High Point
Christian
Academy
Preschool

Parent/Student Handbook

2026-2027

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Kingdom Education:

The life-long, Bible based, Christ-centered process of leading students to Christ, building students up in Christ, and equipping students to serve Christ.

This parent/student handbook does not create a contract and is subject to change at any time.

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FOUNDATIONS

Mission Statement

High Point Christian Academy is committed to Christ-centered, quality education, and academic excellence in partnership with family and church within a loving, caring atmosphere.

Vision Statement

High Point Christian Academy students will acquire wisdom, knowledge, and a biblical worldview as evidenced by a lifestyle of character, leadership, scholarship, service, stewardship, and worship.

Specifically, the young men and women will mature to loving God with all their heart, mind and soul (Matthew 22:37); grow in wisdom and stature (Luke 2:52); be willing to stand apart from the world as salt and light (Matthew 5:13-14); and give sacrificially of themselves and their resources, reflecting the essence and love of the Christ who lives and dwells within them (Romans 12:1).

Expected Student Outcomes

We partner with parents in pursuing the achievement of these objectives so that our students will be able to flourish in all areas of their lives:

Spiritually, our students will: (Mat. 22:36-38, II Tim. 3:16-17, II Tim. 2:15, Gal. 5:22, Heb. 10:23-25, I Thess. 5:16-18)

1. profess faith in Christ as Lord and Savior.
2. grow as a disciple of Christ by modeling the fruit of the Spirit in attitudes and actions.
3. apply God's Word to their lives (what does the Bible say about….)
4. share the gospel with others.
5. develop spiritual disciplines of reading the Bible, praying, attending church, serving others, treating others in a godly manner, etc.
6. identify who they are in Christ.

Academically, our students will: (Col. 3:23-24, Col. 2:8, Rom. 1:20)

1. adopt a biblical worldview in all subject areas.
2. skillfully write and speak to communicate God's truth.
3. analyze and evaluate ideas in literature and the arts through a biblical perspective.
4. use technology to locate, evaluate, and communicate information in a God-honoring manner.
5. utilize problem solving skills in order to demonstrate proficiency in mathematics and science, and explain God's created order in the universe.
6. express knowledge of people, events, cultures, and historical movements, and identify God's overriding hand through the course of history.
7. show respect for other cultures and languages; dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality.
8. exhibit academic integrity, personal responsibility, and a strong work ethic.

Relationally, Socially, our students will: (Gen. 1:27-28, Gal. 3:8, Phil. 2:3, Eph. 4:2, Rom. 12:18)

1. cultivate God-honoring relationships with all people.
2. display respect for the worth of every individual as made in God's image through God-honoring actions and attitudes.
3. honor God's design for all personal relationships, respect His creation, and value all human life.
4. recognize the needs of others and seek opportunities to serve willingly, following Christ's example.

Physically, Mentally, and Emotionally our students will: (Rom. 12:18; Col. 3:23-24, I Cor. 3:16, 3 John 2)

1. steward their bodies as a temple of God and dwelling place of the Holy Spirit through healthy habits of diet, sleep, and exercise for their overall well-being.
2. display Christ-like sportsmanship by competing and training with diligence, viewing competitors as opponents and not enemies, and respecting the efforts of all who compete and officiate.
3. develop healthy disciplines of prioritizing responsibilities, managing time efficiently, and balancing work and rest to make the most of the time God has provided.
4. display godly character traits such as integrity in all circumstances, contentment in all situations, and modesty/humility in appearance, attitude, and actions.
5. show discernment by taking every thought captive to align with God's Word.
6. recognize and use their God-given abilities (academic, athletic, creativity, design, etc.) for His glory.

Core Values

Kingdom Education

High Point Christian Academy Preschool was established by Green Street Baptist Church as an outgrowth of its ministry for the purpose of:

1. leading a student to Christ.
2. building a student up in Christ.
3. equipping a student to serve Christ.

Dependence upon God

High Point Christian Academy Preschool will be faithful to Christ by prayerfully:

1. seeking God's will and direction in all matter of the Preschool.
2. following His leading, regardless of circumstance and consequence.
3. trusting Him to supply all our needs in the development and operation of the Preschool.

Biblically-integrated Curriculum

High Point Christian Academy Preschool recognizes God as the Source of Truth and will acknowledge God in the Preschool program daily by:

1. integrating biblical truth into every area of the curriculum.
2. using curriculum and teaching that will uphold the traditional family, the dignity of life, the biblically-ordained institutions of marriage, family, church and government.
3. using curriculum and teaching that will unite science and faith.
4. using curriculum and teaching that reinforce a strong work ethic.
5. using curriculum and teaching that is biblically based and developmentally appropriate.

Quality Personnel

High Point Christian Academy Preschool places emphasis on the Christian character and professional qualifications of our personnel. Therefore, we accomplish this by:

1. hiring capable, properly degreed, certified teachers of notable Christian testimony and maturity who will be role models, teaching from a biblical worldview.
2. maintaining an equitable, regionally comparable salary scale, and employee benefits.
3. requiring ongoing professional development.

Partnering with Parents

High Point Christian Academy Preschool recognizes that the education of children is the primary responsibility of parents. Therefore, we will assist parents by:

1. pursuing the achievement of our spiritual, academic, social and physical objectives.
2. developing, improving, and expanding the academy's programs and services.
3. strengthening the home-school relationship via regular communication and sound academy policy.

Philosophy of Education

High Point Christian Academy has developed these statements of belief to direct our policies and the administration of these policies.

The Purpose of Education

The purpose of education is to know God and respond to His Word (Proverbs 1:7). When students are rightly related to God through a personal faith in the Lord Jesus Christ as Savior and they learn His Word, they can view the world from a biblical perspective and apply biblical truth to all areas of learning and life.

The Content of Education

The God of the Bible is the Source of Truth (John 14:6). In addition to academic knowledge and skills, education is concerned with the spiritual development of students. Instruction in biblical morality and the diligent pursuit of a Christ-like character must be part of a complete education.

The Process of Education

Education is accomplished through a professionally competent Christian teacher using instructional methods that are appropriate for the content and developmental level of the student. A variety of methods may be used to teach the content and enable students to think critically (Deuteronomy 6:6-9, Proverbs 22:6).

The Responsibility of Education

The education of children and youth is the primary responsibility of parents (Deuteronomy 6:6-7). Teachers partner with families by providing academic instruction and by serving as Christian role models.

The Nature of the Student

Students are physical and spiritual beings created by God in His image (Genesis 1:27, 2:7) and are of great worth in His eyes. They are sinners who need to profess faith in the Lord Jesus Christ as their personal Savior. Each student is unique with a preferred learning style, and each is endowed by God with varying levels of academic, physical and creative abilities

Statement of Faith

The Scriptures

1. The Holy Bible was written by men divinely inspired and is God's only written revelation of Himself to man. It is a perfect treasure of divine instruction. All Scripture is totally true and trustworthy.

The Godhead

2. There is one and only one living and true God; the eternal triune God reveals Himself to us as Father, Son, and Holy Spirit.
3. Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit, born of the Virgin Mary, and was without sin. He gave his life as a substitutionary death on the cross, was raised from the dead with a glorified body, ascended into Heaven, and is now exalted at the right hand of God.
4. The Holy Spirit is the Spirit of God who indwells believers, enables men to understand truth and convicts men of sin. He cultivates Christian character, comforts believers, and bestows spiritual gifts by which they serve God.

Salvation

5. God is the Creator of the universe. Man is a special creation of God, made in His own image.
6. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. This places man under God's condemnation.
7. Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no salvation apart from personal faith alone in Jesus Christ as Lord.
8. All true believers endure to the end. Believers may fall into sin through neglect and temptation, yet they shall be kept by the power of God through faith unto salvation.
9. Christ will return personally and visibly to the earth: the dead will be raised and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous will receive their reward and will dwell forever in Heaven with the Lord.

Christian Living

10. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime.
11. Children, from the moment of conception, are a blessing and heritage from the Lord.

12. Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation.
13. A New Testament church is an autonomous local congregation of baptized believers who God will use to extend the gospel to the ends of the earth.
14. Christ's people are to live in Christian unity and may engage in voluntary cooperation with various Christian denominations for common ends when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Since HPCA is a Southern Baptist established school, all doctrinal matters must conform to the "Baptist Faith and Message" of the Southern Baptist Convention. The Bible is the only authoritative and final standard for belief and conduct. The Academy Board is the sole authoritative interpreter of the Bible for the Academy.

HPCA's Position on Marriage and Sexuality

1. Every person is created in the image of God (Gen. 1:26-27) and deserves to be treated as such. Christians or non-Christians living in a lifestyle outside of God's design still have the opportunity to be redeemed and their relationship with God restored (1 John 1:9).

2. The Bible teaches that the only appropriate expression of all sexual intimacy happens within the confines of a covenant marriage relationship between one man and one woman and contributes to God's design for human flourishing (Gen. 1:27-28; 2:24-25; I Tim. 5:14).

3. Man is a special creation of God, made in His own image. He created them male and female. Denying one's biological gender is dishonoring to God's created order (Gen. 1:26-27, 2:21-24).

4. Any practice of heterosexual sexual intimacy outside of marriage is against God's created design and obstructs human flourishing (Ex. 20:14; Prov. 5:18-23; 6:20-35; 1 Cor. 6:9-10; and, Heb. 13:4).

5. The Bible clearly states that the practice of homosexual acts is always sinful and lies outside of God's created order, distorting the grand design of God's gift of sex (Lev. 18:22, 20:13; Rom. 1:26-27; 1 Cor. 6:9-11; and, 1 Tim. 1:8-10).

6. Because of the curse of sin, human sexual desires do not always line up with God's design. God's help should be sought to help control those sexual desires that are not in line with His plan (Gen. 3; Rom. 5:12-21, 7:18-25; and, Gal. 5:16-24).

7. Temptations or desires for sexual expression outside of a heterosexual covenant marriage do not in and of themselves constitute sin (James 1:13-15).

8. One sins when he or she willfully entertains sexual thoughts or actions outside of a heterosexual covenant marriage (Matt. 5:27-28; and, James 1:15).

9. The Bible teaches that believers should seek to marry other believers (1 Cor. 7:39; II Cor. 6:14).

10. The Bible does not condemn marriage between people from different races or cultures (Gen. 1:27, 3:20; Num. 12; Acts 17:28; Gal. 3:28; Col. 3:9-11; Rev. 5:9, 7:9).

11. Children, from the moment of conception, are a blessing and heritage from the Lord and are created in His image. Abortion is a sinful act that destroys God's special creation. (Gen. 1:26-27, Psalm 139:13-14)

12. We believe lifelong singleness, and thus celibacy, is neither imperfect, incomplete, nor insufficient for human flourishing, but instead offers Christian believers unique opportunities for dedication of time and energy for Christian service (1 Cor. 7:6-8, 32-38).

Admissions Policy

High Point Christian Academy (HPCA) as Ministry HPCA is a school in which God's guidance and direction is continually sought. Our school is a ministry in leading children/youth to a saving faith in Christ and development of Christian character. We promote high academic standards, good study habits and strive to help our students achieve skills in creative and critical thinking. The Academy promotes honor of the body as the temple of God, and teaches good health habits and bodily fitness. We teach the Bible as God's inerrant Word and give our students opportunities to experience a personal, saving relationship with Christ as their Lord and Savior. Basic doctrines of the Christian faith are taught and we encourage each student to apply these principles in daily Christian living. We help each student develop his whole personality, based on a proper understanding and acceptance of himself and on the full development of his capabilities in Christ. We encourage the wise use of time as God's stewards. The Academy fosters attitudes and values needed to establish God-honoring relationships and teaches the use of material things for the glory of God.

Non-Discrimination Policy HPCA is a religious institution that admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. HPCA does not discriminate on the basis of race, color, national or ethnic origin in its administration of its education policies, admissions policies, tuition assistance, and athletic and other school-administered programs.

We celebrate cultural diversity, oppose racism in any fashion, and believe in the impartiality of God and the equality of all people as described throughout the Bible.

Communication Our ministry requires that there be close communication between home and school. If HPCA is to be an extension of the home, there must be communication between the two concerning educational objectives, methods of achieving those objectives, obligations of each party, and the need for unity and harmony between home and school. Therefore, when parents and students seek admission to HPCA, it will be assumed that they are in complete accord with the objectives, methods, and obligations which accompany such admission.

Because of the importance of harmony and open communication between the home and the school, parents are expected to bring problems or areas of confusion or misunderstanding to the attention of HPCA personnel immediately and privately.

Parental Involvement Is Key In order to support the educational process and be an encouragement to the student, parents are asked to take an active part in the HPCA program. As in any activity children

undertake, the interest and involvement of parents have a tremendously positive influence on their performance. Opportunities also exist for parents to involve themselves in classroom activities, chaperone field trips, and volunteer during holiday school parties and other special events.

Admission Is a Privilege It is important to understand that because attendance at HPCA is a privilege and not a right, this privilege may be forfeited by any student (or family) who does not conform to the standards and regulations of the institution. HPCA may at any time request the withdrawal of a student who, in the opinion of HPCA, is not in harmony with the spirit of the institution.
High Point Christian Academy is a religious, nonprofit organization providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in partnership with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, promoting or supporting sexual immorality (promiscuity, homosexuality, alternate gender identity) or otherwise having the inability to support the moral principles of the school (I Cor. 6:9-10, Eph. 5:3, Heb. 13:4, Rom. 1:24-27, Matt.19:4-6).

Entrance Requirements Applicants in grades 3-12 are required to submit recent standardized test scores such as EOG, Terra Nova, Stanford, Woodcock Johnson, etc. Applicants may be required to take an entrance test for the purpose of proper grade placement. It will generally be necessary for a student to score on or above the grade level being requested. If entrance tests are required, they will be scheduled through the Admissions office.

Students applying for entrance to our Kindergarten program should have reached their fifth birthday on or before August 31st. Exceptions can be made on an individual basis. A placement test will be administered to all Kindergarten applicants. This assessment is a reliable and consistent indicator used to determine Kindergarten readiness, together with the considerations of maturity level, preschool performance, teacher recommendation, and other factors.

All students who are accepted in to HPCA are accepted conditionally. Students are expected to adhere to the rules and procedures of the Academy and to maintain passing grades.

HPCA's normal practice does not allow children to skip grades. The assignment of students to classes or teachers is the sole responsibility of the administration of HPCA. Children may not transfer from one class to another class because of preference for a particular teacher or classmate.

Athletic Eligibility Students who desire to participate in extracurricular athletic activities must be enrolled as a full time student on track to graduate (excludes football).

Re-Enrollment All returning students have the right of first renewal on maintaining their status at HPCA. This also applies to siblings not yet enrolled at HPCA. In January of each year, communication giving specific information will be sent to all families regarding re-enrollment for the next school year. HPCA reserves the right not to accept re-enrollment due to delinquent tuition or other fees, lack of partnership from parents, or if HPCA is not meeting the student’s needs.

Immunization Requirements A record of immunization is due no later than 30 calendar days after school begins for all new students.
Students entering the seventh or twelfth grade must provide documentation showing the following:

- 7th Grade: a Booster dose of Tetanus, diphtheria, and pertussis (Tdap) and one dose of Meningococcal Conjugate Vaccine (MCV).
- 12th Grade: Booster dose of Meningococcal Conjugate Vaccine (MCV).

General School-Wide Financial Policy

Online Application Fee: Per student. (Non-refundable) Discounted application fees apply for multiple students.

TUITION: Tuition can be paid monthly or yearly. If paying in full for the year, payment must be submitted by June 1, 2026. All Academy families must establish a Tuition Account. Information and sign-up for Veracross Tuition is located on the HPCA website at www.hpcacougars.org. Tuition does not include field trips, athletic and fine art fees, yearbooks, PE/school uniforms, AP exams, online classes, Resource Services, senior fees, additional hours of care such as early room and afternoon programs, etc.

VCPay Tuition Management System: The annual fee for this service varies based on payment plan selections. VCPay Tuition Management may charge additional transaction fees.

SUSPENSION FOR NON-PAYMENT: Students are not allowed to attend class when their accounts become 30 days delinquent. Students are subject to dismissal if their account is not brought current within one week of their suspension. Students will be suspended only once during a school year for a delinquent account. A subsequent suspension for non-payment may result in the student's dismissal from HPCA.

TUITION REFUNDS: There will be no refund for absences from school. Exceptions are only made in the case of hospitalization of your child with a serious illness. A doctor's note is required.

RETURNED CHECK FEE: A fee of $40.00 will be charged for all returned checks.

LATE FEES: A school late fee of $30.00 is assessed each month if tuition and fee installment payments are not paid by the due date. A $40.00 fee is charged by VeracrossTuition Management. The total fee of $70.00 will be assessed to your Tuition account. We encourage you to make timely payments so that you do not incur a late fee.

FORCE MAJEURE: The student's guardians understand that the duties and obligations of the School may be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to fire, acts of God, war, governmental action, terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations may be suspended or postponed until such time as the School, in its sole discretion, may safely re-open campus, transition to a distance learning model, alter the school calendar, daily schedule, or shorten or lengthen the school year in order to complete the academic programs. The student's guardians further understand that the sole remedy for a force majeure event is future service delivery, if and when possible, and that their obligations will continue. No portion of any amounts paid or outstanding will be refunded or cancelled if the School determines it is necessary to transition to a distance learning model, alter the school calendar, daily schedule, or shorten or lengthen the school year

in order to complete the academic program or if the School is closed or is unable to provide classes, instruction, or other services to the extent that such change has been caused by force majeure. Any failure or delay in the performance of the School because of force majeure will not relieve the student's guardians of their obligations to pay any amounts owed under their contract.

Preschool Specific Financial Information

New Student Tuition Deposit: $300.00 PER STUDENT (non-refundable). This deposit will be applied toward the yearly tuition. This deposit is in addition to the registration fee.

Re-enrollment Fee: (Non-refundable) Tuition rates do not include the annual re-enrollment fee, which is $150.00 per returning student. The enrollment fee for new students enrolling in their first year is $150.00. This does not include the registration fee for the Afterschool Program ($30.00 per student), or the Early Room Program ($15.00 per student). All registration fees must be paid at time of registration.

Afterschool Care - LATE CHARGE: A $1.00 per minute late fee is charged for children not picked up by their designated time.

Change of Care Request: If a request for a reduction in services change is made, a $50.00 fee will assessed to your account. This amount is added to the Tuition payment that was changed. Request for programming changes must be made by the 15th of the month prior. Programming changes, once approved, will begin on the 1st of the following month.

Withdrawal Fee: $1,000.00 per preschool student. Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. The early withdrawal of student(s) creates an opening, which HPCA may not be able to fill with a viable candidate. Student(s) who withdraw after May 31 for the 2026-2027 school year will be charged the $1,000.00 withdrawal fee. In addition, the full month's tuition is due for any month in which the student(s) attends school one day. All fees are due in full and are nonrefundable. Refunds are for tuition only, and are made on accounts that are paid beyond the current month.

Activity Fee: $15.00 per student. This fee covers the preschool field day and one HPCA branded shirt per year.

HPCA PRESCHOOL PROGRAM

Welcome to High Point Christian Academy (HPCA) Preschool. We are glad that you are a part of our family. Clear communication is one of the keys to a successful preschool program. This handbook contains specific information and requirements set forth by HPCA Preschool in accordance with the laws of North Carolina. As a half-day, preschool program, HPCA Preschool, state-exempt status, is not bound by North Carolina Daycare Standards. However, we at HPCA Preschool strive to meet or exceed all applicable standards set forth by the state. We maintain an unwavering commitment to the physical, emotional, and spiritual health and safety of every student. Through regular self-monitoring, comprehensive background checks for all personnel, and strict adherence to internal emergency and wellness protocols, we strive to provide a secure and nurturing Christ-centered environment.

Our classes are open to any child regardless of race, nationality, or religious belief. The curriculum is appropriately designed to the age groups and developmental level of each child. Since children learn best through hands-on activities, lessons are built around play and experiential learning. We believe that a child absorbs his/her concepts of God from people, things, and experiences that are part of his/her environment. Thus, a love for God, Christ and the things God has made are stressed through appropriate activities. Curriculum is designed to help the child develop in all facets of his/her life ~~ mentally, emotionally, socially, and spiritually.

Child Development

In the area of child development, there are two important factors to remember: a child will develop in an orderly and sequential manner which was ordered by God before the child was born (Psalm 139:13-14), and each child is an individual and will develop at a rate appropriate for himself. Acknowledging these factors, there are generalizations which allow for a brief discussion of development.

Realizing that development is unique to the individual and results from maturity and learning, there are some very basic guidelines which may be followed in dealing with children. First, it must be understood that a preschool child thinks in very concrete terms. He /she is incapable of reasoning or complex analysis. Therefore, any communication with the child should stem from concrete ideas, stories, and activities, and expectations on the child's reasoning ability should be limited.

Secondly, a preschool child is obviously egocentric. His/her understanding of his/her world is ordered from himself/herself outward. As he/she progresses from toddlerhood to young childhood, he /she gradually becomes aware of the other people around him/her. In the late twos and early threes, he/she begins to develop relationships with other children. By the later threes and fours, he /she develops greater independence and autonomy, asserting his /her personhood in many ways. The young toddler, under the impression that he /she is the center of his /her world, will not necessarily understand the concept of sharing. He /she primarily acts on impulse to fulfill his /her own desires. He/she is not intentionally being mean or hurtful to his/her friends; he/she just hasn't developed an understanding of commonality and cooperation. A teacher who

understands the limitations of his/her student's development will coordinate activities which allow for parallel play and individualized attention.

Thirdly, a preschool child has a limited concept of time, space, relationships and causality. His /her understanding is symbolic; he/she conceptualizes his/her thoughts in mental images which transform into words. A two-year-old, for example, will make dramatic progress in language development. By the time he/she is four, he/she will increase his/her vocabulary tenfold. When he /she reaches four, he/she has also developed quite an imagination and will continuously flow between fact and fantasy.

As stated previously, it is essential to focus on the child's spiritual development as well as other areas. Realizing that children of this age range are such concrete thinkers, it is important to formulate complex spiritual concepts into understandable, developmentally appropriate ideas. For instance, a preschool child can begin to understand the complex attributes of God by hearing stories and simple repetition. He /she can learn that God made all things, God loves him, God is with him/her, God hears it when the child talks to him/her, and God takes care of the child. He/she can learn of Jesus as a little baby, how Jesus grew as a young boy, and Jesus' ministry as an adult. Through Bible stories and examples, the child can begin to develop a distinction between good and evil, right and wrong. Most importantly, it is imperative to keep the examples concrete and simple.

Methods and Techniques

A fundamental principle in working with young children is to utilize methods and techniques which are appropriate, given the above-mentioned characteristics of child development. The methods and techniques should promote growth and development in all aspects of the child's life: socially, psychologically, emotionally, physically, and spiritually. Some examples of appropriate techniques and methods are as follows, according to age groups.

12 months/Toddlers:

Teachers plan opportunities for children to have play experiences that will help them learn and grow. Physically the toddler can be challenged to push or pull larger toys, built with blocks, mold clay, and gross motor movements such as jumping, kicking, and throwing. Mentally he/she can be challenged to identify objects in books or pictures, enjoy sensory exploration, experiment with simple musical instruments, and play games about parts of the body. Socially, he/she will continue to play individually, but he /she can develop "helping" skills such as picking up toys, playing make believe, and playing house.

Two -Year- Old:

Twos are more energetic and enthusiastic than toddlers. Through play two-year-old learns to cope with new situations, learns how to get along with others, explores and experiments. Activities for the two-year-old are more challenging and include many opportunities for movement. Linguistically, the two-year-old advances in his /her abilities to express himself/herself. He /she is encouraged to express his/her desires and feelings whenever possible.

Stories for the two-year-old include simple words which may be repeated by the child. Socially, twos begin to engage in more dramatic play; taking care of a doll or going to the store. Even so, the two-year-old still has trouble sharing and needs the opportunity to play alongside other children. Simple puzzles and container play are challenging for the child's mental development and coordination. It is important to encourage the two-year- old in a variety of self-help tasks such as using a spoon and cup, taking off his coat, and washing his hands with assistance.

Three-Year-Old:

The three-year-old tends to be more conforming to adult wishes and responds well to praise and encouragement. Play time encourages interaction with others as the child develops his/her ability to socialize and share. Increased motor ability allows daily routines to be completed with little assistance. Fine motor skills are developing and the three-year-old can enjoy experimenting with simple art projects such as fingerpainting, clay, tearing paper, and cutting with scissors. He/she will learn color and shape recognition and be introduced to penmanship. A longer attention span allows for group story time, music, and rhythms. He/she can express himself/herself more completely and should be encouraged to communicate and share ideas.

Four-Year-Old:

The four-year-old has developed more large and small muscle control and will benefit from increased opportunities for dramatic play, manipulating small objects, and experimenting with spatial relationships and basic arithmetic concepts. He/she will be introduced to phonics and reading through developmentally appropriate instruction. He/she will learn penmanship. Activities include cutting, pasting, counting numbers and reciting the alphabet. Time is spent each day reading the Bible to learn Bible stories and verses. Children learn they are God's unique creation and to respect and enjoy each other. Teachers apply a multi-sensory approach to learning in an effort to reach each and every child in a way they learn best.

Family Involvement and Support

God designed the family as the primary unit of nurture and instruction in the life of a child. Children are born into a family as the product of the union between man and woman. It takes both man and woman, actively involved in the nurture and care of the child, to ensure proper development. That care and nurturing is shared by members of the extended family who are uniquely equipped to provide encouragement and support.

Beyond the realm of the immediate family, responsibility for encouragement and support extends to the greater community. Whether it be a church, neighborhood, or school, complete and comprehensive training of a child depends on involvement from the entire community. This involvement, however, is secondary to, and never a substitute for, the primary involvement of the parents. The church or school is equipped to supplement the training and nurturing of the parents, but can never replace it. At the same time, the church or school cannot fulfill its responsibility to the child without the active involvement of the family in its program

A preschool program is designed to offer growth and enrichment for the child in a variety of areas. Perhaps most obviously, the primary area of enrichment is the opportunity for

socialization. If a child has no siblings at home, or little interaction with other children his own age, it is essential to provide opportunities for interaction within a structured setting. The preschool also offers opportunities for educational enrichment which may not be available to the child otherwise.

Any comprehensive enrichment program will incorporate the active involvement of the family to provide the best opportunities for achievement and satisfaction. There can be opportunities for moms or dads to volunteer in the classroom, read to a small group, or help with an activity. Parents can accompany children on field trips and join them for parties and special occasions. When the children are learning about community helpers, parents can share about their careers or volunteer involvement.

Family involvement is not limited only to parents. Siblings are an important factor in a young child's life. Perhaps a younger child can look to his older brother or sister for academic help or challenges. Equally important is the involvement of grandparents and older family members. Young children benefit tremendously from close interaction with senior adults; they can offer a unique perspective and sensitivity to young, inquisitive minds.

Undergirding an effective family involvement in the preschool program is to have consistent and open communication between school and home. From greeting children in the morning to sending notes home, the preschool teacher has numerous opportunities for maintaining open communication through frequent contacts with family members.

Remembering that the preschool program is offered as enrichment to the family unit and cannot operate effectively without the active involvement of the family, great satisfaction can be achieved when both sides work together for the benefit of the child.

PRESCHOOL POLICIES AND PROCEDURES

Attendance

All children are encouraged to attend every class to benefit from the full program offered. HPCA Preschool operating hours are from 7:30 a.m to 8:10 a.m. for Early Room, 8:15 a.m. to 12:00 p.m. for the academic day and 12:00 to 5:45 p.m. for the Afternoon Program. With pick up times at 2:30 p.m., 4:00 p.m., and 5:45 p.m.

Parents should plan to arrive for drive thru pick-up at 11:55 a.m. Your arrival on time helps teachers dismiss in an orderly and timely fashion. If you are unable to pick-up your child promptly, you must contact the office immediately. If your child is not picked-up by 12:05 p.m., 2:35 p.m., 4:05 p.m. and 5:50 p.m., you will be charged a late fee of $5 for every five minutes you are late.

Carline, Arrival, and Dismissal

Main Campus Parking and Arrival

For the safety of all children on the main campus, we ask that parents always enter and exit through the **D Building front doors** near the playground during drop-off and pick-up times. All children must be accompanied by an adult when entering the school each morning. This entrance is monitored and allows staff to clearly see who is entering and leaving the building. Exiting through other doors may create a safety risk by allowing access to the building without supervision.

Due to the design of our entrance, all parents are required to park in designated parking spaces in the parking lot when bringing children to school or picking them up. Please **do not park in the driveway area or drive under the portico for morning drop off.** Parents and children are walking through this area and safety must be our first concern. Please do not leave children unattended in your vehicle while entering the building. Thank you for helping us maintain a secure environment for our preschoolers.

Westchester Baptist Campus Parking and Arrival

For the safety of all children on the Westchester Baptist campus, we ask that parents always enter and exit through the designated Preschool Entrance. All children must be accompanied by an adult when entering the school each morning. This entrance is monitored and allows staff to clearly see who is entering and leaving the building. Exiting through other doors may create a safety risk by allowing access to the building without supervision. Please do not leave children unattended in your vehicle while entering the building. Thank you for helping us maintain a secure environment for our preschoolers.

Carline for Main Campus

Carline Pick-Up is designed to support our families on our main campus by providing a smooth and efficient dismissal process. We offer a carline for our 12 p.m. and 2:30 p.m. dismissals. For the safety of all HPCA Preschool students, we ask that the following procedures be followed on our main campus:

- **Display Your Name Card:** Please ensure your name card is clearly visible on your dashboard or in the front window. This helps our staff quickly identify each vehicle.
- **Alternate Pick-Up:** If someone other than a parent or regular guardian is picking up your child, please notify the administrative assistant or your child's teacher in advance. The individual must show a photo ID at pick-up time to ensure student safety.
- **Remain in Your Vehicle:** For the safety of all children, please stay inside your vehicle during carline. A staff member will walk your child to your car. Once your child is safely at your vehicle, parents will be required to physically put their child into the car and buckle them into their car seat before driving away. We ask for this process to be as quick as possible.

We ask that parents **not walk up to pick up children** from the carline area on main campus. When preschoolers see their parents/family members, they may attempt to run toward them—posing a serious safety risk with cars actively moving through the line.

Drop Off

We recognize that separation can be difficult for any child when entering preschool on the first day. We recommend the following tips to help with separation and to foster a positive self-image with your child.

- Please send your child to school in PLAY clothes (no sandals)
- Talk about preschool in a favorable, fun way
- Avoid prolonged farewells. Lingering only causes anxiety in the child. You will be notified if there is a problem of any kind.
- Promote and allow independence in everyday routines
- Have your child bring his/her bookbag into the room every day
- Do not conduct teacher/parent conversations at the door at morning drop off. Schedule a time to meet with the teacher or email her with your concerns.

Clothing

Children need to be brought to school in clothing that will enable them to play outside during the day when weather permits. This means clothing that is appropriate for the season, comfortable and washable (learning can be messy at times!) We know little girls enjoy wearing dresses so please ensure they have a pair of shorts under the dress for modesty. Tennis shoes or shoes that tie are preferred for the playground. (**BOOTS, FLIP FLOPS, CROCS AND SANDALS OR any other shoe that does not secure to the foot are NOT PREFERRED)** Preschoolers are very active and still learning to maneuver in their environment. They need good, sturdy footwear to enable them to run and play without fear of tripping or falling. A change of clothing (including socks, underwear and shoes) that are seasonally appropriate are to be left at the school or remain in the child's bookbag at all times. Please label all clothing with the child's name. The school cannot be responsible for items that are not clearly labeled with your child's name. Lost and

found items are generally turned into the office.

Prohibited Clothing Items
Bandanas, hats, and head coverings inside the buildings.
Sunglasses inside buildings.
Unusual hair coloring (pink, green, blue, etc.).
Political attire or accessories with political references, symbols, slogans, or political promotional items.

Preschool attire is not intended to be all-inclusive. The administration reserves the right to make decisions on items not specifically mentioned. It is important that all clothing be clean, neat, modest, inoffensive, and not distracting to the educational environment.

Snacks

Each teacher will schedule snack time for her class and communicate those plans with parents. The Administrative Assistant will send out a SignUpGenius link for families to volunteer to bring snacks throughout the school year. Please refer to the Approved Snack List below when choosing what to bring.

If you would like to provide a snack for a special occasion (such as a birthday or holiday), please contact your child's teacher in advance to coordinate and ensure that all classroom guidelines are followed.

We encourage families to send snacks that promote healthy growth and development. Please avoid foods high in sugar and be mindful of any food allergies in the classroom. Please inform the teacher immediately when your child is diagnosed with a food allergy. **We are an allergy aware facility so please no nuts and red dye conscious.** When packing lunches, please avoid red drinks.

Field Trips

Children enrolled in our four-year-old program will participate in off-campus field trips. All children will be required to have a permission form signed by the parent prior to departure for the field trip. Parents will be invited to accompany the class when space permits and/or schedule requires. If a parent wants to join the field trip, they will need to fill out the volunteer form to complete a background check. Please see the Volunteer Information in this document. Children are required to ride the school bus to the field trip location. Each teacher will have a sign out sheet at the location for parents to sign them out. **Please note siblings are not allowed to attend any field trips.**

Birthdays/Celebrations

Each child's birthday will be acknowledged and celebrated during a school day. If parents choose to contribute a special snack, (must be store bought) the parent must contact the teacher in advance to coordinate snack time. Any special snack must be approved by the teacher prior to snack time so she can monitor distribution in the event that there are children with food allergies

or special dietary needs. For safety reasons, **balloons will not be allowed at Preschool.** Birthday celebrations are limited to student's snack time.

Party Invitations

When students are having a birthday party, etc., and invitations are being sent home, please mail/email the invitations or make phone calls. Cell phone numbers will not be provided by the Academy. Invitations are not to be handed out in the classroom unless all students in that class are to receive one. Invitations to select students may be put in student's Friday Folders.

Holiday Parties

We actively integrate major holidays within the Preschool curriculum as a part of the child's social learning. It is our intention to maintain a Christ-centered focus in all instruction and celebration. Therefore, we request parents to closely adhere to the party guidelines as set forth by the teacher. Each teacher will maintain a sign-up sheet for major holiday celebrations (i.e. Thanksgiving, Christmas, Easter, etc.). Parents will sign up for a particular holiday and coordinate with other parents, under the direction of the teacher, to plan a simple celebration. To allow for full participation by parents, **it is strongly recommended that younger siblings not attend classroom parties. Please check with the teacher concerning acceptable refreshments for the party.**

Children with Special Needs

At HPCA Preschool we strive to encourage full participation by all children in the preschool program. We will not exclude a child from the program based on a particular special need. It will be necessary, however, if your child has a special need, that you discuss the situation with the Preschool Director in detail so that the least restrictive environment may be provided for the child. Each situation will be evaluated on its own merit and a judgment will be made as to the most appropriate placement for the child.

Toileting

We believe the task of toilet training is truly a joint effort of both home and school and we are willing to assist in any way possible. Teachers in a two-year-old/three-year-old class will assist children with toilet training at the direction of the parent. **When a child is able to wear underwear, without accidents (excluding naptime and bedtime), for a full two weeks he or she may wear underwear to school.** If a child needs pull-ups during naptime please let the Preschool Afternoon Coordinator know. If a parent chooses to use pull-ups, we ask for the side-fastening style (such as Pampers) for more efficient pullup changes.

Every effort will be made to support children in becoming fully potty trained by the end of the two-year-old class. For children enrolled in a three-year-old class who are not fully potty trained, they are required to wear pull-ups, with side tab, until they are consistently using the toilet. Teachers will implement a consistent restroom schedule to help achieve potty training goals. These goals will be discussed and agreed upon between the teacher and the parent.

Teachers are available to assist with clothing as needed; however, we encourage families to dress their children in clothes that are easy for them to manage independently (e.g., elastic waistbands, no overalls or belts). Children are taken to the restroom as a class at scheduled times throughout the day to help reinforce consistency and routine.

Disciplinary

As the students of HPCA Preschool grow and mature in their development and understanding, they will be guided to follow these Biblical principles:

Respect God	I Corinthians 6:19-20; Matthew 15:8-9
Respect self	Psalm 119; I Corinthians 6:19
Respect others	Philippians 2:3; Proverbs 18:24
Respect property	Proverbs 3:9
Do your best	Colossians 3:17
Do what is right	Philippians 4:8
Treat others with Kindness	Thessalonians 5:15

Each teacher has developed specific classroom rules based upon these principles. Students will be given class rules to obey in order to maintain proper classroom management by the teacher. The teacher will treat each child with respect, love, and genuine concern.

Should a discipline concern arise, parents will be contacted for communication purposes to work with the teacher in establishing positive behavior. This may be via a phone call, email, in-person or the use of a paper discipline form. The faculty will do all possible to meet the needs of the children.

All discipline will be based on Biblical principles, i.e., restitution, apologies (public and private), assertive discipline, love, forgiveness, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems will be dealt with at the classroom level.

Disciplinary Practices:

Academy administration responds to student misconduct by administering one or more disciplinary actions as described below.

- **Parent Conference-** Parents will be informed of the situation and asked to partner with the school in supporting appropriate discipline, with the shared goal of restoring healthy order and behavior.
- **Ignoring**: Ignoring a child who is trying to gain attention by acting out may be an appropriate response, unless it is a behavior that is unsafe for the child or other children.
- **Redirection/Distracting:** This technique offers an alternative to a child such as suggesting a new activity, a different toy, encouraging independent play, or interacting with the child in a different way.
- **Discussion**: Discussing with the child how their behavior is inappropriate and engaging with the child other words or methods that would suggest a more appropriate response.
- **Reasonable Consequences**: The staff may implement reasonable consequences, such as taking away a toy if the child used the toy to hit another child, having the child switch areas of play, etc.
- **Time away**: The child is separated from the group for a period of time to calm down and will have access to another activity. While the child will remain supervised, his or her

classmates will not be able to immediately influence him or her. This is different from the concept of "time out" which is often seen as more punitive, as the child is isolated and does nothing. In "time away" the child will have access to other activities while he or she settles down. Once the negative behavior is under control, the child can be returned to the group.

- **Out-of-School Suspension:** Student will not be permitted on academy property or allowed to attend any school functions during the school day or after school hours. An out-of-school suspension will automatically place the child on disciplinary probation.
- **Disciplinary Probation:** A student placed on disciplinary probation will have a specified time to correct behavior. A student may be placed on disciplinary probation based on the following factors:
    - Deliberate defiance and disobedience
    - A resistant or defiant attitude toward faculty, staff, or the school that remains unchanged despite documented interventions
    - An accumulation of multiple aggressive incidents over the course of the school year. (i.e., biting, hitting, kicking)
    - An in-school suspension or out-of-school suspension
- **Expulsion:** A student may be permanently removed from the academy for repeated rule violations, serious misconduct, repeated aggressive behavior, or multiple suspensions. We reserve the right to use these progressive guidance techniques at our discretion. It is our goal to work together for a positive outcome of behavior change. Circumstances may arise when we may immediately dis-enroll a child if his or her behavior creates a health or safety risk to themselves, other children, or the staff. Expulsion of a student involves the consultation and agreement of the administrative team.

Parent and School Partnership:

Correction is addressed primarily by the classroom teacher in direct collaboration with parents. This essential partnership ensures that all disciplinary interventions remain:

- Timely & appropriate: Addressed swiftly and at a level corresponding to the infraction
- Rooted in Grace & Truth: Balanced with clear biblical standards and a restorative approach
- Focused on Restoration: Executed to guide the student back into good standing rather than using shame
- Aimed at Growth: Directed toward developing character, personal responsibility and self control.

12 months- 2 years

Difficulty sharing, running indoors, loud voices, biting, minor grabbing, difficulty waiting, throwing toys without intent to hurt, and typical toddler tantrums are all examples of age- appropriate behaviors that happen occasionally and are handled entirely in the classroom. We understand that biting is an age-appropriate behavior, but due to the nature of the misconduct biting will be handled with administration.

Here are a variety of reasons for why the above behaviors may occur.

- Fatigue- impulsive and easily frustrated
- Classroom dynamic- too much stimulation

- Teething- relieves gum discomfort
- Exploration- Learning through senses
- Cause and Effect-Testing how actions impact others
- Imitation-Copying peer behavior
- Communication Difficulties- Limited language skills
- Seeking Attention- From peers or adults
- Emotional Expression-Managing strong feelings like fear, anger, excitement, or frustration.

Staff will use age-appropriate strategies for children who are exhibiting behaviors. Classrooms are set up with developmentally appropriate, engaging activities to provide ample stimulation that captures children's interests, use smaller groups (e.g., indoor/outdoor groups), and use distraction techniques or redirection as needed to minimize incidents.

If a child is brought to the front office due to their behavior and cannot return to the classroom for the safety of the other children, the child's own welfare, or the inability of the classroom to function without disruption, **the child must be picked up within one hour of the phone call notifying the parent** of the need to pick up their child

The policy below will be followed; however, the administration reserves the right to send a child home for the remainder of the day to allow the child to have a reset.

General Guidelines for Level 1 Minor Misconduct:

- 1st Offense: Teacher redirects and models the expected behavior
- 2nd Offense: Teacher reteaches expectations and provides a logical consequence; parents are notified of the behavior and consequence.
- 3rd Offense: Teacher offers a calming strategy or brief break before returning to the activity. The child may be sent to the office; parents will be notified, and, depending on the behavior, repeated misconduct guidelines may be implemented.

After the first three offenses, a pattern is established, behavior is documented, and shared with parents. ***Once a student is sent to the office 3 times, they will move to the repeated misconduct guidelines.***

Level 2: Repeated Misconduct:

A repeated behavior is a behavior that occurs three times despite appropriate teacher intervention, reteaching, and redirection. The three occurrences must involve the same or substantially similar behavior (repeated biting, repeated hitting.

When a child bites three times on a given day, the child's parents will be called and the child must be picked up from the Academy immediately. This is to prevent further incidents and to calm the biter.

General Guidelines for Repeated Misconduct:

- 1st Offense: Parent Conference- Behavior Plan instituted; behavior is documented

- 2nd Offense: One-on-one conversation with teacher/admin, parent contacted
    - After the second offense, we may ask you to pick up your child and keep him or her at home for a period of time ranging from one day to one week. The time the student will have to be at home will be determined by the behavior. Behavior is documented
- 3rd Offense: Students will be sent to the office, parents will be contacted to pick up the student, and additional time of out-of-school suspension will be assigned. Behavior is documented

Once a student is sent home for 1 day 3 times, they will be sent home for 1 week and move to serious misconduct guidelines.

Level 3: Serious Misconduct:

At this level, administration has worked with students, families, and staff. Students involved in serious misconduct on campus where the behavior adversely affects the Academy will face disciplinary action up to suspension or expulsion. This list is not exhaustive.

General Guidelines for Serious Misconduct:

- 1st Offense: Student is suspended for 1 week/ Parent Conference
- 2nd Offense: Student is suspended for the remainder of the year.

Once a student is sent home for 1 week on 2 different occasions, they will be suspended for the remainder of the year. *They will be allowed to re-enroll the following school year, after meeting with the Preschool Administrator.*

12 months to Two-Year Reset Policy

- Maximum **2 resets**
- **3 consecutive weeks** without a Level 2 or higher incident
- The behavior level decreases by one

Three Years & Four years

Children ages 3 and 4 are in a critical stage of social, emotional, and behavioral development. During these preschool years, children are learning how to communicate their needs, regulate their emotions, solve problems, and interact positively with peers. As these skills are still developing, it is common for children to occasionally struggle with sharing, taking turns, waiting patiently, following directions, using indoor voices, and managing frustration. Preschoolers may also exhibit behaviors such as crying, tantrums, grabbing toys, or throwing objects when they become overwhelmed or are unable to express their feelings appropriately. As children mature, they gradually develop greater self-control, cooperation, and problem-solving abilities.

Here are a variety of reasons why the above behaviors may occur.

- Temper Tantrums- Young children have tantrums when they feel overwhelmed, tired, hungry,

or frustrated
- Not Listening- Testing Boundaries
- Whining- Tired or seeking attention, unsure of how to express their needs
- Saying "No" Being Defiant- they are asserting their independence
- Aggressive Behavior (Hitting, Biting, Pushing)- They can't express themselves with words
- Interrupting- They don't understand social norms on waiting
- Lying or Telling Tales- learning the difference between fantasy and reality; afraid to get in trouble

Staff will use age-appropriate strategies for children who are exhibiting behaviors. Classrooms are set up with developmentally appropriate, engaging activities to provide ample stimulation that captures children's interests, use smaller groups (e.g., indoor/outdoor groups), and use distraction techniques or redirection as needed to minimize incidents.

If a child is brought to the front office due to their behavior and cannot return to the classroom for the safety of the other children, the child's own welfare, or the inability of the classroom to function without disruption, **the child must be picked up within one hour of the phone call notifying the parent** of the need to pick up their child

The policy below will be followed; however, the administration reserves the right to send a child home for the remainder of the day to allow the child to have a reset.

General Guidelines for Level 1 Minor Misconduct:

- 1st Offense: Teacher redirects and models the expected behavior
- 2nd Offense: Teacher reteaches expectations and provides a logical consequence; parents are notified of the behavior and consequence.
- 3rd Offense: Teacher offers a calming strategy or brief break before returning to the activity. The child may be sent to the office; parents will be notified, and, depending on the behavior, repeated misconduct guidelines may be implemented.

After the first three offenses, a pattern is established, behavior is documented, and shared with parents. ***Once a student is sent to the office 3 times, they will move to the repeated misconduct guidelines.***

Level 2: Repeated Misconduct:

A repeated behavior is a behavior that occurs three times despite appropriate teacher intervention, reteaching, and redirection. The three occurrences must involve the same or substantially similar behavior (repeated biting, repeated hitting.

When a child bites three times on a given day, the child's parents will be called and the child must be picked up from the Academy immediately. This is to prevent further incidents and to calm the biter.

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    - After the second offense, we may ask you to pick up your child and keep him or her at home for a period of time ranging from one day to one week. The time the student will have to be at home will be determined by the behavior. Behavior is documented
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General Guidelines for Serious Misconduct:

- 1st Offense: Student is suspended for 1 week/ Parent Conference
- 2nd Offense: Student is suspended for the remainder of the year.

Once a student is sent home for 1 week on 2 different occasions, they will be suspended for the remainder of the year. *They will be allowed to re-enroll the following school year, after meeting with the Preschool Administrator.*

Three & Four Year Reset Policy

There are **no automatic resets** for three and four-year-olds.

After **8 consecutive weeks** of documented improvement, the Director and teaching team may review the child's progress and determine whether reducing the behavior level is appropriate. This decision will consider the child's developmental growth, the consistency of positive behavior, and the success of the implemented interventions.

PRESCHOOL REGULATIONS

Required Medical Forms

All medical forms will be completed now on Magnus Health through the Veracross Parent Portal.

State law requires that we have up-to-date immunization records on file for each student.
Below is a basic guide of the immunizations that are required for all 2,3, and 4-year-olds. For additional information, please visit www.immunize.nc.gov

Immunization Requirements for Preschool 2025-2026		
VACCINE		NUMBER OF DOSES REQUIRED FOR PRESCHOOL ENTRY
1	DTaP/DTP	4 doses
2	Polio	3 doses
3	MMR (Measles, Mumps, Rubella)	1 dose
4	Hib	3 doses
5	Hepatitis B	3 doses
6	Varicella (chickenpox)	1 dose
7	PCV (pneumococcal)	4 doses

Preschool staff and parent volunteers are expected to be up-to-date on all immunizations.

Emergency Form

Information, including parents' home and work emergency contact information, alternate emergency contacts, known allergies to foods or medications, and release for emergency medical treatment will be completed now on the Veracross Parent Portal. The information in this portal must be current at all times. Please update your Veracross Parent Portal and Magnus Health Portal immediately if you have any changes in telephone, address, employment, or medical issues.

Custody Orders

In the case of separation or divorce, you must submit a copy of the official custody order for your child to remain in the child's file. Any changes to the custody order must be submitted to the office promptly. No changes to parental contact procedures will be made without supporting documentation from the court.

The preschool has no legal authority to refuse either parent the right to have custody of their child unless this is **COURT ORDERED** and the center has a current **COPY OF THE JUDGEMENT**. It is requested parents arrange visitation pick-up/return around non-school hours. It is not the school's responsibility to keep up with the visitation rights. It is requested that the school not be brought into the middle of any custody situation. Our primary concern is the well-being of the child while on campus and in our care.

Authorization for Pick-Up

Any person other than the child's parent must be maintained on the Veracross Family portal. Information giving permission for person(s) other than the parents to pick up the child from HPCA Preschool will be contained in the Veracross Family portal. The Veracross Family portal must be updated by the parent each year. In emergency situations, the parent must provide written authorization or verbal authorization over the phone, speaking directly to either Director/Administrative Assistant/Afternoon Coordinator.

MEDICAL/EMERGENCY INFORMATION

Absences

We plan our program with the assumption that every child will attend every scheduled class. If your child is unable to attend Preschool, please notify the HPCA Preschool office. If your child is absent due to illness with a communicable disease, please let us know as soon as possible. We will notify parents of exposure to communicable diseases per the nurses discretion.

HPCA 2026-2027 Safe & Healthy Protocols

Deciding when to keep a sick child home from school is not always easy. But when a child is truly sick, it is necessary for the child to stay home to get well and to prevent spreading illness to others.

- **Communicable Diseases (COVID, e-coli, MRSA, etc.)** - the school will follow the directives of the child's physician office and/or local health department.
- **Fever at or above 100 degrees** – Student should be fever free without fever reducing medication for 24 hours before returning to school.
- **Vomiting** – Student should stay home until no vomiting has occurred for 24 hours.
- **Diarrhea** – Student should stay home until no diarrhea has occurred for 24 hours.
- **Hand, Foot, and Mouth Disease –** No fever for 24 hours (without fever reducing medicine), no fluid filled blisters, no secretions from blisters, blisters are dried and scabbed over, and child feels well enough to participate.
- **Fifth Disease –** Student should stay home until rash appears unless there is fever.
- **Impetigo –** Student may return to school after 24 hours of antibiotics; cover lesions.
- **Strep Throat** – Student may return to school 24 hours after treatment with a prescription antibiotic begins and the student has been fever-free for 24 hours without fever-reducing medications.
- **Pertussis (whooping cough)** – Student may return after appropriate antibiotic treatment for 5 days, and child feels well enough to participate in activities.
- **Pink Eye** – Generally, student may return to school 24 hours after treatment with a prescription antibiotic ointment or eye drop. However, please consult your child's physician because cases vary in type and severity.
- **Ring Worm** – Student may return after 24 hours of treatment; ringworm on the scalp requires oral medication.
- **Undiagnosed Rash** – Especially if accompanied by fever, discomfort and/or behavior change.
- **Head Lice** – Student may return to school after being treated with a lice treatment product, if no live lice are present. Parent/guardian must provide proof of purchase of a lice treatment product.
- **Nasal Discharge** that is thick, profuse or yellow/green.
- **Cough** that is persistent enough to limit physical activity.

If a student goes home sick from school with (but not limited to) the above symptoms, they will need to stay home for a full 24 hours before returning to campus.

If you have questions regarding when your child may return to school, please email our school nurse team. Please take all necessary precautions with your child, as it is our responsibility to keep our students, faculty, and staff healthy while on our campus!

The child may return to Preschool after illness when:

- fever has been broken for 24 hours without the use of fever reducing medications
- nausea, vomiting or diarrhea has subsided for 24 hours
- at least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection
- child is feeling well again and activity/participation levels have returned to normal

We believe regular school attendance is important. However, we do not encourage the early return of a child to preschool after being ill unless he/she is able to participate fully in the normal daily routine.

Medication Administration Procedures

Please note: no medication will be given without completed medication forms. New forms must be completed each school year.

Prescription and Non-prescription Medication:

1. In accordance with North Carolina General Statute § 115C-375.1, **physician authorization (signature)** and **parent permission** are required before school employees can administer any prescription and/or over-the-counter medication. The Prescription Medication Form (PMF) and the Over-the-Counter Medication Form (OTC) are available in the school office or on the HPCA website under the forms tab.
2. Parents/guardians may come to the school and administer medication directly to their child if they do not have a PMF or OTC form on file.
3. Prescription medications must be brought to the school office by the parent/guardian in the pharmacy labeled container which indicates the following information:
    a. Student's Name
    b. Physician's Name
    c. Date of Prescription
    d. Name of Drug
    e. Dosage/Directions for Administration
4. Over-the-Counter medication must be brought to the school office by the parent/guardian in the original labeled container and will be administered according to the physician's written instructions.

5. Parents are responsible for notifying school personnel of any medication changes.
6. Daily non-emergency medication will be kept and administered in the school office. Medications will not be administered in the classroom except in individual cases approved by the principal and school nurse.
7. Emergency medications, such as Epi-Pens and rescue inhalers, will be kept in the first aid pack in the classroom or in the lunchroom as deemed appropriate.
8. Students, who turn in a completed and signed Prescription Medication Form (PMF) and a Student Agreement for Self-carried Medication (SASM) Form, may self-carry emergency medications.
9. Each dose of medication administered by staff will be recorded on a Medication Administration Log.
10. No medications will be given beyond the expiration date.
11. The parent/guardian is responsible for removing medication from the school premises when treatment has been completed. Medication left on school premises at the end of the school year will be discarded if not picked up by the parent/guardian within 2 weeks after the last day of school

Allergies

All allergies to medications and/or other substances must be stated in the Parent Portal. Any food allergies must be verified, in writing, by a physician and the physician must recommend alternate food choices for your child. Information about children with food allergies will be distributed to all teachers and staff members where applicable. Parents are encouraged to bring their child's own snack food if they have allergies. It will be stored in a separate container.

Accidents

In the case of an accident, assessment and treatment of the injury will be given by a teacher trained in infant/child first aid or the Director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called and the Preschool Director will be contacted. All accidents are recorded on an accident report form that requires the signature of the parent. In the event it is deemed necessary for the child to be treated by a physician, parents will be contacted to transport the child. In extreme emergencies, the child will be transported to High Point Regional Hospital and every effort will be made to contact parents prior to transport.

Child Abuse

The staff of HPCA Preschool is required by North Carolina state law to report any allegation of suspected child abuse to the Department of Social Services (DSS) when there is cause to suspect that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision, or other forms of abuse have occurred. While the Preschool is expected to communicate with parents regarding the well-being of their child, the administration is placed between the parent and the

state, acting on behalf of the child and in accordance with state law. It is the Academy's policy not to contact parents in advance of making a report to DSS. Appropriate Academy staff will make such reports in the best interests of the child and do not, once cause to suspect is established, have any legal alternative except to make the report to DSS for their investigation and review. The Academy may also undertake an inquiry of school personnel prior to making a report to determine whether or not there are sufficient grounds to require reporting.

SAFETY

Weather-related School Closing

When severe weather conditions exist, please listen to the television for school closings. HPCA Preschool closings will be listed as "High Point Christian Academy Preschool" and will be announced on local television stations and the HPCA website at www.hpcacougars.org. In the event of a delayed opening, specific instructions will be listed for "High Point Christian Academy Preschool". If school is in session, please use your best judgment to determine the safety of transporting your child to school. The decision to delay or cancel is made by the Head of School and administrative staff. **We will not automatically follow Guilford County Schools' decision.**

Tornadoes

In the event of a tornado warning, students will be escorted to a safe shelter in one of our inner hallways and instructed in proper safety procedures according to the HPCA Tornado Plan. Tornado drills are conducted regularly to instruct students in proper safety procedures.

Fire Drills

Fire drills are held on a monthly basis to familiarize children with proper and safe procedures for emergency exit of the building. In the event of a fire, students will be evacuated according to the Evacuation plan. The HPCA Preschool is inspected on a regular basis by the fire marshal as a part of the Green Street Baptist Church facility.

Building and Playground Safety

The HPCA Preschool building and playground facilities are inspected regularly to identify and correct any potentially hazardous conditions. All necessary maintenance and repairs are completed promptly to avoid disruptions to the preschool schedule and ensure a safe environment.

Children are supervised at all times by one or more adults while in the HPCA Preschool facility. No child is ever left unattended. When transitioning from the classroom to another area (e.g., playground or gym), children are escorted in an orderly and supervised manner.

During outdoor play or gym activities, teachers and assistants actively engage with the children and maintain visual supervision of the children throughout the entire period. Children are taught proper safety procedures for using playground and gym equipment. They are also encouraged to play with peers from other classes to help build social interaction skills.

Inside the classroom, precautions are taken to maintain a safe learning environment. Staff ensure that potential hazards—such as sharp tools, exposed electrical outlets, or toys with small parts—are kept out of reach of children, particularly toddlers.

While no environment can be entirely risk-free, HPCA is committed to doing everything within our ability to keep your child safe throughout their time in our care.

Personal Care Issues

There is no more effective way to reduce the spread of disease than through hand washing. The recommended guidelines for all staff, parent helpers, and children are as follows:

- use soap and running water
- rub hands together vigorously
- wash all parts of the hands including back of hands, wrists, between fingers and under fingernails
- rinse hands well, leaving the water running
- dry hands with a single-use paper towel
- turn off the water tap, using a paper towel instead of bare hands

Staff and parent helpers should wash their hands:

- when they come to the preschool each day
- before and after preparing and serving food
- after wiping a child's nose, own nose, sneezing, coughing, or using a tissue, cleaning up toileting accidents, vomit, or any accident involving body fluids (even if gloves are worn)
- after using the bathroom, helping a child with toileting, or diapering
- after playground time
- after handling a pet or any animal

Children should wash their hands:

- when they arrive at preschool each day
- before they prepare, serve, and eat food
- after they have used the toilet or had a toileting accident
- after they have vomited or had an accident involving body fluids
- after they have had contact with another sick child
- after blowing, wiping or picking their nose or other body parts
- after sneezing, using a tissue, drooling, sucking my thumb, etc.
- after playing outside

Tissues should always be available in the classroom or on the playground for staff and children to use. Children will be instructed in proper health and safety procedures. Children should not share items such as hairbrushes, combs, hats, or hair clips.

Sanitation Procedures

HPCA Preschool staff members are trained in proper methods of disinfecting toys, equipment, and work surfaces. Disinfectants used are registered by the US Environmental Protection Agency

for use as a disinfectant in medical facilities and hospitals.

Preschool staff members also exercise Universal Precautions for handling body fluids as prescribed by the Occupational Safety and Health Administration. Such precautions include the use of protective barriers such as gloves for diapering, cleaning up toileting accidents, cleaning up vomit, or treating minor cuts or abrasions.

Grievance Procedures

Any questions or concerns regarding these policies should be addressed to the Preschool Administrator. Every effort will be made to accommodate your concerns when possible or provide an explanation for the policy in question.

Off-Campus Activities and HPCA Staff Involvement

Employees of HPCA are often asked by parents to assist with activities that are off-campus and not sponsored by the school such as babysitting, tutoring, private lessons, chauffeuring, etc. The Academy will not be responsible for the actions of school employees occurring off-campus at activities/events that are not sponsored by the school.

OTHER ITEMS

Parent Conduct

The administration, faculty and staff will strive to maintain an atmosphere and guidelines for the students that will promote positive behavior. It is imperative that parents cooperate and reinforce classroom guidelines. Following are some suggestions:

1. Pray daily for the teachers, administrators, staff and the students
2. Be positive. Look for the good.
3. Be encouraging. Build one another up.
4. Do not gossip. Know the facts and support them.
5. If you do not understand something, ask the right people. Do not assume.
6. Be positive about the school in front of the students; never be negative. The seeds you sow will determine the type plant that grows.
7. Be a team player.
8. Remember your suggestions are important – let us hear from you.

If a parent fails to comply with the established academy policies, refuses to submit to administrative directives, or becomes disruptive to the Academy environment, the student's privilege of attending High Point Christian Academy will be forfeited.

Volunteer Policy 2026-2027

- **Purpose:** This policy sets the expectation for a volunteer as a role model for students. A volunteer is a person who serves in a position of trust, leadership and has regular contact with High Point Christian Academy students and parents (ex. classroom helpers, chaperones, library workers, etc.)
- **Background:** Recognizing the importance of volunteers to our school and in order to ensure the safety and security of our students, the school will review volunteers.
- **Policy:** The volunteer will manifest by daily example the highest Christian virtue. Therefore, the volunteer is expected to be a role model in judgment, dignity, respect and Christian living.
- **Background Check**: required for all volunteers who accompany students on off-campus field trips. The cost is $15.00 and is to be paid for by the volunteer. A signed release will be required prior to HPCA conducting a background check. **Background checks are valid for 3 years; however, the Volunteer Information Form must be completed annually.**
- *All volunteers must complete the Volunteer Information Form at the beginning of each school year.*

	Visitors	Procedure
	● Family members/former students/ministers who are visiting with students during lunch.	Check in at the Front Desk and receive a visitor's tag.

	Volunteer Capacity	Required Items
Level One	● Assisting teachers in clerical situations. ● Assisting teachers with class parties. ● Assisting students in the classroom with teacher supervision. ● These volunteers are never to be alone with a student	1. Volunteer Information Form 2. Copy of Child Abuse and Reporting Policy (page 3)
Level Two	● Chaperoning/supervising students on off-campus field trips.	1. Volunteer Information Form 2. Background Check 3. Copy of Child Abuse and Reporting Policy (page 3)
Level Three	● Transporting students by school bus or personal vehicle.	1. Volunteer Information Form 2. Background Check 3. Volunteer Driver Application is required if using personal vehicles to transport students. 4. Copy of Child Abuse and Reporting Policy (page 3)

Parent Commitment

1. We have read and understand the school's statement of philosophy, and we are in agreement with the purpose and philosophy of High Point Christian Academy.
2. We, as parents, accept the challenge to train our children according to Biblical standards, and we do state that this training will be carried out in the home. We place our trust in HPCA to extend that training more completely.
3. We do hereby state that we have made a thorough investigation of the school's program, curriculum, discipline, dress code, etc. and we agree to make them our full-hearted choice for the coming school year.
4. We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the academic standards of this school by providing a place at home for our child/youth to study, and to give our child/youth encouragement in the completion of homework assignments.

5. We will faithfully support the school through our prayers and a positive attitude and in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of using the school's chain of command. (ex. Teacher-Director-Head of School-School Board)
6. We understand that the standards of HPCA do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
7. We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline set forth in the Scriptures. We further agree that we will cooperate and discipline our child/youth in the home as needed.
8. We pledge that if, for any reason, our child/youth does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child/youth.
9. We understand that assessments will be made to cover damages to the school, including breakage of windows, book damage, and the abuse of other personal property.
10. We will support the school by involvement in Parent-Teacher-Fellowships, Open Houses, parent-teacher conferences, work days and other school-sponsored meetings and activities.
11. We give permission for our child/youth to take part in all school activities, including sports and school-sponsored trips away from school grounds. Parents will be notified in advance when students will leave the school grounds. We also understand that buses, vans, and parent's vehicles will be used for transportation.
12. We understand and will fulfill our financial commitment to pay for the educational services the school is providing for our child/youth as outlined in the Student Handbook.
13. We understand that the academy reserves the right to change a policy at any time without notice

We, as parents of the student, do sincerely give our pledge to the above items. We understand that failure of the parents or child/youth to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligations will forfeit the student's privilege of attending High Point Christian Academy.

Community Relations

Use of and Creation of Social Media Networks

HPCA has official social media accounts that are managed by school officials. Public social media accounts are not to be created using the school's name, logos, or images of the school or school officials, unless written permission has been granted by the Advancement Director.

Fundraising/Sponsorships

All solicitations must receive written approval by the Advancement Director before businesses and/or individuals are approached for donations (financial or in-kind). On-campus solicitation of non-HPCA sanctioned events/causes are not allowed.

Branding Policy

Students and parents are not permitted to create, re-create, or revise the HPCA school logo. The use of the school logo is not allowed for personal sales, personal gain/benefit, or misrepresentation of the school. If a parent/student would like to use the school logo for public use, prior written permission must be given by the Advancement Director. To review the complete Branding Policy, please contact the Advancement Director.