/20 LHLC Fall Vacation Care

11/22 – 11/24 LHLC CLOSED for Thanksgiving Break

12/25 to 1/5 LHLC CLOSED for Winter Break

3/28 to 4/6 LHLC Spring Vacation Care

LHLC SAFETY, SECURITY AND PAYMENT INFORMATION

The Little Huskies Learning Center is committed to providing a safe and quality educational environment to children. In order to help us accomplish this goal, the LHLC has implemented the following security policies:

PROCARE SOFTWARE:

Procare software allows parents to check in and out their child/children in a safe and timely manner. By completing a simple biometric scan (fingerprint) parents can help insure their child's safety.

TUITION EXPRESS:

Procare has a financial component called Tuition Express that allows parents to make and track payments safely, conveniently, and efficiently. Parents have quick access to payment history, receipts, etc. as well as have the ability to make payments themselves when needed. Tuition Express accepts payments via credit card or electronic funds transfer from a bank account.

SECURITY SYSTEM:

For the safety and security of the children and staff of the LHLC, parents and guardians will utilize a security system. Each family will be given a unique pin code which will allow them access to the northwest doors during drop off hours from 6:30 am until 8:30 am. Access will be granted using the same pin code during the afternoon pick-up hours of 3:35 pm until 6:00 pm. If you need to gain access to the school outside of the above hours, please enter through the main school doors and sign in. We ask that you only share your pin number with those adults that have been authorized thru the Procure system to pick up your child.

SAFETY AND SECURITY

For the safety and security of all students and staff, all doors are locked throughout the day. To enter the building you must report to the front office. **Staff and students have been instructed not to open the building doors for anyone.** It is important that everyone supports this Safe School Procedure.

All visitors during the school day will be required to identify themselves with identification, and state their business in a secure entry alcove at the main building entrance. A staff member will speak with the visitor via intercom to determine their ID and direct their business. If a visitor is going into the classroom or attending lunch, a Volunteer Background Form must be filled out prior to the visit.

The holding area will have operating video surveillance at all times. The visitors will then be admitted to the inner office where they will sign in, and receive a name tag and be directed to their destination. All other doors to the building will be locked during the day once students are inside.

In order to protect school property, promote security, and protect the health, welfare, and safety of students, staff, and visitors, the potential use of video surveillance and electronic monitoring exists in all school buildings, school grounds, and school vehicles. (HH School Board Policy 7740)

Our school policy does not tolerate the possession of weapons, devices, instruments, materials, or substances, animate or inanimate, that are used for, or are readily capable of, causing death or serious bodily injury by anyone while on school property, at a school-related event, or while in route to or from school on a school bus. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. (HH School Policy 5772)

The Hamilton Heights School Corporation believes that the safety and security of students and staff is a number one priority. A Crisis Plan has been developed and disseminated to all staff members. The Crisis Plan is reviewed throughout the year and drills are held periodically. Our crisis plan consists of four actions:

“Lockout”—Secure the Perimeter of the Building

>Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS

1. Return to inside of building.
2. Participate in business as usual.

TEACHERS

1. Recover students and staff from outside building.
2. Increased situational awareness.
3. Participate in business as usual.
4. Take roll, account for students, and limit hallway passes.

“Lockdown”—Locks, Lights, Out of Sight

>Lockdown is called when there is a threat of hazard inside the school building.

STUDENTS

1. **IMPLEMENT A.L.I.C.E.**
2. Move away from sight.
3. Maintain silence.

TEACHERS

1. **IMPLEMENT A.L.I.C.E.**
2. Ensure door is locked and that the hallway is clear of students.
3. Lights out and cover door windows.
4. Move away from sight.
5. Maintain silence.
6. Wait for First Responders to open door.
7. Take roll and account for students.

“Evacuate”—To the Announced Location

>Evacuate is called to move students and staff from one location to another.

STUDENTS

1. Leave stuff behind.
2. Form a single file line.
3. Walk out of the building quickly.
4. Be prepared for alternatives during response.

TEACHERS

1. Grab attendance sheet and emergency bag.
2. Lead students to Evacuation Location.
3. Take roll, account for students, and use response cards if necessary.
4. Listen for further instructions.

“Shelter”—Using the Announced Type and Method

>Shelter is called when the need for personal protection is necessary.

TYPES: Tornado, Bomb, Earthquake, or Hazmat

METHODS

1. Drop, Cover, and Hold
2. Seal

3. Silence

STUDENTS

1. Use appropriate method.

TEACHERS

1. Use appropriate method.
2. Take roll, account for students, and use response cards if necessary.

The A.L.I.C.E. plan offers a different philosophy in light of recent school violence, and is supported by the Department of Homeland Security and the U.S. Department of Education. The philosophy of A.L.I.C.E. is to use technology and information in a way so that staff and students can make informed decisions in a crisis, remove as many people as possible from the danger zone, and provide realistic training so that those involved in a crisis have a better chance of surviving.

General information:

1. Any parent wishing to check out their child during or at the end of one of these crisis situations will need to sign out their child with school authorities. However, during a code red, NO children will be allowed to leave the building for their safety and the safety of others.
2. A photo ID should be available if needed, when checking out your child.
3. A written note from the child’s parent will be needed for signing out additional children.
4. The school principal will be involved with directing the emergency plans and access to the principal may not be possible until after the emergency.

PROGRAM RATES

School Age BAC Programming:

REGISTRATION/SUPPLY FEE: (annual-per student)

\$50.00 NON-REFUNDABLE

The registration fee may be prorated by 9 week sessions. For example, if a student enrolls in the BAC program during the second 9 weeks of school, the non-refundable registration amount would be \$37.50 instead of \$50.

DAILY RATES: (per session)

Morning session	\$14/day
Afternoon session	\$14/day

WEEKLY RATES:

Morning session	\$49/week
Afternoon session	\$52/week
Both morning and afternoon session	\$82/week

Vacation Care Programming:

***Registration fee may be required**

Full Day	6:30 am – 6:00 pm	\$28/day
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**Please note financial assistance is not available for School Vacation Care or Summer Camp.

Preschool Programming:

REGISTRATION/SUPPLY FEE: (annual-per student)

\$50.00 NON-REFUNDABLE – For Half Day or Full Day Preschool

An additional \$50 non-refundable registration fee is required at the time of registration for families who wish to utilize the Full Day Preschool program in conjunction with the Before and After School Program.

(The two programs combined are known as Full Day Extended Preschool and a total registration fee of \$100 is required.)

The registration fee may be prorated by 9 week sessions. For example, if a student enrolls in the preschool program during the second 9 weeks of school, the non-refundable registration amount would be \$37.50 instead of \$50.

PRESCHOOL WEEKLY RATE:

Full Day	9:00 am - 3:00 pm	MTWTF	\$135/week
Half Day	9:00 am - 12:00 pm	MTWTF	\$80/week
Full Day Extended	6:30 am – 6 pm	MTWTF	\$165/week (includes full day preschool)

Summer Camp Programming:

Registration for summer camp is open in staggered sessions. Those who desire to register their child(ren) for full time summer camp are able to register first. Those who desire to register their child(ren) for partial weeks are able to register second. Those who wish to register their child(ren) for select days over the summer are able to do so third if openings are available.

- Full Time (all 9 weeks) \$145 per week with a \$100 non-refundable registration fee (One week or 5 consecutive days of vacation is permitted). Summer Camp t-shirts are free for full time participants.
- Partial Week (select certain weeks for your child to attend) \$145 per week with a \$20 non-refundable registration fee per week (up to \$100). A \$10 t-shirt fee must be paid upon registration.
- Daily Rate (pre-selected & approved days throughout the summer) \$35 a day, registration fee based on days chosen (see below). Payments should be made via Procure automatic withdrawal. A \$10 t-shirt fee must also be paid upon registration.
 - *Monday, Wednesday, Friday (non-field trip days) \$4 a day registration fee paid at time of registration.
 - *Tuesdays and Thursdays (field trip days) \$6 a day registration fee, paid at time of registration.

(Partial and select weeks have limited openings available. Arrangements must be made with Center Coordinator.)

The non-refundable registration fee **(to hold your spot)** is required at time of registration.
(The non-refundable registration fee will be refunded if registration is denied.)

PRORATED PAYMENTS

Please note that billing changes will be made due to weather-related or emergency closings where services are not provided two times or more in one week. Weeks containing 3 days of services or less will also be prorated.

WAIT LIST AND WITHDRAWALS

When all available positions for our program are filled, we will establish a waiting list. Parents will be contacted for placement in the order their inquiries are received.

When withdrawing a child from the program a two week notice is required. If a child is withdrawn without giving the required notification, the parent or guardian will be financially responsible to pay for an additional two weeks of child care fees. Refunds of any prepaid fees will only be given when the required notification is received.

FEE PAYMENT POLICY

- Your responsibility to pay begins with the first day your child attends until the Friday of the week of withdrawal. **Payment credit will not be given for absences. You must pay for the days to which you have committed, which may not always be the days your child attends.**
- Payment may be made weekly or daily (School-age BAC only) and is to be paid in advance with the exception of those enrolled in daily billing. For those paying weekly, payment is to be made on the first day of services for the current week. For those enrolled in daily billing, billing will occur on Tuesday of the week following services.
- Checks should be written to HHSC – LHLC and must include the child(ren)'s name.
- Returned checks will not be sent through the bank a second time for payment. You must replace the NSF check with cash. A service fee of \$15 will be charged for each returned check. After two returned checks all payments must be made by cash or money order through the end of the school year.
- Receipts of payment and/or payment history can be viewed through Tuition Express at any time or can be requested from the LHLC Secretary. (Please note balances can be checked at a Procure fingerprint terminal within the Primary School. One time credit card payments can also be made at certain Procure terminals).
- LHLC accepts credit cards (with the exception of American Express), electronic bank withdrawal, money orders, personal checks and cash. If paying by cash or check please make sure your child's name is clearly marked on the envelope or check.

LATE PAYMENT POLICY

- A reminder letter will be provided after one week of nonpayment. Nonpayment is defined as one week of the child's agreed upon tuition.
- If payment is not received after one week of nonpayment (payment made must be equivalent to previous week's agreed upon tuition and current week's agreed upon tuition) your child may be suspended from services until the account balance is paid in full. If after 30 days the full payment amount has not been made, the account may be sent to collections and the child's services at Little Huskies Learning Center will be permanently terminated.
- Exceptions may be made to this policy through an appeal process by submitting a request to the LHLC appeals committee (Principal, Director and Business Manager). Consideration will be given for situations where a family is experiencing a catastrophic event such as a significant family medical issue. In these situations, full payment is still expected but a payment plan may be approved.

ATTENDANCE

Please notify the staff of any planned prolonged absence or extra days needing service as soon as possible. We need adequate time to assure we have the appropriate staffing on hand at all times.

School Age BAC Programming:

AFTER SCHOOL PROGRAM

YOU MUST NOTIFY THE BAC PROGRAM PRIOR TO 2:30 PM OF YOUR CHILD'S ABSENCE. To report an absence or schedule changes please do one of the following

- Text the LHLC Cell at (317) 376-5483
- Email BAC Lead, Tela Sutton at Tsutton@mail.hhsc.k12.in.us

- **Call the BAC room and leave a message. The BAC Room # is (317)984-1530 ex. 4134 Absences may include: changing to parent pick-up, changing to bus rider, home sick, and an early pick-up from school on any given day.**

Absences without notification may be mistaken for missing children and result in unnecessary time spent searching for the child. If a child does not arrive as expected, the site leader will contact the parent. If the parent cannot be reached, the child's emergency contact will be called. A \$5 penalty may be assessed if the program is not notified of a child's absence.

Preschool Programming:

Please call the Primary School Attendance line or email/call your child's teacher if your child will be absent from school. Please note no financial credit will be given for excused or unexcused preschool absences.

Summer Camp Programming:

Please notify the staff **one week in advance** of any planned prolonged absence. We need adequate time to assure we have the appropriate staffing on hand at all times.

SCHOOL AGE BAC PROGRAMMING DROP OFF/PICK-UP

The northwest doors (the doors nearest the gym) of the Hamilton Heights Primary School will be used for BAC drop off and pick-up. Each family is assigned a unique pin code they will enter on the keypad outside of the doors in order to enter the school. This pin code is only to be used by adults who are authorized to drop-off and pick up. We ask that you do not share your pin code with anyone else. Children attending Before School Care must be brought into the designated room by an adult. Please do not bring children earlier than 6:30 am, our opening time. ***Children must be signed in and out thru the Procure System in order to be admitted to and released from our program. If parents fail to sign their child in or sign them out, a \$5 fine will be assessed (applies to Before and After Care or walk-in families only)***

Your child will only be released to you or to those people you have given LHLC authorization to pick up your child. ***Identification will be required*** of everyone prior to release, until faces become familiar to our caregivers.

Drop Off- If you are dropping off your child:

- ***Before 8:29 am*** you need to enter the school through the northwest doors using your personal pin number. Please then accompany your child to the BAC room. ***Please sign your child/children in using the Procure system. The pin code cannot be used during the hours of 8:30 am – 3:34 pm. Access to the school must be gained through the main office during this time***
- ***After 8:30 am*** you must park and walk them in through the front office to the classroom.
- ***On 2-hour delay days*** the LHLC will open at 7:30 am. Pin codes should work between the hours of 7:30 am and 10:29 am.

Pick- Up- If you are picking up your child:

- ***Before 3:34 pm*** you must park and come in through front office, to the classroom. Please park in the parking lot due to buses that start coming around 3:10 pm.
- ***After 3:35 pm*** please enter the building through the northwest doors (door k) using your personal pin code. Sign your child out using the Procure system located in the BAC room.
- ***On Early Release Wednesdays*** pin codes will work from 2:30 pm until 6:00 pm.

Please understand that between the hours of 8:30 am-3:35 pm (when students are in the building) all pin codes are automatically deactivated and will not grant you access through the

Building) all pin codes are automatically deactivated and will not grant you access through the northwest door. Students/parents must enter through the office. This is for the safety of all students and staff.

PRESCHOOL PROGRAMMING DROP OFF / PICK-UP – FULL DAY AND FULL DAY WITH BAC

Children attending Before School Care must be brought into the designated room by an adult. Please do not bring children earlier than 6:30 am, our opening time. ***Children must be signed in and out thru the Procure System in order to be admitted to and released from our program. If parents fail to sign their child in or sign them out, a \$5 fee will be assessed (applies to Before and After Care or walk-in families only).***

Your child will only be released to you or to those people you have given LHLC authorization to pick-up your child. ***Identification will be required*** of everyone prior to release, until faces become familiar to our caregivers.

IMPORTANT NOTE - If your preschool child has an older sibling attending the Primary School they may be dropped off and picked up through the Primary School car rider pick-up line with their older sibling. ***The Primary School sibling must escort the preschool student into and out of the building. If the Primary School sibling is absent for a day, the parent/guardian must follow the drop off/pick-up procedures stated below.***

Drop Off- If you are dropping off your preschool child:

- ***Preschool BAC student drop off before 8:29 am*** – Please use your unique pin code to enter the northwest doors (the doors nearest the gym) and then walk your child into the classroom. Each BAC family is assigned a unique pin code they will enter on the keypad outside of the doors. This pin code is only to be used by adults who are authorized to drop-off and pick up and should not be given to anyone else. ***The pin code cannot be used during the hours of 8:30 am – 3:34 pm.*** ***Access to the school must be gained through the main office during this time.***
- ***Preschool BAC student drop off after 8:30 am***- Please park your car and walk your child in through the front office and into the classroom or you may wait in the preschool car rider line outside of door G if arriving close to 9:00 am.
- ***9 am Full Day Preschool student drop off*** - Please park in the “Preschool Car Rider Line” outside of door G. Parents will need to follow the car lane lines and pass through the Primary School car rider line in order to park outside of door G. Please line up alongside of the sidewalk starting no earlier than 8:50 am. Follow the curve and park as close to the flagpole as possible to make room for as many vehicles as possible. Children are to remain in their vehicle until the preschool teacher(s) exit the building. At that time, please allow your child to walk to the awning.
- ***Preschool student drop off after 9:00 am*** - If you miss the 9:00 am car rider drop off please park your vehicle in the parking lot and walk your child in through the front office. You will need to sign in, pick up a visitor badge, and walk your child down to his or her classroom. After dropping your child off, please exit the building through the main office.

- **Preschool student drop off on 2-hour delay days** – Full day preschool students need to follow the drop off instructions labeled above except please arrive no earlier than 10:50 am for your 11:00 am drop off. For those families enrolled in the BAC program, The LHLC will open at 7:30 am. Pin codes should work between the hours of 7:30 am and 10:29 am outside of door K.

Pick- Up- If you are picking up your preschool child:

- **Full Day Preschool student pick up** - When picking up at 3:00 please pull into the Visitor parking lot and park. Walk to door G where a staff member will be waiting with your child. Your child will only be released to you or to those people you have given LHLC authorization to pick-up. To add any individuals or take away individuals, please contact your child’s teacher and the LHLC director. **Identification will be required** of everyone prior to release, until faces become familiar to our caregivers.
- **On Early Release Wednesdays** - If your child is enrolled in preschool BAC there will be no changes to his or her schedule other than beginning the BAC portion of the day earlier than usual. Pin codes will work from 2:30 pm until 6:00 pm. For full day preschool students, please adjust your pick up time from 3 pm to 2:30 pm.
- **Preschool BAC student pick up before 3:34 pm** you must park in the parking lot due to bus arrival/departure. You will need to enter the main office and sign in, pick up a visitor badge, and walk down to the classroom. Please exit the building through the main office.
- **Preschool BAC student pick up after 3:35 pm** please use your unique pin code to enter thru the northwest doors (the doors nearest the gym).

Please understand that all exterior doors are locked and students/parents must enter through the office. This is for the safety of all students and staff. Between the hours of 8:30 am and 3:35 pm please enter through the main office.

PRESCHOOL PROGRAMMING DROP OFF / PICK-UP – HALF DAY (when available)

Drop Off:

- Half Day Preschool students will be dropped off outside of door G unless they have an older sibling enrolled at the Primary School. If that is the case, the half-day preschool student may be dropped off in the Primary School Car Rider line. For those that do not have an older sibling attending HHPS, please park in the “Preschool Car Rider Line” outside of door G. Parents will need to follow the car lane lines and pass through the Primary School car rider line in order to park outside of door G. Please line up alongside of the sidewalk starting no earlier than 8:50 am. Follow the curve and park as close to the flagpole as possible to make room for as many vehicles as possible. Children are to remain in their vehicle until the preschool teacher(s) exit the building. At that time, please allow your child to walk to the awning.
- If you **arrive after 9:00 am** please park your vehicle and walk your child in through the front office. There you will need to sign in, pick up a visitor badge, and walk your child down to their classroom. After dropping your child off, please exit the building through the main office.

Pick Up:

- Half Day Preschool students will be picked up outside of door G at 12:00 pm. Parents are to remain in their vehicle until the preschool teacher walks the children out of the building. Children will then be dismissed to the appropriate vehicle.
- If you arrive later than 12:05 pm please park your vehicle and walk into the main office. There you will need to sign in, pick up a visitor badge, and walk down to the classroom. Please exit the building through the main office.
- Your child will only be release to you or to those people you have given LHLC authorization to pick-up your child. **Identification will be required** of everyone prior to release, until faces become familiar to our caregivers.

SUMMER CAMP DROP OFF / PICK-UP

The northwest doors (the doors nearest the gym) of the Hamilton Heights Primary School will be used for camp drop off and pick-up unless otherwise noted. Each family is assigned a unique pin code they will enter on the keypad outside of the doors in order to enter the school. This pin code is only to be used by adults who are authorized to drop-off and pick up a child. We ask that you do not share your pin code with anyone else. Children attending must be brought into the designated room by an adult. Please do not bring children earlier than 6:30 a.m., our opening time. **Children must be signed in and out thru the Procure System in order to be admitted to and released from camp. If parents fail to sign their child in or sign them out, a \$5 fee will be assessed.**

Your child will only be released to you or to those people you have given LHLC authorization to pick up your child. **Identification will be required** of everyone prior to release, until faces become familiar to our caregivers.

LATE PICK-UPS

- All children are required to be picked up at their agreed upon pick-up time. For example, students enrolled in half-day preschool are to be picked up by 12:00 pm each day school is in session. Students enrolled in full-day preschool should be picked up by 3:00 pm. Students enrolled in the school-age or preschool BAC program or summer camp should be picked up no later than 6:00 p.m., our closing time. **An overtime fine of \$1.00 per child for every minute late after the appointed end time will be assessed for late pick-ups.** The computerized time on Procure system is used for official time. **After 3 late pick-ups, parents may be asked to make other child care arrangements.**
- **If a child is not picked up within 30 minutes of their designated pick-up time and all attempts to contact parents/guardians and emergency numbers have been unsuccessful, the police may be notified to place the child in protective custody. This step will only be taken after staff has consulted with a school official or the Center Director.**

WEATHER AND EMERGENCY CLOSINGS

- If school is closed due to bad weather or emergency conditions, LHLC will also be closed.
- If school is delayed due to bad weather or emergency conditions, LHLC staff will be at the center by **7:30 am** to provide child care until the start of school.
- If a school delay is extended to a school closing due to weather conditions that have worsened, parents will be contacted to pick-up their child/children and are required to pick-up **within two hours**.
- If school is released early due to bad weather or emergency conditions, **LHLC Before and After Care will NOT be open. Only contact the LHLC Center Director if you have an emergency situation.** The Early Dismissal Procedure form, signed by parents at the beginning of the year will be followed.
- If School Vacation Care or Summer Camp is closed due to bad weather or emergency conditions, the Center Director will make that decision prior to opening hours. Families will be notified through the Procure System or School Messenger as soon as possible. If the facility must close during operating hours because of bad weather or emergency conditions, the Center Director will notify families through Procure or School Messenger and all children must be picked up **within 2 hours** of the new release time.
- Billing changes will be made due to weather-related or emergency closings where services are not provided two times or more in one week.

VOLUNTEERS

If you would like to volunteer in your child's preschool or BAC classroom please complete a volunteer background check ahead of time. **A volunteer background check form will need to be completed and passed for any visitor wanting to have lunch with a student at HHPS or volunteer in a classroom.** Lunch visitors are limited to parents and grandparents unless communicated to administration and parents prior to the lunch visit. There is no cost for the background check; however, our corporation must complete it. Outside background checks cannot be accepted. Volunteer background check forms are valid for one year. They must be refiled at the start of each new school year. All HHSC schools maintain an updated list of all volunteers who have passed an annual background check. According to Board policy, potential volunteers who do not pass the initial background check may follow procedures to appeal the decision with the superintendent. The Hamilton Heights School Corporation policy states that all volunteers who would have care, custody, or control over students are required to have a criminal history background check. If you or any family member (grandparents, step-parents, aunts, uncles, etc.) plan to go on a field trip with your child, attend lunch or work with children in an area that is unsupervised by school staff, you must submit a completed volunteer background check form to the school office at least two weeks prior to the event or time you wish to volunteer. Volunteers with certain violence, sex, or drug related incidents or others of concern may not accompany children on a field trip or work with children in an unsupervised manner.

OPEN DOOR POLICY

Little Huskies Learning Center has an open door policy. Please feel free to visit our program anytime.

While we do abide by an open door policy, whenever possible, advance notice of visits is appreciated in order to protect the educational programs of Hamilton Heights Primary School. The following guidelines have been established for visitors of the Primary School:

1. Visitors are welcome at all of our schools. For proper monitoring of the safety of students and staff, each visitor must register upon entering the school at the main office to sign and receive a visitor's sticker. **A state issued ID will be required to obtain a visitor's badge.**

2. When the office staff member scans the state issued ID, the visitor's information will be checked against the National Sex Offender Registry. Any visitor's ID that is tagged during this process will be denied entry and/or access to students. Any visitor found in the building without a visitor's sticker will be reported to the administrators and school resource officer. If a visitor wishes to meet with a member of the staff, he/she should call for an appointment prior to coming to the school in order to ensure availability and prevent any potential inconvenience. Students may not bring student visitors (i.e. friends) to school during the day.
3. Adult lunch guests are also welcome during our scheduled lunch periods. Only the child's parents or grandparents may visit during lunch. Siblings may also visit during lunch only when accompanied by a parent or grandparent. Other lunch visitors would need to be approved by parents and building administration. All adults who visit during lunch **must complete and pass a volunteer background check prior to their visit**. All HHSC schools maintain an updated list of volunteers who have passed a background check in each building. According to Board policy, potential volunteers who do not pass the initial background check may follow procedures to appeal the decision with the superintendent.
4. If you bring a forgotten item to school, have a message for a child, need to pick up a child for an appointment, or wish to speak to a teacher, come directly to the office for assistance.
5. Parents who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the teacher and indicate the purpose of the visitation.
6. A visitation should be no longer than sixty (60) minutes. The number of visitors at any one time should not exceed three parents. In order to create an optimal learning environment during the visit, small children should not accompany the parent.
7. The frequency of visits for any student's parents should be no more than one every week.
8. Visitors should be silent observers and not create any disturbances or disruptions to the learning process.
9. Any comments made by individual students are to be maintained in confidence by the visitor.
10. If a visitor wishes to record a conversation with a staff member, he must request permission from the individual although the person is not obligated to do so. If the staff member wishes to record a conversation with a visitor, s/he is to inform that person that the conversation is being recorded before the conversation begins.
11. Any comments or concerns are to be discussed with the staff member when students are not present.
12. If a parent has a concern about what is transpiring in his/her child's classroom, he should address the matter first with the teacher and, if not rectified, to then meet with the assistant principal or principal. (HH School Policy 9150)

INCLUSION POLICY

This program is designed to be inclusive of all children, including children with disabilities, special learning, and developmental needs.

Whenever possible, reasonable modifications will be made in the environment and with staffing for children with special needs.

The LHLC preschool does not have qualified service providers (speech pathologists, occupational therapists, etc.) on staff, but children who have an Individual Education Plan (IEP) are able to receive services through the Early Childhood Program at the Primary School. When it is determined that the LHLC staff and/or facility can provide a beneficial classroom setting for a child with an IEP, the Little Huskies Learning Center Preschool will work collaboratively with outside service providers to help reach your child's goals.

If your child has an existing behavior plan or Individualized Education Program (IEP), make the lead teacher or Center Director aware of this so that we may incorporate these plans into our program. ***Please provide LHLC with a copy of your child's IEP to put in their file.***

Please make lead teacher or Center Director aware of:

- Behavior issues
- Restroom capabilities
- Speech limitations
- Social skills
- Any other information that will allow LHLC staff to provide your child with the support they need and the knowledge to do so

This institution is an equal opportunity provider. Children are not discriminated against due to race, religion, family background or culture. Staff will provide both sexes with equal opportunities to participate in all activities. Staff will speak positively about each child, their background, and their family.

DISCIPLINE POLICY

School Age BAC, Vacation Care and Summer Camp Programming:

Our before and after school care program uses a positive disciplinary approach with children. Our staff will communicate with children using positive statements. We will encourage children, with adult support, to use their own words and solutions to resolve conflicts. We will communicate with children in a calm manner about what behavior is expected. Recurring disciplinary problems will be addressed with parents and documented in the child's record.

We use a variety of positive guidance and discipline strategies and techniques to encourage emotional regulation and the development of self-control, self-esteem, friendship making and social problem solving skills. Some of the techniques are:

- Providing specific cues, phrases, and consistent language when directing children's behavior
- Praising specifically when a child follows directions, listens to others, or demonstrates positive social skills
- Providing consistent daily routines and schedules
- Providing interesting and engaging activities
- Redirecting children to appropriate choices
- Role modeling positive social skills
- Supporting problem solving between children
- Learning about and practicing social skills during group times
- Providing children with a calming space when they need to regulate their emotions before returning to the group, for no longer than one minute per a year of your child's age, if necessary

Our before and aftercare staff will provide a safe, positive and nurturing environment. As previously outlined, staff will employ a variety of techniques and strategies to encourage children to regulate their emotions. Violence towards children is **NEVER** allowed.

We know that it takes a partnership between the staff and family to support a child who is facing challenges for some reason. We will inform you along the way of what is working well and what we are working on. We ask you to do the same for us.

Rules are established to promote harmony among the children and help them develop positive attitudes. Minor discipline problems will be handled promptly by our staff with kindness and understanding but also with firmness. More serious offenses will be discussed with both child and parent in order to seek a solution. If the problem cannot be resolved, the child will be dismissed from the program.

Little Huskies Learning Center services may be terminated for any child who is repeatedly disruptive of the program. Disruptive behavior is considered to be any verbal or physical behavior that requires constant attention from our caregivers. This includes but is not limited to the following:

- a. Any actions that cause physical harm to another child.
- b. Verbal or physical abuse directed toward a caregiver.
- c. Disregard of the behavior guidelines of the school site.

Severe offenses as described later in this discipline policy are subject to automatic suspension or possible removal from the LHLC Program. In case of suspension, normal fees must be paid in order to secure the child's position in the program.

MINOR MISBEHAVIOR:

Not following rules and disruptive behavior; inappropriate language, horse play, throwing objects, arguing with others, name calling, put downs, etc.

DISCIPLINARY ACTION FOR MINOR MISBEVIOR:

Step 1 – Verbal warning to child to correct behavior problem

Step 2 – Time-out (5 minutes)

Step 3 – Time-out (maximum time = one minute times the age of the child); Incident report; Contact parent

Step 4 – Incident report; Contact parent to discuss incident, child and site leader

Step 5 – Incident report; One day suspension

Step 6 – Incident report; Dismissal from program

*Please note copies of incident reports are provided to the appropriate building administrators.

MAJOR MISBEHAVIOR AND DISCIPLINARY ACTIONS:

1. Fighting/Threats

1st Offense: Incident report; Contact parent to discuss incident; one day suspension

2nd Offense: Incident report; Three to five day suspension

3rd Offense: Incident report; Dismissal from program

2. Damage or destruction of property:

1st Offense: Incident report; Repair or replacement cost borne by parent; Contact parent to discuss incident, child and site leader

2nd Offense: Incident report; Repair or replacement cost borne by parent; One day suspension

3rd Offense: Incident report; Repair or replacement cost borne by parent; Dismissal from program

3. Profanity/safety concerns/disrespect toward students and staff

1st Offense: Incident report; Contact parent to discuss incident, child and site leader

2nd Offense: Incident report; One day suspension

3rd Offense: Incident report; Dismissal from program

4. Stealing

1st Offense: Incident report; Return and replace item; Contact parent to discuss incident, child and site leader

- 2nd Offense: Incident report; Return and replace item; One day suspension
3rd Offense: Incident report; Return and replace item; Dismissal from program

5. Weapons and Dangerous Objects

A weapon is any object that can be or is intended to be used to harm, intimidate or threaten another person. LHLC has a “zero tolerance” policy on weapons of any kind at school. This includes guns, knives (pin and Swiss Army), plastic guns, plastic knives, or any object that could be used as a weapon including kitchen knives in lunch boxes. Any other objects that are used to intimidate or threaten other children such as scissors, forks, pens, razors, etc. are also considered illegal.

Children who talk about weapons or explosive devices and/or threaten to harm or kill students or staff can face severe disciplinary consequences, which could include dismissal from LHLC and arrest.

Disciplinary action will include an automatic suspension of three days with the possibility of recommendation of dismissal from the LHLC program.

6. Physical Assault on a Staff Member

A conference will be held with the parent. Disciplinary action will include but is not limited to a suspension of one to five days from LHLC with the possibility of recommendation of dismissal to be reviewed by the LHLC Center Director.

PLEASE NOTE: All major offenses will be reviewed, by a school administrator and the LHLC Center Director. In the event a student is dismissed from the program, reentry will be dependent on a review by the appropriate school administrator and the LHLC Staff.

Preschool Programming:

Our preschool program uses a positive disciplinary approach with children. Our staff will communicate with children using positive statements. We will encourage children, with adult support, to use their own words and solutions to resolve conflicts. We will communicate with children at eye level and talk to them in a calm manner about what behavior is expected. Recurring disciplinary problems will be addressed with parents and documented in the child’s record.

We use a variety of positive guidance and discipline strategies and techniques to encourage emotional regulation and the development of self-control, self-esteem, friendship making and social problem solving skills. Some of the techniques are:

- Providing specific cues, phrases, and consistent language when directing children’s behavior
- Praising specifically when a child follows directions, listens to others, or demonstrates positive social skills
- Providing consistent daily routines and schedules
- Providing interesting and engaging activities
- Redirecting children to appropriate choices
- Role modeling positive social skills
- Supporting problem solving between children
- Learning about and practicing social skills during group times
- Providing children with a calming space when they need to regulate their emotions before returning to the group, for no longer than one minute per a year of your child’s age, if necessary

Our preschool staff will provide a safe, positive and nurturing environment. As previously outlined, staff will employ a variety of techniques and strategies to encourage children to regulate their emotions. Violence towards children is **NEVER** allowed.

We know that it takes a partnership between the preschool staff and family to support a child who is facing challenges for some reason. We will inform you along the way of what is working well and what we are working on. We ask you to do the same for us.

Services may be terminated for any child who is repeatedly disruptive of the program. Disruptive behavior is considered to be any verbal or physical behavior that requires constant attention from our caregivers. This includes but is not limited to the following:

- a. Any actions that cause physical harm to another child.
- b. Verbal or physical abuse directed toward a caregiver.
- c. Disregard of the behavior guidelines of the school.

HEALTH POLICY

Our program will utilize reasonable precautions to ensure a healthy environment. Your child needs to stay home if she or he has one or more of the following symptoms:

- A fever of 100 degrees or more
- Sore throat
- Rash
- Stomach pain
- Conjunctivitis (pink eye)
- Vomiting and/or diarrhea

Children need to be free of the symptoms mentioned **for at least 24 hours** before returning to our program. Some communicable diseases require a longer exclusion from school.

If a child becomes ill, we will isolate him or her and call you to pick them up. Your child must be picked up within a reasonable time. Failure to do so may result in termination of services. The decision regarding whether or not an ill child may remain at the program is entirely up to the discretion of the lead teacher. Your child will be required to leave if they have a temperature of 100 degrees or more.

If your child has had a serious injury, fracture, or surgery please provide the LHLC staff with a doctor's note stating any limitations. A doctor's note should also be turned in once the limitations have been removed or changed and the child can resume normal activities.

If your child has live (moving/crawling) lice, OR nits are seen within ¼ of an inch of the scalp, the School Nurse/LHLC employee will notify the parents/guardians and the student will be sent home. The student can be readmitted into school when evidence of treatment is submitted to the School Nurse, and the student is found to be free of live lice. The student should not attend any LHLC programs until s/he has been checked by the School Nurse and found to be free of the active infestation.

DO NOT SEND A SICK CHILD TO THE PROGRAM. If you are not sure, call and discuss the situation.

If your child has a contagious disease, and must be kept home, please notify a LHLC staff member.

You are responsible for paying for scheduled service when your child is sick.

*Please note that during LHLC vacation care or summer camp no nurse or medical professional is on duty.

DISPENSING MEDICATION

If at all possible please give your child his/her medication at home. If your child must take medicine at school we must observe certain safeguards in administering medication to students.

ALL prescription medication and non-prescription medication must be brought to the program by a parent or guardian. Students **ARE NOT** permitted to carry medication or drugs. At LHLC, this does include cough drops, due to the young age of the students.

Prescription medication may be dispensed at the Center. It will be administered by the HHPS Nurse or LHLC site leader. The medicine must be in the original container. The label on the container **must include: the**

child's name, the name of the specific medication, the dosage of medication to be administered, the frequency/interval to be given, the physician's name, and the date the prescription was filled.

Medications must be accompanied with a written order from the prescribing physician.

No out-of-date prescriptions or medicines will be administered. During before or after school hours we cannot supply antacids, cold remedies, or other over-the counter medications for children without a doctor's order and any other necessary forms on file.

Non-prescription medicines may also be dispensed at the Center when in the original container and accompanied by written permission from the parent or guardian. If the parent's written instructions for administering a non-prescription medication differ from the manufacturer's recommended instructions, a written order from the physician may be required. If a medication is not FDA approved, it must be accompanied with a written order from the physician to be administered at school.

A parent or guardian can withdraw permission at any time; this must be in writing.

During school hours, Generic Tylenol, Ibuprofen, Generic Benadryl, Generic Antacid, Cough Drops, Sore throat spray, Antiseptic wash, Hydrogen peroxide, Antibiotic ointment, Aloe Vera/Burn Spray, Isopropyl Alcohol, Anti-itch cream/gel, Antifungal cream, Benzocaine, Biofreeze, Saline, Visine or Lubricating Drops, Oragel, Vaseline, Carmex, and Zilactin are stocked in the clinic and may be administered with written parent permission. After school hours a LHLC site leader can administer Generic Tylenol, Generic Ibuprofen or Generic Benadryl (when available) if needed. A parent permission form must be on file before we will administer any medication to a child.

Any unused medication that is unclaimed by parent by the last day of school will be destroyed.

The program may not send home medication with a student. Medications may be released only to the student's parent or guardian.

BREAKFAST, SNACKS AND LUNCHES

School Age BAC and Preschool Programming:

Nutritious snacks and meals will be served each day depending on the program your child(ren) is enrolled in. Those attending during the appropriate times can participate in snacks/meals. The rate for services does include all snacks/meals. **No outside food is allowed.** If a child has a medical condition, documented by the child's physician, or a religious/personal beliefs document by the parent/guardian, a Safe Transportation of Food Responsibility form must be completed prior to food being brought in. Upon receiving the food from the parents, the Center shall verify the temperature of the food. When potentially hazardous food temperatures are not correct, the center will not accept the food.

Vacation Care and Summer Camp Programming:

Breakfast and an afternoon snack will be served each day. Those attending during the appropriate times can participate in breakfast/snacks. The rate for services does include the cost of food with the exception of lunch. Every child should bring their lunch daily. This includes appropriate utensils and a drink. We prefer those enrolled to bring their lunches in a disposable lunch sack with their name clearly labeled on the side. Lunch boxes or mini coolers are also okay and must be labeled with name. Do not send food that needs to be heated. No glass bottles or containers, please. A refrigerator will be available for storing. **Carbonated beverages will not be permitted.**

We must have a completed and signed Safe Transportation of Food Responsibility Form on hand **prior** to food being brought in for lunch.

Emergency lunches will be provided for students who forget their lunch at a cost of \$3.00. This emergency lunch fee will be added to your child's invoice the following week.

Disposable sack lunches may be required for field trips. **Refrigerated lunch storage will not be available. DO NOT send egg or mayonnaise-based products.**

Each child should have a **reusable** water bottle that they bring and take home with them daily. Water bottles must be labeled with child's first and last name.

TOYS AND PERSONAL ITEMS FROM HOME

School Age BAC and Preschool Programming:

Toys, games, personal items, etc. are not to be brought in except on special occasions. You will be notified in advance of those times. When items are brought they must be labeled with the child's first and last name. Phones of any sort will not be permitted. HHSC will not be responsible for lost or broken items.

Vacation Care and Summer Camp Programming:

Children will be permitted to play with items from home during specified times of the day. All items from home must be labeled with first and last name. No more than two items should be brought each day. LHLC or HHSC will not be responsible for lost or damaged items. LHLC reserves the right to deny certain items or privileges to bring items at any time. **Phones of any sort will not be permitted.**

LIVE ANIMAL POLICY

Due to student allergies and the safety of all children, animals are not permitted at school without prior approval from an administrator. The only exception would be a certified service animal (not therapy animals) that services a handicapped student, visitor, or staff member (e.g. blind student/person).

OUTDOOR PLAY/ APPROPRIATE CLOTHING AND SHOES

School Age BAC and Preschool Programming:

We will go outside on a regular basis unless the weather is too cold, too hot or rainy. Please dress your child in comfortable play clothes. Your child also needs suitable clothing for outdoor play, i.e., hats, boots, gloves, etc. It is also recommended that you label all of your child's outerwear.

Children need to wear closed toe shoes to school. Tennis shoes are definitely the shoe of choice. Flip-flops are not allowed to be worn to school for safety reasons. Rubber sole shoes prevent injury and give traction on playground equipment.

No matter what the weather, please dress your child appropriately.

Summer Camp Programming:

Children should be dressed appropriately for the weather. **Flip-flops are not permitted as they are not safe on our playground.** Tank tops should be long enough that they cover the child's stomach. Tube tops and halters are not permitted.

Swim suits/water clothes should be brought on all appropriate days. Swim wear should be appropriate for school activities. Neglecting to bring these items means missing activities.

For safety reasons, tennis shoes must be worn or brought to camp EACH DAY. Failure to do so may prohibit children from participating in certain activities. **Water shoes will be required for weekly water days.**

Old tennis shoes, crocs with a back, or a traditional water shoe are acceptable water shoes. For the safety of your child exceptions will not be made. Water shoes are in addition to the tennis shoes needed for gymnasium activities. Some field trips will require old tennis shoes or water shoes to be worn.

Summer Camp will not have clothing available. Parents will be required to bring clothes or pack clothes with their child if they think clothes may be needed. This includes restroom accidents.

PREVENTATIVE PRODUCTS

School Age BAC and Preschool Programming:

Students are permitted to bring in lip balm, lotion, and/or sunscreen to use if needed throughout their time at school. Please make sure your child's name is on the product and inform your child's teacher of any specific instructions regarding the products. A preschool student's product(s) will likely be kept in a safe location by the teacher and used as needed.

Summer Camp Programming:

During Summer Camp we will be using sunscreen. We ask that each child bring a bottle to leave at the program for the extent of the camp.

All children must arrive to camp with sunscreen already applied. Failure to wear sunscreen may result in a child missing out on certain activities. Sunscreen will be reapplied after 12:30 pm, prior to any outdoor activities.

If needed insect repellent may be offered.

A parent authorization form must be signed prior to LHLC applying these preventive products to campers.

CONFIDENTIALITY POLICY

All information pertaining to admission, health, family, or discharge of a child is confidential.

CHANGE OF ADDRESS/TELEPHONE NUMBER/EMAIL

Parents must notify LHLC staff of any changes of address, telephone number, and email during the time period a child is enrolled in any LHLC programs.

TECHNOLOGY POLICY

Students attending LHLC programs may have access to computers, IPADs and other forms of technology. While these devices are used in a controlled environment and have limited access, students are expected to play/use school appropriate games and websites. Failure to do so may result in the loss of privileges and/or further disciplinary actions. If a student damages a school-owned device, parents may be financially responsible for repairs or replacement.

FIELD TRIPS

Parents/Guardians will be informed prior to the trip and will need to sign a permission slip for their child(ren) to participate. Appropriate clothing must be worn. If a lunch is needed for a field trip parents will be notified ahead of time. For field trips that do require a lunch please send the lunch in a disposable sack and only send food items that do not require refrigeration. Lunches should be clearly labeled with the child's name.

PARENT SURVEYS

We want to encourage parents to be a part of our program. We are eager to learn as much as we can about each child's family, past experiences, and current circumstances. With this knowledge we can work to create learning experiences that fit the children and families with whom we partner. You may see these surveys throughout the year. Please fill them out and return them to the lead teacher or Center Director.

PARENT CONFERENCES / COMMUNICATION POLICY

School Age BAC, Vacation Care and Summer Camp Programming:

Parent conferences will be scheduled as needed or a parent may request such conference at any time. In addition, conferences are always available for on-going communication and parents are welcome at any time to observe our program.

If a problem arises concerning your child or another student, please let your site leader know and he/she will work with you to resolve the situation. Remember we cannot resolve a problem we are unaware of.

Preschool Programming:

Parent conferences will be scheduled at least once a year. Each conference will be 15-20 minutes, where we can review your child's progress report and discuss any questions or concerns you might have. In addition, conferences are always available for on-going communication and parents are welcome at any time to observe our program.

If a problem arises concerning your child or another student, please let your lead teacher know and he/she will work with you to resolve the situation. Remember we cannot resolve a problem we are unaware of.

NOTIFYING PARENTS OF ILLNESS, SERIOUS INJURY OR DEATH OF PROVIDER

In the event of an extended absence by a LHLC employee, parents will be contacted and the LHLC will utilize a substitute teacher until the return of the employee. In the event of a death of a LHLC employee parents will be contacted and the position will be covered by a substitute teacher, until the rehiring of another employee for the position.

COURT ORDERS

If a court order exists preventing a particular individual from having contact with your child, LHLC shall comply with the order. ***Please provide LHLC with a copy of the court order to put in your child's LHLC file.***

HHSC HANDBOOKS

Students participating in any Little Huskies Learning Center programs are expected to adhere to the policies and procedures of the LHLC Parent Handbook as well as the school corporation's parent student handbooks.

ALCOHOL, TOBACCO, FIREARMS, AND ILLEGAL SUBSTANCE POLICY

The use of tobacco, and use or position of alcohol, illegal substances and/or firearms is prohibited on school property.

Any intoxicated or impaired person who insists on removing a child from the center will be reported to the local police agency immediately. Staff will do their best to prevent the person from removing his/her child, unless it endangers the group.

DIRECTORY INFORMATION RELEASE

Directory information is information that can be released by the school corporation without parental consent for uses such as, but not limited to, athletic programs, newspaper releases (sports, honor roll, special events), corporation websites and social media, and the newsletters.

Students' pictures also may be used to show class or sports activities on a website but students would not be directly identified by name without prior written parental consent. No student identifiable information will be used on a web page without prior written parental consent. Hamilton Heights School Corporation has designated the following information as directory information:

1. Student's name
2. Address
3. Telephone listing
4. Date and place of birth
5. Major field of study
6. Participating in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Date of graduation
10. Degrees and awards received
11. Listing on honor roll
12. Pictures and videotape not used in a disciplinary matter for newspapers/newsletters
13. Pictures not used in a disciplinary matter for a website

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the school office.

PRESCHOOL REST TIME

A story tape/cd will start rest time followed by soft music to provide a relaxed atmosphere. Please bring a **small** blanket and pillow for your child to use during rest time. **Blankets and pillows will be sent home at the end of each week to be washed and should be sent brought back to school the following school day.** Nap pal stuffed animals are welcome. Nap pals stay in cubbies until rest time.

PRESCHOOL EXTRA CLOTHES

Each child should bring one set of extra clothing, including a shirt, pants/shorts, underwear and socks, to keep in their cubby. ***Please make sure the clothes are season appropriate.*** Any soiled clothing will put into a plastic bag and placed in the child's backpack to be taken home. ***In order to keep track of each child's belongings please bring the clothes in a gallon-size plastic storage bag labeled with your child's name.***

PRESCHOOL PARTIES/BIRTHDAYS

Invitations to events outside of the school setting should not be distributed at preschool, unless all students are invited or unless all children of the same gender are invited. This avoids hurt feeling and misunderstandings of children.

Classroom parties may be held in celebrating special holidays (Christmas and Valentine's Day) throughout the year. The parties will be under the lead teacher's direction. If the parties include the provision of treats and you choose to bring a snack to share on that day, please make arrangements with your child's lead teacher. Parents may bring a small food treat to be consumed at school. ***All food provided at school to students by persons other than the school staff must be store bought, pre-packaged, brought to school in the original container/wrapper and on the approved snack list.*** Any foods not on the approved snack list will not be distributed and will need to be picked up by the parent. This applies to food items designed as Valentine's Day cards and any other food items brought to school intended to be distributed to students. ***A copy of the approved snack list will be provided at the beginning of the school year and is also available under the Primary school's website.***

Birthdays are a very special time in a child's life and we enjoy celebrating with each child. While birthday treats are not permitted, we will be celebrating your child's special day with a birthday crown and small gift.