

Train a child in the way
they should go and
when they are old they
will not depart from it.

~Proverbs 22:6



Hillspring Church Preschool
1153 Gage Blvd.
Richland, WA 99352
(509)627-1109 x 209



Spr@uts

The logo for 'Spr@uts' is rendered in a light green, rounded, sans-serif font. The letter 'a' is replaced by an '@' symbol. The 'o' in 'outs' is replaced by a stylized pea pod containing five green peas, each with a small black dot for an eye. A small red heart is positioned at the bottom of the 'o'.

Welcome to Sprouts!

Thank you for your interest in Hillspring Sprouts Preschool!

Our preschool children are a top priority. The ultimate goal of our well trained, loving, and dedicated staff is to provide a happy, safe, Christian environment for every child. We see children as a gift from God, each with his or her own special gifts and talents.

We wish you a year full of God's blessings. Your child's growth is our passion! We're looking forward to sharing, learning, and growing together with you and your child in the coming year!

Please take the time to read all the enclosed information carefully.

If you have any questions, please contact the Sprouts office at (509) 627-1109 x209, or email us at sprouts@hillspringtc.org

About Sprouts

Sprouts is designed to be rich in opportunity yet flexible enough to meet the needs of the individual child.

As children mature and advance, they are drawn increasingly into activities that will lead to reading (letters, sounds, and zoophonics), writing (drawing, easel painting, coloring), and mathematics (numbers, counting, sorting, grouping comparisons, etc.)

Children leave Sprouts preschool thoroughly prepared for the academic expectations of Kindergarten. We offer many activities in art, music, science, literature, dramatic play and cooking/baking, which allow for an endless amount of learning opportunities.

At Sprouts, Children are introduced to the Love of God through our Christian based curriculum and weekly age appropriate Bible stories and songs.

Vision, Mission	1
Values	2
The Program, Classes & Tuition	3
Financial Information	4
Payment Options	5
Medical Policy	6
Parent Visitation, School Closures & Delays	7
Arrivals, Departures	8
Attire, Field Trips	9
Toilet Training	10
Discipline, Classroom changes, grievances	11
Terms of Dismissal	12
Meet the Staff	

Mission & Vision

Our Vision

Our vision is to inspire faith, friendship, and fundamentals to our children. We seek to love and appreciate children for who they are as unique people of God. Our goal is to encourage a love of learning by generating independent thinking, problem solving, creativity, and positive social interaction.

Our Mission

We are a community of hope. That means that wherever we go, and whatever we do, we seek to bring Christ's transforming love and grace with us.

Our Staff

Our staff strives to meet the needs of the "whole" child, physically, emotionally, intellectually, and socially. Their goal is to establish positive attitudes about learning that will set a pace for a lifetime of joyful learning.

Our staff strives to keep in close communication with each child's family so they can work together as a team to best meet the needs of both the children and their parents!

Values

Community: Celebrating the joy that can be found only through nurturing authentic relationships

Transparency: Striving for integrity, openness, and caring as we relate to one another

Discovery: Continuing to discover our part of God's story, resulting in a growing discipleship for children, youth, adults, and families

Inspiration: God's Word inspires us to engage the culture and change the world

Equipping: Serving from the heart by discovering, developing, and using our spiritual gifts, talents, resources, and passions

Missional: Joining God's work in the world

God's Creation: Striving to preserve, restore, experience, and celebrate the beauty of God's creation

Stewardship: Holding sacred our responsibility for all that God has entrusted to us

Spiritual Disciplines: Practicing the classic spiritual disciplines of Prayer, Tithing, Worship, Fasting, Bible study, Holy Communion, Healthy Living, Celebration and Christian Community

The program

Hillspring Sprouts Preschool is committed to orienting young children to the world around them. This includes exploration of family, school, church, and the outside environment and how they as individuals relate to their environment. We seek to nurture children, to allow them to learn at their own developmental pace, and to encourage creativity, individuality, and cooperation.

Financial information

Registration Fee

A nonrefundable \$125.00 registration fee is required when registering your child.

Payment Procedures

Tuition is due on the first day of every month. A late fee of \$20 will be applied to any account five days past due. There will be a \$25 service fee for each returned check.

Families who have two or more children enrolled will receive a 10% discount. Tuition paid in full receives a five (5%) percent discount.

Withdrawal from Preschool

We request a two week written notice prior to your child withdrawing from school.

Family Vacations

We operate on a monthly payment schedule. Teachers' salaries are structured on that basis. No refunds or reimbursements will be made for vacations taken.

Scholarships

Partial scholarships are available. Please contact the Preschool Director.

Payment options

Check

We would appreciate a check rather than cash. If paying by check, please write your child's name on the check. You may also pay online (instructions below.)

Online Payment Instructions:

1. You will receive a welcome email from our Pre-School platform called **Procure**.
2. Tuition payments can be made online through the Procure app or browser.
3. You will receive an invoice on the 10th of each month.
4. A late fee is assessed after five days.

Medical policy

The State and Administrative Codes require children admitted to preschool to have complete immunization records and a yearly check-up by your family doctor. This information must be on file upon enrollment and periodically updated. It is vital that you give your teacher any information regarding your child's health. If he/she has allergies, food sensitivities, or special needs, it is imperative that the teacher be notified immediately.

Please keep all emergency and health information current.

Please keep your child at home if he/she has any of the following symptoms:

- Temperature over 100 degrees
- Unusual, unexplained rash
- Excessively runny nose or discharge from eyes
- Constant coughing or difficulty of breathing
- Vomiting
- Diarrhea
- Head lice

Your child must be symptom and fever free without medication for 24 hours before returning to preschool. If your child has a contagious illness, notify the school so we can alert other parents to watch for similar symptoms. Please notify the teacher if your child will be absent for more than two consecutive sessions. If your child becomes ill at preschool, the parent/caregiver will be notified.

Parent visitation

We welcome parental visitation at Sprouts Preschool! Parents are welcome to visit their child's class and other areas of the school at anytime. Visits should be made after the first four weeks of school in order to give each child a chance to adjust to the preschool experience. We ask parents to make an appointment with the teacher to minimize the likelihood of visiting at an inappropriate time (transitions, outdoor play time). Sprouts Preschool asks that the parent obtain childcare for siblings and understand that this is not a time for parent-teacher conferences.

Closures & delays

In the event of inclement weather Sprouts classes may be cancelled or delayed. We will make that call as soon as possible via, email, Facebook and Instagram. You may also be notified by your child's teacher via class dojo or email, or by pre-arranged communication method.

Delays:

In the event of a delay:

- 3-Year old classes will run from 11:00 AM-12:30 PM.
- AM Pre-K classes will start @ 11:00 AM-1:00 PM.

Closures:

In the event of closure due to weather Sprouts will make up one day for every four instructional days missed. Because weather related closures are beyond our control there are no refunds during the months we have snow days.

Arrivals & departures

Classrooms will be opened at 9 am. Children worry if their designated person is not there to pick them up at the end of the day. For the benefit of everyone, please have your child at school on time, or let the teacher know if you will be late. Children can feel uncomfortable walking into a class that has already started. It can also be a disruption to the present class. Promptness for pick up is also important and appreciated, as children become apprehensive if they have been left or forgotten.

Your child will be checked in and out of each day. This will be done through your Procure mobile app or through paper if not available.

For your child's protection, we will not release any child to anyone other than the parent, or someone who has been authorized in writing to pick up your child. Please give written documentation to both the teacher and the preschool director. If you have arranged a car pool, please send a list of drivers involved. If someone else on occasion needs to pick up your child, inform the teacher with a written note. Please make sure that this person has valid identification with them.

Proper preschool attire

Please send your child to school in clothing appropriate for their preschool setting. As the weather begins to change, make sure they have proper attire for the cold and the heat. Shoes should be close-toed shoes or sandals with buckles. Please no dress up shoes, or flip-flops as this gets hazardous while running around outside and on the play area. All jackets and sweaters should be labeled with your child's name.

Field trips

Field trips are an important part of our program. Due to continually rising liability insurance, staff cannot transport children to field trips. Each family will be responsible for getting their child to the designated location. Ample notice will be given so that arrangements may be made. Parents can arrange carpools. Parents may choose not to have their child participate in a field trip experience. Field trips require written permission and proper dress.

Toilet training

Your child must be completely potty trained by the first day of preschool.

We do not have the facilities or supplies required to change children in the classrooms.

For Sprouts Preschool purposes, completely potty trained means:

- No diapers or pull-ups
- Child must be able to express their bathroom needs to the teachers.
- Child must be able to attend to all bathroom needs: wiping, washing hands, etc. (teachers may help with difficult buttons or zippers if need be)
- If your child has 3 accidents they will be considered not potty trained. The student will then be dismissed from the preschool and you will have the following options:
 1. Your child will be withdrawn and you can continue to pay tuition to hold your child's spot until they are completely potty trained.
 2. You may put your child on the waiting list and after you are confident potty training has been complete you may contact the director to see if spot is still available.

Discipline

At Sprouts we respect your children. Therefore, the development of their self-esteem and building of their problem solving skills are our top priority. Using guidance and positive direction, the teachers help children understand the limits of appropriate behavior and are given redirection when necessary. A short time-out will be given when the behavior is extremely disruptive or if the child is endangering himself/herself or other children. Our ultimate goal is to help children become successful socially and rely on peaceful means of resolving their conflicts.

Classroom changes

If at any point the Sprouts Director and Teacher feel a particular class is not a good fit , the child may be moved to another class. Parents will be notified ahead of time.

Parent grievances

Parents are encouraged to speak with teachers about any concerns they may have. The teachers and director have the responsibility to hear the concerns and communicate with families in order to come to a mutual understanding. Suggestions or complaints regarding any part of the school should be first directed to the lead teacher and if the conflict is not resolved, then contact the preschool director.

Terms of dismissal

A child may be dismissed from the preschool for any of the following reasons at ANY time during the school year. At that time there will be communication between the parent, teacher and director of Sprouts.

Terms of dismissal include:

- Continued class disturbance and misbehavior , or an inability to adjust to a group situation.
- Causing bodily harm to himself/herself, other children, or staff.
- Failure to meet potty training requirements.

Notes

Notes





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