



## Parent Handbook

*Revised August 2022*

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*The Hill Preschool*  
337 North Carolina Avenue, SE  
Washington DC 20003  
202-543-5372  
[www.thehillpreschool.org](http://www.thehillpreschool.org)

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### *Program Hours*

The Hill Preschool will be open from 8am to 5pm Monday – Friday unless closure is indicated in the approved and published calendar or an emergency closure has been announced.

### *Confidentiality*

The Hill Preschool takes the confidentiality of student information seriously. We follow FERPA (Family Education Rights and Privacy Act) guidelines regarding the dissemination of children's school records. Any record bearing identifying information for a child is maintained in locked rooms or cabinets, accessible only to necessary HPS staff and licensing personnel.

### *Mission Statement*

The Hill Preschool is a non-profit corporation that provides high quality education and nurturing care for young children. The Hill Preschool also provides parent support to facilitate the growth of healthy families.

### *Licensing*

The Hill Preschool is licensed as a Child Development Center by the government of the District of Columbia, Office of the State Superintendent of Education (OSSE). This license is renewed through inspection each year.

*Please visit [thehillpreschool.org](http://thehillpreschool.org) for the most up-to-date Parent Manual and general information related to The Hill Preschool.*

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## Welcome

Welcome to The Hill Preschool (HPS). We are pleased that you have chosen The Hill Preschool as your child's first school experience! Your choice demonstrates a commitment to the mission and philosophy of the school.

The school administration, HPS Board of Directors and teaching staff look forward to working with you to assist with the social, emotional, cognitive and physical development of your child in a safe and nurturing environment.

The policies and procedures outlined in this parent manual (the Parent Manual) exist to facilitate a mutual working relationship between home and school in the best interest of the child. The policies and procedures outline the process, expectations and responsibilities of all who are involved.

***The administration and HPS Board of Directors reserve the right to amend any and all policies and procedures at any time. The administration and HPS Board of Directors also reserve the right to rule on any issue or event that may not be covered in this Parent Manual.***

## Nondiscrimination Policy

The Hill Preschool (HPS) complies with all applicable laws and regulations concerning equal opportunity and nondiscrimination. It therefore operates all aspects of its program without regard to race, color, religion, sex, national origin or sexual orientation.

## *Section One: School Philosophy and Governance*

### *Organization*

HPS is a private, non-profit, preschool operated by The Hill Preschool, Incorporated. HPS is governed by an elected Board of Directors: President, Vice-President, Treasurer, Secretary, parent representatives, and alumni and community representatives. One HPS staff member may attend each Board meeting and the Director is a continuing member of the Board.

The monthly Board of Directors meetings are open to all parents and staff of HPS. The Board makes long-term development and policy decisions, fundraises to support scholarship and development opportunities, assures business management of the school, and supports the Director as needed throughout the year. The daily programs and operations of HPS are carried out by the Director, who is hired by and reports to the Board. The Director hires and manages the professional staff.

### *History and Philosophy*

The Hill Preschool is a non-profit corporation that provides high quality early education and nurturing care for young children, two through five years of age. The Hill Preschool also provides parent support to facilitate the growth of healthy families.

HPS began as a playgroup in one parent's basement and continued to expand as its reputation spread. It was incorporated in 1972 and is fully licensed by the District of Columbia's Office of the State Superintendent of Education (OSSE).

HPS seeks to make a child's first educational experience a positive one that provides a solid foundation for a life of learning and personal growth, and creativity. Young children learn most effectively through their experiences, and HPS teachers offer a curriculum rich in learning opportunities designed to stimulate, challenge and enrich the young child.

Attention is given to all developmental areas: emotional, social, language, physical and cognitive. Since language is critical to every area of young children's development, the teachers model communication techniques during all parts of the day. This facilitates the development of vocabulary as well as skills for self-expression, problem-solving and conflict resolution. While the program has established goals for the children, it is flexible enough to meet the needs of each child as he/she develops.

The classroom teachers are chosen for their education and experience as well as for their patience, empathy, nurturing qualities and creativity. Each of the lead teachers possesses a

Bachelor's degree in Early Childhood Education or a related field with a minimum of 24 Early Childhood Education credits, or an Associate's degree in Early Childhood Education. The assistant teachers all have or are working toward their Child Development Associate's Credential. The Administrators hold Bachelor's degrees or advanced degrees in education or a related field with a minimum of 24 Early Childhood Education credits. There are seven classrooms that accommodate children ages two through five years old: Caterpillars (2), Bumblebees (1), Butterflies (2), and Grasshoppers (2).

### Conduct Among Community Members

As members of the HPS community, adult stakeholders at the school should strive to provide the children with a model of civil, kind, and respectful behavior. Interactions between adults should support a caring and safe environment for everyone.

Given that differences in opinions can arise, it is important that adults are aware of the behavior children observe when there is the potential for conflict. Children can learn a great deal by seeing adults approach and solve differences in a positive way.

Regardless of the problem, we expect community members to approach differences in opinion with an open mind and with respect for the other person and program policies. Language or behavior that is disrespectful, discriminatory, maligning or abusive to others, including children is never acceptable at the school.

No teacher or staff member shall be subject to harassment or inappropriate behavior by a parent, or other responsible adult. Inappropriate behavior includes repeated badgering as well as verbal abuse. Verbal abuse includes abusive language, raised voice, insults, profanity, threats, and upbraiding. The integrity of the supervision and teaching time of children is the School's paramount concern and priority. In order to maintain that integrity, discussions with teachers of parental concerns should be scheduled outside of the regular classroom schedule.

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## *Section Two: Program Model and Structure*

As noted, HPS has seven classrooms in which children are divided according to their age. Spaces occasionally become available in classrooms during the school year. There is a possibility that some children will be transitioned to another class when this happens. When and if this transition occurs, The Hill Preschool will notify the parents to assist with a smooth transition for their child. Families of children with special needs should contact the Director to discuss program capabilities.

### Program Model

The philosophy of HPS is based primarily on Piaget's theory of preoperational development. During this stage children begin to notice properties in the objects that they explore and discover. The classrooms are designed to challenge the children's cognitive development (making sense of the world around them through play and verbal interactions among peers and teachers). You will also find an atmosphere in which children feel safe and that their basic needs are being met. This is in keeping with the theories of Maslow.

The philosophy of HPS is accomplished through a play-based curriculum and child-centered learning opportunities. The teachers serve as facilitators in the classroom environment. In this role, they encourage positive social interactions, stimulate language development and provide a variety of learning opportunities. Children's individual interests are closely observed and encouraged so that each child experiences success and challenge. Creative expression is highly valued in all areas of the curriculum. We emphasize the visual and performing arts through singing, dancing and creating art. Children attend many arts and performing arts events that are offered by the Smithsonian.

All classroom teachers emphasize children's language development. You will hear teachers asking open-ended questions and modeling language which enables children to verbalize a variety of solutions when

problem solving. Teachers also model language to express thoughts and feelings in an acceptable way. Circle time, story time and facilitated games and activities are opportunities during which children are encouraged to express their thoughts and opinions. There are times throughout the day when children will meet as a group, both in large and small groups. An example of a large group would be circle and music/movement time. Small groups allow for more individualized attention.

The *Creative Curriculum* is used as a very resourceful tool for implementation and support for planning activities that focus on all developmental needs of the child, while continuing to allow the child to have choices and extend their growing creativity.

## Program Structure

### Caterpillar Classrooms

Children must be two in order to attend The Hill Preschool program and Caterpillars are our youngest class. The teacher/child ratio is one to four.

The core of the Caterpillar curriculum is based on building trust, understanding relationships and learning to be part of groups. Teachers model for children an effective way for expressing their feelings, wishes, needs and wants. Since children find comfort in understanding and knowing an environment's routines, teachers work with children to recognize the classroom expectations, organization and daily structure. Teachers also promote children's ability to make decisions independently and problem solve. Teachers strive to create a safe and supportive environment that allows the children to develop a strong sense of self and self-confidence.

Expect your child to engage in all of the following activities: playing with toys, dabbling in art, imitating and pretending, enjoying stories and books, tasting and preparing food, exploring sand and water, having fun with music and movement and going outdoors.

Children are not expected to be potty trained. However, they are given the opportunity on a daily basis to use the potty and become familiar with the potty-training process.

### Bumblebees, Butterflies and Grasshoppers

Bumblebees and Butterflies are our middle classrooms.

Our Butterfly students typically have turned three years old before entering the classroom or turn three years old early in the school year. Our Bumblebees are typically a minimum of two years and six months old at the start of the school year.

Grasshoppers are our oldest classrooms. Grasshoppers typically are four or five years old, but sometimes still three years old when starting the school year. We are licensed to serve children through their five-year-old year (through their sixth birthday).

Grasshoppers must be fully potty trained.

The Bumblebee, Butterfly and Grasshopper curriculum builds on the framework established in the Caterpillar classroom. The focus is on a print and content-rich environment that stimulates enhancement of language, critical thinking and leadership skills. There is a strong emphasis on interest areas with teachers providing the children with a multi-sensory approach to learning – the topics are incorporated into all parts of the classroom and daily schedule. Walking into the classroom, children can be observed engaging in independent activities that occur in various areas, such as housekeeping and dramatic play. The blocks area and the sensory table (sand, water, etc.) allow the children to develop their spatial orientation and fine motor skills, as well as explore different textures and temperatures of different materials. The music and library areas allow the children to explore words, music and stories and develop discussions as well as dance and make music that express their own creativity.

The teachers in these Classrooms are aware of the skills needed for children to be successful in educational programs leading up to Kindergarten. They focus on these needs throughout the daily activities. An example would be children being made aware of the alphabet through games. A teacher may ask “I wonder who has a “J” in their name.”

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## *Section Three: Location, Hours of Operation, Application Process, Tuition & Fees*

### *Location and Hours of Operation*

The Hill Preschool is housed in the Washington City Church of the Brethren at 4<sup>th</sup> Street and North Carolina Avenue, SE, a few blocks from the United States Capitol. The school has no religious ties to the church and no religious affiliation.

Please note, the 4th Street door should not be accessed by The Hill Preschool at any point throughout the day. It is only used by The Hill Preschool in case of an emergency.

The entrance to The Hill Preschool is through the glass doors on the North Carolina Avenue side of the building. The building is secured by keyed and keycard access. Office staff can be reached via the intercom to the right of the main doors to gain entrance to the building.

The Caterpillar classrooms are located on the first floor of the church building. The Bumblebee, Butterfly and Grasshopper classrooms are located on the second floor. The Administration (Director, Assistant and Business Manager) office is also located on the second floor.

There is a key code entry system at the door to the Caterpillar classroom and at the door to the second-floor hallway where the Bumblebee, Butterfly and Grasshopper classrooms are located.

The Hill Preschool students use parks in the neighborhood, including Marion Park (4<sup>th</sup> and E Street, SE) and Garfield Park (2<sup>nd</sup> and F Street, SE).

The Hill Preschool is open year-round, Monday through Friday, from 8:00 a.m. until 5:00 p.m. The school offers part-time as well as full-time enrollment. Minimum enrollment is two half-days (T/TH) per week.

*Transportation is not provided.*



The Hill Preschool operates a year-round program for the Caterpillar, Bumblebee, and Butterfly classes. The Grasshopper class operates until mid-June and begins a Summer Camp Program from the end of the DCPS school year until the second or third Friday in August. The school year is considered to be from the first Tuesday after Labor Day in September through the end of the second or third week of August. Children returning for a consecutive school year are given preference but are not automatically enrolled. Each current family desiring admission must re-apply. Information about the Grasshopper Summer Camp Program is generally distributed to parents in January.

## Admission Eligibility and Procedures for Enrollment

To be admitted into the program, children must be two years of age in the year they will enter the school. The school year begins the day (Tuesday) after Labor Day. Families with children who turn two slightly after September 1 and are interested in enrolling their children for the current school year are required to sign the school contract agreement and begin paying the tuition charged even if their child begins in the program on a delay.

Both custodial parents are required to sign the enrollment contract. The enrollment contract will not be accepted without both custodial parent/guardian signatures.

Full time children are given priority for future years' enrollment. In-house applications for the next academic year are typically due by the first Friday of February each year. Enrollment preference is given in descending order to: current students, siblings of current students, and alumni families.

*All information must be submitted and is confidentially maintained. Children's information is not released without written parental permission.*

Information on vacancies and applications for enrollment can be obtained by emailing the HPS office at [danielle.lacroix@thehillpreschool.org](mailto:danielle.lacroix@thehillpreschool.org) or via the HPS website at [thehillpreschool.org](http://thehillpreschool.org).

*Enrollment options are as follows:*

1. Two Mornings (8:00 a.m.-1:00 p.m.) Tuesday and Thursday
2. Three Mornings (8:00 a.m.-1:00 p.m.) Monday, Wednesday and Friday
3. Five Mornings (8:00 a.m.-1:00 p.m.) Monday through Friday
4. Two Mornings + nap (8:00 a.m.-3:00 p.m.) Tuesday and Thursday
5. Three Mornings + nap (8:00 a.m.-3:00 pm) Monday, Wednesday and Friday
6. Five Mornings + nap (8:00 a.m.-3:00 p.m.) Monday through Friday
7. Two Full Days (8:00 a.m.-5:00 p.m.) Tuesday and Thursday
8. Three Full Days (8:00 a.m.-5:00 p.m.) Monday, Wednesday and Friday
9. Five Full Days (8:00 a.m.-5:00 p.m.) Monday through Friday

## Tuition and Fees

- Contracts are offered for a full school year, with tuition due on a monthly basis.
- Part-time families may purchase "extra-time" on an as-needed basis to increase the hours of enrollment when space is available.

- Parents will be charged the extra time fee if they pick up their child later than the original paid schedule. Please arrive five minutes early to avoid late charges.

#### Tuition Payment

Tuition is annualized, monthly invoices are sent to be paid electronically. Holidays, inclement weather closures, emergency closures, and family vacations are not cause for credit or make-up days. Incoming families are required to pay both the security deposit and the first month's tuition at the time of signing the yearly contract in order to secure enrollment for their child(ren) for the upcoming academic year. Since children are not eligible to begin until the age of two, families desiring to start their child when he or she turns two during the present school year must sign a contract agreement and pay tuition for the time prior to their child's start in order to hold the space.

#### Enrollment Fees

Application Fee: A non-refundable \$100

Security Deposit: A security deposit, along with payment of first month's tuition is required at the time of signing the yearly contract. The security deposit is not used as the child's last month's tuition payment but is refunded at the conclusion of a child's enrollment, assuming all other financial and contractual obligations have been met. If a family's plans change after signing a contract for the upcoming school year, but before the school year begins, including but not limited to withdrawing their child(ren) before the start of the school year, the security deposit and one month's tuition will be forfeited. If significant schedule changes are made, e.g. additional days, the security deposit will be increased to reflect the new schedule.

#### Late Payment Fees

A late fee of \$15 will be assessed for tuition payments received after the 10<sup>th</sup> of the month. The fee will increase to \$30 for payments received after the 19<sup>th</sup> of the month and to \$45 for payments received after the 30<sup>th</sup> of the month.

If a family is more than two months behind on tuition payments, or if a family has failed to pay tuition on time for a second time during the school year, the following rules will apply:

- In the second month of any delinquency, prior to the monthly Board meeting, the family will be notified that there is a pending dismissal action.
- The family will have the opportunity to petition the Board, present mitigating circumstances and a written payment plan to cure the delinquency, prior to the monthly Board meeting.
- The Board will consider the above, in addition to the family's payment history, and determine whether or not to enter into a payment plan.
- If a payment plan is approved, it will be strictly enforced. If the payment plan is not approved, and the delinquency is not cured by the end of the month, the delinquent amount, the current month's tuition and all applicable late charges must be paid in full by the 10th of the following month to avoid dismissal.
- If HPS does not receive the full amount by that date, or if the payment plan is not adhered to by the family, the child will be required to withdraw immediately, and collection proceedings will begin. The child's space will not be held pending payment. Re-admission will be subject to space availability and Board review.

#### Late Pick Up Fee:

A late pick-up fee of \$20 will be assessed for the first 15 minutes and \$2.00 per minute thereafter. The timeline is:

- After 1:00 p.m. for the morning session;
- After 3:00 p.m. for the nap session; and
- After 5:00 p.m. for the full day session

#### Returned Check Fee

A \$35 returned check fee will be assessed for all checks returned to HPS for non-payment. Please expect this charge to appear on the next month's bill.

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## Section Four: Communications and Events

### Communications

#### Classroom Communications

The monthly classroom curriculum calendar serves as a regular form of communication between the classroom teachers and the parents. The teachers prepare a classroom calendar listing weekly activities, and field trips, and special requests for class participation (i.e., wear green on "Green Day" during a week on color).

Teachers maintain *Shutterfly Sharesite* pages for each classroom. Photos, updates, weekly summaries, and sign-ups will be included on these pages. Families are encouraged to review their child's photos to see interactions and engagement in their classroom.

HPS values the diversity of its community and places great importance on a curriculum reflecting our community. Throughout the year, the teachers plan activities incorporating a variety of cultural traditions. Families are encouraged to communicate their own customs and traditions and to share them with the classroom. This can be done in a variety of ways, such as donating a book or materials for the classroom and/ or presenting an activity to the children.

While the calendar serves as the central means of informing parents about field trip plans and other special events, it is also an important tool for helping parents share their child's experiences at HPS. By referring to the calendar, parents can talk with their child about upcoming activities and have a basis for asking questions about each day's events.

Children will return to families with a daily sheet including the day's activities, eating habits, bathroom/diaper information, and any notes from teachers to home.

Teachers and parents may also connect via phone call, ideally scheduled in advance. The best time for telephone calls is between 1:15 p.m. and 3:00 p.m. Parents are encouraged to discuss any questions regarding the calendar and daily activities with the teachers directly.

### Regular Reminders and Updates

Information about school happenings and reminders about important dates and events are shared with families on a regular basis via email. Since this is one of the primary means of communication between home and school, it is important to review all of the information carefully. Forms and notices requiring responses are often included and a prompt reply is important to the school's efficient operation.

### Alert Now System

Keeping parents informed is a top priority at The Hill Preschool. HPS has adopted the *ALERTNOW* Notification Service which will allow us to send a telephone or email message to you providing important information about school events or emergencies. *ALERTNOW* will be used to notify you of school delays or cancellations due to inclement weather or other emergency situation.

### Parent/Teacher Conferences

Parent-teacher conferences take place twice a year, in Fall and Spring. Teachers will share sign-up schedules via Shutterfly Sharesite and email. Please respond promptly so that a time is scheduled for you to meet with your child's teacher. Conferences can also be requested at any time during the school year by parents or staff.

### Grievances

Any parent with concerns about the program or issues related to his/her child should contact the Director directly. If issues and/or concerns cannot be resolved with the Director, the parent may request a meeting with HPS Board of Directors.

## Events

### Parent Orientation

Prior to the start of the school year, an orientation meeting is held for new parents; however, all parents are encouraged to attend. The orientation allows families to meet the teachers and administration of the school. The Director will review the HPS daily routine and answer any questions that parents might have concerning the start of the new school year. Parents can also take this opportunity to drop off their child's supplies. Doing so allows parents to have "free" hands for their children on the first day of school.

### Parent Night

This event takes place after the opening of the new school year, but before the end of October. The entire HPS staff and the HPS Board of Directors are introduced and general information concerning HPS and our Board is discussed. Parents will have the opportunity to visit their children's classrooms where the teachers will review their daily routines and yearly goals and objectives.

### Fundraising

Although tuition and fees remain the major source of funding for HPS, fundraising events are also necessary to support HPS financially and to raise the funds to support the HPS Scholarship annually. Funds may also cover expenses for replacement of furniture and equipment, and fund capital improvements of the facility.

The school has a number of fundraising opportunities during the year, and most parents find these opportunities easy and rewarding ways to participate in their children's preschool.

#### *Annual Giving Drive*

The Annual Giving Drive is the major fundraising event and occurs from January through approximately April. For the past nine years, the goal has been an average tax-deductible donation of \$500 per family.

#### *Product Sales*

HPS may also organize a variety of sales-based fundraising projects.

#### *Affinity Programs*

One of the easiest ways for parents to take part in fundraising is to register and participate with the various affinity programs HPS has established with Harris Teeter, and also programs established with Amazon, Mabel's Labels and other similar programs, which may vary each year.

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## *Section Five - General Information, Daily Schedule, and Policies*

#### *Annual Calendar*

In advance of each schoolyear, the Director and Board will prepare and distribute an annual calendar listing school closings and notable events. Dates are subject to change at any time, but families will be notified immediately. Holiday closures are typically based on the DCPS calendar.

#### *Contacting Teachers and Office Staff*

Parents should contact administrators directly regarding illness or absence at [danielle.lacroix@thehillpreschool.org](mailto:danielle.lacroix@thehillpreschool.org) and [tasha.brown@thehillpreschool.org](mailto:tasha.brown@thehillpreschool.org). Parents are asked to refrain from calling teachers during the busy part of their day (8:30-9:30 am). The best time to reach teachers is between 1:15 p.m. and 3:00 p.m. The teacher's line for the Caterpillar Class is (202) 543-5374. All other teachers use the main phone line (202) 543-5372.

HPS office is typically staffed with an HPS staff member between the hours of 8:00 a.m. – 5:00 p.m. The main office phone number is (202) 543-5372

#### *Arrival Policies*

Arrival time is between 8:00 a.m. and 9:00 a.m. daily. Children are expected to arrive to school no later than 9:00 a.m. in order to allow for sufficient time for transitioning into the classroom before the beginning of group activities. This time allows children to choose and play in centers at the beginning of each day of attendance. It is also an opportunity for the children to experience free interaction with their peers. Children who arrive as this time is ending or later can sometimes become upset since they did not have the opportunity afforded the other children.

Teachers and administrators will greet each family in front of the school for check-in. The Hill Preschool is not a "babysitting"/drop-off service and makes every attempt to provide a nurturing, educational environment. It is important to us that the children arrive during the requested arrival time.

If it is necessary for you to drop off your child outside of the designated times listed above, families should contact the school office to make arrangements in advance. Please note that drop-off cannot take place during a class's twice a day outdoor play time. The outdoor play schedule varies each day

based on weather, specially scheduled events, and community excursions but generally takes place during 10:30 a.m. and 11:45 a.m and 3:45 p.m. and 4:45 p.m.

*Please email the office if your child will be absent or late.*

#### Pick-up Procedures

Pick-up for the morning session takes place at 1:00 p.m., following lunch. Pick-up for the morning with nap option takes place at 3:00 p.m.; pick up for the full day option is between 4:45 and 5:00 p.m. When picking up children, please sign your child out with your teacher. All children are picked up from the school premises only. If you arrive prior to the children's return from the park or playground, please wait for their return to school. Children picked up after hours of licensed operation are charged for late pickup.

If it is necessary for you to pick up your child outside of the designated pick-up times listed above, families should contact the school office to make arrangements in advance. Please note that pick-up cannot take place during a class's twice a day outdoor play time. The outdoor play schedule varies each day based on weather, specially scheduled events, and community excursions but generally takes place during 10:30 a.m. and 11:45 a.m and 3:45 p.m. and 4:45 p.m.

*Only the custodial parent or authorized individuals may pick up a child unless written permission for an alternate person to pick up the child has been received by The Hill Preschool. Authorized adults are required to be 18 years old or older. Staff members will ask for identification from authorized people with whom they are unfamiliar.*

#### Withdrawal/Dismissal Policy

A child's schedule for a given school year may not be reduced at any time during the current year without authorization from the director. Families may pick their children up early or take their child out of school for vacations, etc., but they will be financially responsible each month for the amount of time they have contracted with the school.

Two months' written notice to the Director, via certified mail or e-mail at [danielle.lacroix@thehillpreschool.org](mailto:danielle.lacroix@thehillpreschool.org) is required if a family wishes to withdraw their child from the school. Per the terms of the HPS Enrollment Contract, the family is also responsible for two full months' tuition following notification of intent to withdraw. This payment will not be prorated and the student's Security Deposit is not applied to a child's last month's tuition but is forfeited to HPS.

The Hill Preschool can terminate a child's enrollment for cause, including but not limited to the following:

- The child's tuition is not kept current.
- There is no up-to-date health certificate, immunization record, and/or oral health form on file for the child.
- The child's needs, in the view of the staff, cannot be met by the program.
- The family's needs cannot be served within the scope of the school's policies or practices.
- Non-compliance with any school policies or practices; or
- Abusive or disrespectful behavior including, but not limited to, biting, forceful hitting or other aggressive behavior(s).

### *Personal Supplies*

A supply list is provided at the start of the school year and can be referenced on [thehillpreschool.org](http://thehillpreschool.org) at any time. Notable required items at school:

- Tote bag or backpack, lunchbox, and water thermos
- Children in the program after 1pm daily should have a nap mat
- Two complete sets of extra clothing in your child's bin (season appropriate including underwear, socks and mittens.)
- Diapers (disposable only) and diaper wipes (for Caterpillar, Bumblebee, and Butterfly children)
- Sunscreen
  - The application of sunscreen (during the summertime) to children each morning is the responsibility of parents. HPS staff will apply sunscreen in the afternoon before departing for outdoor play to children enrolled for the full day programs.
  - All children must bring sunscreen with them to school in the original container and it should be labeled with your child's name.
  - Please note, families are required to complete a *Medication Authorization Form* in order for teachers to apply sunscreen. This form can be found at [thehillpreschool.org](http://thehillpreschool.org).

### *Shoes*

Children must wear rubber-soled shoes, sneakers, or closed-toe sandals at all times. All footwear must fit properly and have secure Velcro fastenings or laces. Flip-flops, jellies, clogs, and Western boots are not permitted, as they are not safe for outdoor play. If raining/snowing and boots are worn, indoor shoes are to be brought separately.

### *Clothing, Bags & Nap mats*

Children should wear "wash and wear" clothing appropriate for indoor and outdoor play. To enable children to be as independent as possible, it is recommended that they wear clothing that they can adjust without assistance, such as pants that include elastic waists, large buttons, Velcro, etc.

A child's tote bag/backpack/lunch box is taken home at the end of each day with artwork and school correspondence. Nap mats will be sent home every Friday for washing. Please bring them on your child's first day of school the following week.

### *Lunch and Snacks*

The Hill Preschool provides nutritious morning and afternoon snacks. For safety reasons some foods are not permitted on school premises, such as popcorn, grapes, hot dogs, peanut butter and nuts of any kind. HPS is committed to offering children nutritious and healthy snacks with a focus on fresh fruits and vegetables and whole grains. The snack menu strives to be low in sugar and trans-fat free.

HPS does not provide lunch and children are to bring a lunch from home. The foods listed above are not to be sent to school, and a longer list of foods to avoid (per the FDA) is provided during orientation day and available at [thehillpreschool.org](http://thehillpreschool.org). If they are sent, teachers will return them in the lunch box. The school provides organic milk and water, so it is not necessary to send a beverage. Please refrain from using glass containers as they are a safety hazard to our children.

The exception to the lunch guidelines is on field trip days. When a trip is planned to include lunch, parents should send a bag lunch, beverages and disposable utensils. The classroom calendar will note

field trip days as well as all other regular specialized programming.

There is a no-candy policy at The Hill Preschool. If children receive candy on holidays, it is sent home so that parents can use their own discretion in offering it.

*A special note regarding allergies.* The Allergy Information Form completed before enrollment is the primary way parents should notify the school about any allergies, including food allergies. In addition to the form, as much information as can be provided to the Director and Teachers in direct conversation and explanation is appreciated so that appropriate steps can be taken to prevent allergy incidents.

#### Birthdays and other Celebrations

Children enjoy celebrating their birthdays and other special events at school. We encourage parents to discuss any plans for an in-class celebration with the child's teacher. Parents are encouraged to assist with parties that involve a special lunch or snack. For health and safety reasons, all foods for birthdays and other celebrations must be commercially prepared and unopened in their original packaging. Foods prepared by parents cannot be accepted and will be returned to parents.

#### Field Trips

Field trips are an integral part of The Hill Preschool program. To ensure the safety of the group, ease of identification and recognition while on a field trip, Hill Preschool t-shirts are mandatory for the children. T-shirts can be purchased in the school office for \$15.00 each.

Metro buses or Metrorail are used for some trips and parents are often asked to assist as chaperones. When field trips are planned, they will be noted on the classroom calendar and the accompanying field trip form. The time of departure will be noted on this form. Parents should make special note of these times, as the class will leave the building at the scheduled time. Occasionally, field trips are canceled because of inclement weather. If this seems likely, parents are asked to call the school after 8:30 a.m. to inquire. The field trip fees are included in the monthly tuition and does not include cost for chaperones' public transportation.

*For more detailed policies and procedures regarding field trips, please see Appendix A.*

#### Television

HPS is a television free school. We do not have the equipment on site to watch television.

#### Discipline

Positive language and behavior, redirection, negotiation and modeling are some of the preventative techniques utilized to facilitate the development of appropriate social skills and to discourage aggressive behavior. HPS does not permit any type of physical or threatening punishment. The school provides teachers with very specific guidelines on this matter.

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## Section Six: Health & Safety

The Hill Preschool is required to follow health directives from the DC Department of Health (DOH) and the DC Office of the State Superintendent of Education (OSSE) on all matters related to the health and safety of the children in our program - this is not limited to pandemic response.



*For information and procedures specific to the COVID-19 Pandemic response, please see Appendix B*

#### Vaccinations & Physicals

Before admission to the school, the District of Columbia requires that each child have an annual physical exam and that DOH required immunizations be up to date. All medical forms must be updated annually in accordance with DC licensing requirements. An updated list of forms is always available at [thehillpreschool.org](http://thehillpreschool.org).

*The Hill Preschool has adopted a COVID-19 Vaccine Policy. It is in Appendix B of this document.*

*Students will not be allowed to attend The Hill Preschool unless all medical forms are current.*

*For unvaccinated children with a vaccine exemption permitted by the DC Department of Health:*

- If there are cases (or, in some circumstances, a single case) of a vaccine-preventable disease in our community, the parent/guardian may be asked by the Director to keep the child out of school.
- If the unvaccinated child is excluded due to an outbreak of a vaccine-preventable disease, the Director will determine when the child may safely return to school. The parent/guardian must be prepared to keep the child out of school for several days up to several weeks.

#### Sick Child Procedures

HPS Standard Sick Child Policies (found below) will be strictly enforced.

Any adjustments to the Standard Sick Child Policies are at the sole discretion of The Hill Preschool. In accordance with our DC Licensing Regulations, a child exhibiting one or more of the following symptoms will be sent home and must be kept home for a full 24-hours after the symptoms subside (and absent of medication).

*Please note, some signs of illness will require clearance from a doctor to return to school. The school will notify the family if a doctor's clearance is required for return.*

*Signs of Illness Include, but are not Limited to:*

- Diarrhea, i.e., two or more runny or watery stools during the school day or any diarrhea that cannot be contained in a diaper or underwear;
- Vomiting (more than one time in 24-hours);
- Unidentified body rash;
- Sore throat (especially sore throat with fever or swollen glands); for strep throat, a child must be on medicine for a full 24 hours before returning to school;
- Eye drainage with thick mucus or pus draining from the eye;
- Pink eye, i.e., colored drainage, eye pain and/or redness of the eye;
- Significant congestion and/or runny nose;
- Significant cough;
- Fever of 100.4 or any temperature accompanied by rash, vomiting, diarrhea, earache, lethargy, irritability or confusion;
- Abnormal discoloration of skin;
- Continuous irritable crying that requires more attention than the Facility can provide without compromising the health and safety of other children; or

- Any other symptom indicative of a communicable disease.

*If a child is behaving in an unusual manner or seems ill, we will check his/her body temperature. Fevers over 100.4° require exclusion from school. If a child has a temperature below the 100.4° threshold but above 99.0° we usually alert parents so that, should the child's temperature continue to rise or other symptoms start to accompany the temperature, they will have time to prepare for an early pick up.*

*Should a child require immediate exclusion from the classroom due to illness, parents will be contacted and the child must be picked up within the hour and follow the return to school criteria.*

Additionally:

- All positive cases of Covid-19 must be reported to the HPS office. The HPS office will send out an email alerting families to any positive cases reported to the school.
- Individuals who have tested positive for Covid-19 will no longer need to complete a specific quarantine period to return to school. However, per our standard sick policy, individuals who test positive for Covid will need to meet return to school criteria. Students will also need a doctor's clearance to return to school after testing positive for Covid-19.
- Any individual cleared by their doctor to return to school after a positive Covid-19 test must wear a mask through Day 10 as calculated from their onset of symptoms.

An Asthma Action Plan and Medication Authorization Form must be on file if your child has asthma. *This is a requirement of the District of Columbia.*

The school and teachers should be aware of all allergies. If your child requires an Epi-pen, it should be labeled with prescription label and dose; at least two sets are to remain at school for emergencies. One remains in the classroom and one is in the travel kit that teachers take when the children are away from the school.

#### Medication

Parents are required to complete the standard medication authorization form issued through DC Licensing Administration in order for teachers to administer any kind of prescribed medication to a child. The medication must be labeled clearly with specific doctor's instructions. Teachers and HPS staff are not allowed to administer non-prescription medications. A copy of the form can always be found at [thehillpreschool.org](http://thehillpreschool.org).

Parents must administer the initial dose of a never-before prescribed medication at home. Parents must monitor the child for adverse reactions until after the second dose is given and only then bring the child to school.

#### Emergency Injury Procedures

Each family must complete an emergency treatment form prior to the child's first day of school. This signed form authorizes a physician to render emergency treatment to a child in the absence of a parent.

In case of a severe emergency, the following policy will be implemented:

- An ambulance will be called;
- The parent(s) will be called and provided with all information available at the time;

- The Teacher or Administrator will assess, monitor, and evaluate the situation and will serve as a liaison between the paramedic and parents regarding the child's health and medical care logistics;
- An Administrator or an authorized staff member will ride in the ambulance with the child if the parent is not available to do so;
- An incident report will be completed and, when required, filed with the Department of Health; and The Administrator will notify the Board of Directors.

In accordance with licensing regulations, all serious incident reports will be documented on the DC licensing report form. Copies will be kept in the student file both in class and at the office.

If the situation is not extreme, the parent is notified at the end of the day.

#### Emergency Notification and Disaster Response Procedures

In the event of a manmade or natural disaster that requires immediate notification of all HPS families, the HPS Director will immediately convey available information to families. Message sent will be short and will include *What, Where, When* information using the most available technology (email, phone, ALERTNOW)

It is imperative that families provide HPS with current, accurate contact information in a timely manner, to provide a list of people authorized to pick up the child in case of an emergency along with their phone numbers; and to carry with them the emergency contact information.

#### Emergency Preparedness Plan

In case a major disaster occurs during school hours, your children will be cared for at school. In the event of an emergency, the following procedure will be implemented:

- Director will assess situation based on information provided by the authorities.
- Director will convey available information. Message sent will be short and will include *What, Where, When* information using the most available technology (email, phone, ALERTNOW)
- Children and staff will shelter in place, moving to the basement space within the building if necessary.
- If it is deemed that HPS children must evacuate, alternative evacuation sites are Brent Elementary School located at 301 North Carolina Avenue SE, Washington, DC 20003 and Capitol Hill United Methodist Church at 421 Seward Square SE, Washington, DC 20003.

HPS will care for all the children until an authorized adult picks up the last child. Tune to your local radio and television stations for emergency announcements. The decision to keep children at school and which evacuation site to use will be based upon the nature of the emergency and whether or not the streets in the area are open. If there are local authorities providing instruction, those will be followed to a safe location.

#### Fire Drills

An unannounced fire drill is held each month throughout the school year. The procedures for exiting the building are posted on the wall of each classroom. Each fire drill is recorded and posted at the end of each drill.

### Child Abuse and Neglect

All Hill Preschool teachers and Staff receive annual training in the area of child abuse and neglect. If any of them suspect abuse of a child, he or she is required to report suspicions immediately. The Hill Preschool also follows the guidelines mandated by the District of Columbia and all teachers and staff have received guides outlining responsibilities and reporting of suspicions of child abuse.

### Forms

Before starting school, all children must have the following forms completed on file at The Hill Preschool. **These forms must be updated each year:**

#### Health Certificate

- DC Oral Health Form (for 3-year-olds and older)
- DC Child Receiving Care Form
- DC Emergency Medical Treatment Form
- Medication Authorization Form
- DC Travel and Activity Authorization Form
- HPS Emergency Information Form
- HPS Photographic Authorization Form
- HPS Family Profile and Developmental Checklist
- HPS Parent Manual Agreement Form
- Allergy Health Information Form
- Health and Safety Manual Agreement Form

Parents are required to let the office know of changes in addresses, phone numbers, doctor's names and addresses. An updated listing and updated forms can always be found at [thehillpreschool.org](http://thehillpreschool.org).

### Weather-Related Closures & Delays

In case of snow or other inclement weather, HPS typically follows the decision of the DC Public Schools (DCPS) or our neighborhood private schools, St. Peter School or Capitol Hill Day School. HPS reserves the right to make decisions based on the safety and needs of our student/teacher community.

*If other circumstances arise that may necessitate the closing of The Hill Preschool, the Director will make the decision as to whether HPS will close and notify families immediately.*

*Information in this handbook is subject to amendment by the Director and the Board of Directors.  
Parents will be notified of changes as they occur.*

## *Appendix A: Field Trip Information and Guidelines*

### **Planning and Preparation**

Trips are an integral part of the school's program, enabling parents and teachers to work together to enhance the learning process. The teachers put much effort into planning trips and attend to a myriad of details before the day of the event. In particular, a lot of thought is given to the maximum group size and the make-up of small groups so that children and adults can be combined optimally. As a result, the following guidelines are in place:

- The maximum group size for a field trip is the number of children normally scheduled for the day of the trip.
- Parents are asked to sign up as chaperones for field trips.
- Parents are expected to follow through on their trip commitment. If a parent cancels on short notice, it is possible that the whole trip will have to be canceled. If parents are not able to attend after signing up, they are asked to find a replacement and notify the classroom as soon as this information is available so that teachers can make arrangements.
- If a parent needs to be excused while on a trip for any reason, s/he is to notify the teachers. The teachers will re-group the children and make any other necessary modifications.
- Parents who wish their child to attend a field trip that is taking place on a day their child is not enrolled must first consult with an administrator to ensure that space is available. After receiving the school's approval, the parent must also pay any appropriate fees for the extra time involved in the trip. The parent or a caretaker must also accompany the child on the field trip to assure adult/child ratios are met.

### **Trip Safety**

It is the primary responsibility of teachers to provide for the safety of the children on field trips. To that end, they assign parents specific children to supervise while on the trip. Teachers are authorized to make changes in the makeup of groups during the trip to ensure safety. Children must stay with their designated adult at all times during the trip.

Parents are assigned specific children to supervise while on the trip and are to stay with these children at all times. To enable parents to focus on their group of children and provide for their safety, the following guidelines are in place:

- Siblings are not permitted on field trips/events, unless the trip has been designated as a family outing. If the trip has been designated as a family outing, the sibling's parent must also attend the trip, and the parent will be responsible entirely for the care and safety of any of their children on the trip.
- Parents attending trips must function as a chaperone, so that the role of all adults is consistent and clear to the children.
- The use of cell phones by parent chaperones is not permitted except in the case of an emergency.
- All children must wear a Hill Preschool t-shirt and a name tag. Parents are reminded that the office phone number is on the tag for use in an emergency.
- Children are not to be carried or put in strollers during any part of the trip.
- Children must hold hands (with adults or each other) at all times when walking outdoors. When walking to and from bus/metro stops, all groups walk together, no group gets ahead of the others. If one group needs to stop, all groups stop. If one group crosses the street and the light changes, the group waits for the others on the corner and then the group

proceeds. Additional details regarding holding hands when inside or during outside play time will be discussed during the pre-trip briefing since the specifics of each trip are different.

- Children must stay with their designated adult at all times during the trip. Teachers are authorized to make changes in groups during the trip if necessary.

### **Bus and/or Metro Trips**

- All individuals on the trip are to board the same bus or car of the train.
- Children are to be seated with adults. If adults and children are not able to be seated together, adults are to be interspersed throughout the group. If necessary adults stand so children are able to sit.
- Children are to sit on their "bottoms" – not knees please!
- Teachers will carry a cell phone for use in an emergency. All chaperons will be told who has the phone during the pre-trip briefing.

### **Emergency Procedures**

- Use a cell phone and call 911 and direct the ambulance to the location to take the child to the nearest hospital.
- Call an administrator at 202-543-5372 or the classroom 202-543-5374 if an administrator is not in office. If neither an administrator nor the classroom staff can be reached, leave a message on the office voice mail.
- An administrator or classroom staff on premises will call the parent or emergency contact person.
- An administrator or staff person arranges HPS staffing so that the administrator or staff person can go to the location and assist with the return of the group to HPS if necessary.
- At the site of the emergency, one person waits for the ambulance and directs personnel to child if care is needed.
- One person who has witnessed the incident shall accompany the child to the hospital in the ambulance. If enough adults are present to cover the group, a teacher is to go in the ambulance as well.
- Person accompanying child to hospital will call HPS office 202-543-5372 to update school on condition of child as soon as possible.

At the end of the trip, parents are to make sure that the children in their group are with a HPS teacher before they leave the premise.

All HPS children participating in any trip are required to depart from the school and return to the school at the completion of the field trip. At no time may a child be permitted to "meet up" with or depart from the group during the field trip.

### **PARENTS, PLEASE REMEMBER**

Field trips are an extension of the classroom program and therefore it is important for you to focus your attention on the children rather than on the other adults. We rely on you to help us facilitate the learning process. To that end, please engage the children in conversations to maximize their experience in this new environment. Your close attention will also ensure their safety and an enjoyable time for all.

## Appendix B: Daily Procedures

In order for the The Hill Preschool to operate smoothly and consistently for your children, we have established the following procedures for families and staff. The impact of the COVID-19 pandemic is noted throughout and will be updated as changes are necessitated by changes to the status of the illness locally.

While many of the former DC Health and OSSE Covid-19 mandates are now recommendations instead of requirements, we ask that families continue to remain cautious and maintain an awareness of best practices set forth by the CDC. There have been significant recent updates to the requirements set forth by DC Health and OSSE regarding Covid-19 procedures and protocols for private, licensed early childhood facilities in the District of Columbia.

Please read carefully through the important updates to HPS Covid-19 operations below.

- Of note, HPS will no longer close a classroom due to a positive case of Covid-19. As a family, you, of course, can make the individual choice to quarantine per the recommendations of the CDC if your child is sick with Covid-19 or exposed to someone with Covid-19.
- All positive cases of Covid-19 must be reported to the HPS office. The HPS office will send out an email alerting families to any positive cases reported to the school.
- Individuals who have tested positive for Covid-19 will no longer need to complete a specific quarantine period to return to school. However, per our standard sick policy, individuals who test positive for Covid will need to meet return to school criteria. Students will also need a doctor's clearance to return to school after testing positive for Covid-19.
- Any individual cleared by their doctor to return to school after a positive Covid-19 test must wear a mask through Day 10.

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### Vaccines

- All HPS staff have received the COVID-19 vaccine.
- All students who are eligible to be vaccinated against Covid-19 will be required to receive the vaccine per the terms of [The Hill Preschool Covid-19 Student Vaccine Policy](#) beginning in the 2022 - 2023 School Year.
- While the policy will not be enforced until the 2022 - 2023 School Year, we encourage all students to become vaccinated against Covid-19 as soon as possible.

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### Drop-Off

- Teachers will greet each family in front of the school for a daily sign-in.
- *WHERE:* The North Carolina Avenue entrance of the building. Paved surfaces only.
- *WHEN:* Between 8:00 am and 9:00 am
- Timely arrivals assure a successful flow of the school day!

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### Masks

Masking requirements will be updated as guidance from the Department of Health is updated. At this time, masks are not required to be worn by staff and students. Masking is completely optional, and your family may opt-in to daily mask wearing for their child for indoor school time and/or outdoor play time. If you would like to opt-in to daily mask wearing for your child, please email Executive Director, Danielle Lacroix, at [danielle.lacroix@thehillpreschool.org](mailto:danielle.lacroix@thehillpreschool.org).

**\*For families who opt-in to masking for their child, please note:**

- Masks are never worn during nap and mealtimes.
- It is recommended that children with breathing issues do not wear masks. If your child has a breathing issue, please consult your healthcare provider.
- Your child is required to keep a supply of cloth masks at school. We recommend always having 5 extra masks on hand in their cubbies (in addition to the one worn to school each day). We are tasked with making sure that the mask your child is wearing remains clean and dry, so we will definitely need back-ups available!

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**Classroom Experience**

Our Caterpillar, Bumblebee and Butterfly students will spend their days with their cohort of 8-9 students and two teachers while our Grasshopper students will spend their days with their cohort of 13 students and two teachers. Toys, materials, and surfaces in all classrooms will be carefully cleaned each day (and at many points throughout the day).

For children who nap at school, cots will be sanitized before and after use each day. They will be spread apart, and children will be placed "head to toe" (so no one is face to face). Nap mats and nap time lovies will be individually stored in sealed plastic bags.

Hand sanitizing stations are positioned outside of each of our classrooms and each classroom has access to a bathroom for frequent hand washing. Automatic soap dispensers and paper towel machines have been added to our bathrooms.

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**Outdoor Play**

We continue to make it a priority to go on outdoor adventures twice a day (an hour in the morning and an hour in the afternoon).

Our classes take community walks and play in local park spaces. The children use neighborhood playgrounds and play equipment during their outings. When not in an equipment driven park, we have wagons that we pack with toys to bring to Folger and Providence (X) parks regularly (think soccer nets, balls, jumping stones, hoola hoops). The children always have a great time, and these materials can be easily sanitized back at school!

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**Sick Child Procedures**

HPS Standard Sick Child Policies (found below) will be strictly enforced.

Any adjustments to the Standard Sick Child Policies are at the sole discretion of The Hill Preschool. In accordance with our DC Licensing Regulations, a child exhibiting one or more of the following symptoms will be sent home and must be kept home for a full 24-hours after the symptoms subside (and absent of medication).

*Please note, some signs of illness will require clearance from a doctor to return to school. The school will notify the family if a doctor's clearance is required for return.*

- Diarrhea, i.e., two or more runny or watery stools during the school day or any diarrhea that cannot be contained in a diaper or underwear;



- Vomiting (more than one time in 24-hours);
- Unidentified body rash;
- Sore throat (especially sore throat with fever or swollen glands); for strep throat, a child must be on medicine for a full 24 hours before returning to school;
- Eye drainage with thick mucus or pus draining from the eye;
- Pink eye, i.e., colored drainage, eye pain and/or redness of the eye;
- Significant congestion and/or runny nose;
- Significant cough;
- Fever of 100.4 or any temperature accompanied by rash, vomiting, diarrhea, earache, lethargy, irritability or confusion;
- Abnormal discoloration of skin;
- Continuous irritable crying that requires more attention than the Facility can provide without compromising the health and safety of other children; or
- Any other symptom indicative of a communicable disease.

*If a child is behaving in an unusual manner or seems ill, we will check his/her body temperature. Fevers over 100.4° require exclusion from school. If a child has a temperature below the 100.4° threshold but above 99.0° we usually alert parents so that, should the child's temperature continue to rise or other symptoms start to accompany the temperature, they will have time to prepare for an early pick up.*

*Should a child require immediate exclusion from the classroom due to illness, parents will be contacted and the child must be picked up within the hour and follow the return to school criteria.*

Additionally:

- All positive cases of Covid-19 must be reported to the HPS office. The HPS office will send out an email alerting families to any positive cases reported to the school.
- Individuals who have tested positive for Covid-19 will no longer need to complete a specific quarantine period to return to school. However, per our standard sick policy, individuals who test positive for Covid will need to meet return to school criteria. Students will also need a doctor's clearance to return to school after testing positive for Covid-19.
- Any individual cleared by their doctor to return to school after a positive Covid-19 test must wear a mask through Day 10 as calculated from their onset of symptoms.

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WHERE: Outside of the school at the North Carolina Avenue entrance to the building.

WHERE:

- 1:00 pm pick-up will take place at exactly 1:00 pm outside of the school.
- 3:00 pm pick-up will take place at exactly 3:00 pm outside of the school.
- 5:00 pm pick-up will take place at exactly 5:00 pm outside of the school.

If you are requesting early dismissal for your child, the dismissal should be planned at one out the designated pick-up times listed above.

Timely pick-ups are critical to ensuring staff are able to take lunch breaks, care for their remaining students, and get home to their own families each evening!

## *Appendix C: The Hill Preschool Student COVID-19 Vaccine Policy*

### **The Hill Preschool Student COVID-19 Vaccine Policy**

**Date:** March 11, 2022

**Updated:** July 11, 2022

#### ***Purpose***

The COVID-19 vaccine has been proven to protect against serious illness from COVID-19 and to lessen the rates of transmission. In order to protect the health and safety of students and employees, as well as their family members, this policy requires all Hill Preschool (“HPS”) students to be fully vaccinated against COVID-19 as set forth below, unless they obtain an approved exemption as an accommodation. This policy is intended to comply with all applicable laws and is based in part on guidance provided by the Centers for Disease Control and Prevention (“CDC”).

#### ***Scope***

This policy applies to all students who are eligible to receive a COVID-19 vaccination approved (either on an emergency basis or otherwise) by the U.S. Food and Drug Administration (“FDA”).

#### ***Definitions***

- “Fully vaccinated against COVID-19” means that the individual has received the dosage of the vaccine recommended by the CDC (e.g., if the CDC recommends that a student of the student’s age receives two doses of a vaccine, the student has received both doses of that vaccine).
- “Eligible to receive the COVID-19 vaccine” means of an age for which a COVID-19 vaccine has been approved by the FDA on an emergency basis or otherwise.
- “Executive Director” means the Executive Director of HPS.
- “Student” means any child attending HPS.

#### ***Effective date***

This policy is effective for the 2022-2023 school year.

#### ***Policy***

All students must, by September 6, 2022:

- (1) be fully vaccinated against COVID-19;
- (2) have received at least two doses of the COVID-19 vaccine manufactured by Pfizer for children under age 5 and have an appointment scheduled to receive the third dose of the Pfizer-manufactured vaccine for children under age 5; or
- (3) have any exemption through the process described below.

To establish compliance with the requirements described above, the parent or guardian of a student must present a completed COVID-19 Vaccination Record Card for inspection by the Executive Director. HPS will keep confidential students’ vaccine information.

The Executive Director will consider exemptions as an accommodation for any student who has a disability or qualifying medical condition that contraindicates the vaccination. A parent or guardian seeking such an exemption should contact the Executive Director, who will engage in an interactive process to determine if a reasonable accommodation can be provided that does not create an undue

hardship for HPS and does not pose a direct threat to the health or safety of HPS students or employees.

If you have any questions about this policy, or if you believe you have been treated in a manner not consistent with this policy, please contact the Executive Director.