



Hollis Preschool

2020-2021 Parent Handbook

Dear Parents and Guardians,

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

Regards,

The Hollis Preschool Board of Directors

INTRODUCTION

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

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

PHILOSOPHY

Hollis Preschool is a non-profit, non-sectarian organization founded in 1956. It offers preschool classes for two-year-old to five-year-old children. We offer 2-day programs for children 2 to 3 years old, a choice of a 3-day OR 4-day program for children 3 to 4 years old, and a 4-day program OR 5-day program for children 4 to 5 years old. In addition, we offer a 2-day Kindergarten Readiness program, which is an enrichment program for children in the 4 year old class, held on Tuesday and Thursday afternoons.

Hollis Preschool does not discriminate against students on the basis of race, religion, national or ethnic origin. Hollis Preschool operates under the direction of the Preschool Director and the Board of Directors, a group of Hollis Preschool parents interested in preschool education. A bookkeeper and parent volunteers aid the board.

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

PRESCHOOL STAFF

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

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

Rachael Allan is a Lead Teacher in our 4-year old classes and Kindergarten Readiness program. Rachael is a graduate from Keene State College with a Bachelor's degree in Early Childhood Education and a minor in Psychology. Rachel lives in Goffstown.

Crissy Bardani is a Lead Teacher in a 3-year old classes. Prior to joining Hollis Preschool, she was a substitute teacher at the Hollis Primary schools for a number of years. Crissy is a graduate of Fitchburg State University where she received her Bachelor of Science in Business Administration and is currently working on getting her Child Development Credential. She lives in Hollis with her husband and two children.

Hannah Collins is the Common Assistant for the 4-year old classes. Hannah is a graduate of Colby-Sawyer College with a Bachelor's degree in English. Hannah lives in Litchfield.

Virginia Commisso is a Lead Teacher in the 4-year old class. Prior to joining Hollis Virginia was a Kindergarten teacher in Brookline. Virginia earned a BA in Early Childhood Education, has completed graduate level courses in Reading Instruction and Curriculum, and has completed coursework and training for certification in Mindfulness and Yoga for children and teens. Virginia lives in Brookline with her husband.

Jenna Emery is a Lead Teacher in our 2-year old and 3-year old classes and an Assistant Teacher in our 3-year old afternoon class. Jenna attended Plymouth State University with a Bachelor's degree in Early Childhood Education. Originally from Burlington, VT Jenna now lives in Bedford, NH with her significant other.

Jennifer Mandolare is the Assistant Teacher in our 2-year old and 3-year old classes. Jennifer previously taught at Rivier University. She has her Bachelor of Science in Family Studies from the University of New Hampshire. Jennifer lives in Hollis with her husband and two children.

Kara White is a Lead Teacher in the 4-year old classes. She has a Bachelor's Degree in Speech and Hearing Sciences from University of California, Santa Barbara and received a Multiple Subject Elementary Teaching Credential from Chapman University. Kara lives in Brookline with her husband and three daughters.

PRESCHOOL BOARD OF DIRECTORS

Hollis Preschool runs under the direction of a parent volunteer Board of Directors. We are seeking talented and conscientious parents to lead and strengthen our early childhood educational impact for preschool age children in Hollis and its surrounding towns. If you can contribute your time, thoughtfulness, and leadership one evening per month and are interested in exploring this opportunity, please contact our Chairperson, Jen Squires at jlh4484@yahoo.com and find out if this is the right opportunity for you. We welcome all applicants and are especially looking for parents with experience in finance, marketing, program & curriculum development, fundraising, and nonprofit management. If you have any questions regarding the preschool, please feel free to contact any member.

Position	Name	Email
Preschool Director	Bridget Roy	admin@hollispreschool.com
Chairperson	Jennifer Squires	jlh4484@yahoo.com
Vice Chairperson	Susan Hsieh	medved597@gmail.com
Secretary	Hillary Kuzdeba	hillary.bishop918@gmail.com
Treasurer	Hanshin (De) Hsieh	de.hsieh@gmail.com
Human Resources	Rommel Espinal	templollc@gmail.com
Communications	Vacant	
Fundraising/Events	Vacant	
Marketing	Andrea Ormerod	ava@avirtualadmin.com
Curriculum	Allie Everett	Allie.hills@gmail.com
Property Management/Operations	Gerry Signorelli	sig457@gmail.com
General Board Member	Ashima Scripp	ashimacello@gmail.com
General Board Member	Vacant	

EDUCATIONAL PHILOSOPHY

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

- **Emotional and Social Development:** In preschool, children learn to form friendships, interact in small and large groups, and follow a classroom schedule. Circle time, free play, and snack times provide opportunities to learn important social skills such as sharing, cooperating, and following rules.
- **Language:** Speaking, listening, reading, and writing are all interrelated and integrated across the curriculum. Children are encouraged to learn their alphabet, write their names on their artwork, verbally share during Show and Tell, repeat finger plays, and listen for comprehension at story time. All of these language activities form the foundation of reading and writing, which are taught in elementary school.
- **Gross Motor Skills:** Gross motor activities involve walking, running, climbing, jumping, and balancing. Outside play and exercise/movement classes provide your children with many opportunities to develop strength, coordination, body awareness, self-control, and confidence.
- **Fine Motor Skills:** The purpose of the fine motor skills is to improve the small muscles in the fingers and hands, as well as to improve eye-hand coordination. Development of small muscles will also contribute to your child's ability to write and read in future years. Small motor activities may include puzzles, clay and play dough, sewing, stringing, hammering, hole-punching, cutting, pegboard, and templates.
- **Science:** Science opportunities exist both inside and outside the classroom. Children have opportunities to experiment with seeds and plants, examine bugs and rocks, and craft birds' nests and feeders. A close relationship with Beaver Brook provides additional opportunities for nature walks and guest speakers on topics such as 'Animal Tracks' and 'Dinosaurs'.
- **Math:** Preschool math provides the groundwork and foundation for future mathematical processes. Examples of preschool math concepts included in the Hollis Preschool curriculum are patterning, sorting, grouping, counting, identifying shapes, and measuring.
- **Imaginative Play:** Through imaginative play, children learn cooperative play, practice language skills, and express creatively. Opportunities for imaginative play include dress-up clothes, the puppet theater, and dramatic play centers, such as grocery stores, post offices, construction, and beauty parlor.

- **Art and Music:** Creative expression is cultivated through art and music activities. Hollis Preschool offers a range of art experiences from finger painting with acorns and leaves to working with clay, from creating objects with wood to drawing with chalk. Music is integrated into circle time, with the addition of a more structured music program. A close relationship with Wild Salamander Creative Arts Center offers additional enrichment opportunities for art and music.
- **'Get Set for School' TM by Handwriting without Tears:** 'Get Set for School' TM is an award-winning Pre-K curriculum that focuses on playful learning to develop coloring, drawing, counting, building and handwriting readiness skills. The program uses music, dough, magnetic stamps, and wood pieces as well as crayon-based activities.

A TYPICAL DAY

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

(COVID - 19: guest speakers/instructors and field trips may be limited to ensure the safety of our students and families.)

2-YEAR OLD CLASS	3 YEAR-OLD CLASS AM
<p>8:20 - 8:30 AM - Arrival/Greeting Teachers are stationed outside Tebbett’s Insurance to greet the child at the car and escort the child to the school door. Please Parents remain in the car, with your masks on while the teachers escort children to the playground (weather permitting) to start their day.</p>	<p>8:30 - 8:40 AM - Arrival/Greeting Teachers are stationed outside Tebbett’s Insurance to greet the child at the car and escort the child to the school door . Please Parents remain in the car, with your masks on while the teachers escort children to the playground (weather permitting) to start their day.</p>
<p>8:30 - 9:20 AM - Outdoor Play Teachers supervise and participate in outside activities. Outside play equipment includes a sandbox, swing set, and slide.</p>	<p>8:30 - 9:20 AM - Outdoor Play Teachers supervise and participate in outside activities. Outside play equipment includes a sandbox, swing set, and slide.</p>
<p>9:20 - 9:35 AM - Circle Time/Music A teacher leads attendance, introduction to center activities, sharing and singing.</p>	<p>9:20 - 9:35 AM - Circle, Calendar, Show & Tell, Weather Attendance, introduction to center activities, sharing, and Show and Tell are led by a teacher.</p>
<p>9:35 - 10:20 AM - Exploration/Centers Center activities include sensory activities, craft projects, blocks, library, dramatic play, science/discovery, manipulative games, and puzzles.</p>	<p>9:35 - 10:20 AM - Activity Time Center activities include sensory activities, craft projects, blocks, library, dramatic play, science/discovery, manipulative games, and puzzles.</p>
<p>10:20 - 10:30 AM - Clean-up Time Children assist teachers with cleaning up any materials not put away during center activities time.</p>	<p>10:20 - 10:30 AM - Clean-up Time Children assist teachers with cleaning up any materials not put away during center activities time.</p>
<p>10: 30 - 10:45 AM - Story Time</p>	<p>10:30 - 10:50 AM - Story Time/Wash Hands/Potty Bathroom time is divided into two groups of children. While one group is using the bathroom,</p>
<p>10:45 - 10:50 AM - Wash hands for snack</p>	

<p>10:50 - 11:30 AM - Snack All snacks and drinks should be provided from home. There will be no sharing of snacks.</p> <p>11:30 - 11:40 AM - Dismissal</p>	<p>the other group participates in story time, music and finger play.</p> <p>10:50 - 11:30 AM - Snack All snacks and drinks should be provided from home. There will be no sharing of snacks.</p> <p>11:30 - 11:40 AM – Dismissal</p>
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*Children are encouraged to use the bathroom throughout the day. (**COVID-19: Students will be escorted by a dedicated teacher to ensure limited exposure to other classes and thorough hand washing. Hand washing/sanitizing will also take place when the students arrive, come in from the playground and before/after snack. Diapers for the 2 year-olds are changed on an as needed basis following COVID guidelines that can be found on our website.**)

<p>3-YEAR OLD PM CLASS</p> <p>11:45 - 11:55 AM - Arrival/Greeting Teachers are stationed outside to greet the child at the car and escort the child to the school door. Please Parents remain in the car, with your masks on while the teachers escort children to the playground (weather permitting) to start their day.</p> <p>11:55 - 12:10 PM - Circle, Calendar, Show & Tell, Weather Attendance, introduction to center activities, sharing, and Show and Tell are led by a teacher.</p> <p>12:10 - 12:30 Story Time/Wash Hands/Potty Bathroom time is divided into two groups of children. While one group is using the bathroom, the other group participates in story time, music and finger play.</p> <p>12:30 - 1:10PM - Lunch Lunch should be provided from home on a daily basis, in a paper bag and ziploc bags. Please avoid lunch boxes and plastic containers. Hollis is a nut free environment.</p> <p>1:10 - 1:50 PM - Activity Time Center activities include sensory activities, craft projects, blocks, library, dramatic play,</p>	<p>4-YEAR OLD CLASS A</p> <p>8:20 - 8:30 AM - Arrival/Greeting Teachers are stationed outside to greet the child at the car and escort the child to the school door . Please Parents remain in the car, with your masks on while the teachers escort children to the playground (weather permitting) to start their day.</p> <p>8:30 - 9:00 AM - Center Play Center activities include sensory activities, craft projects, blocks, library, dramatic play, science/discovery, manipulative games, and puzzles.</p> <p>9:00 - 9:15 AM - Clean up all Centers and meet on the circle rug.</p> <p>9:15 - 9:30 - Circle, Calendar, Show & Tell, Weather Attendance, story time, sharing, and show and tell are led by a teacher. Explanation of the large group activity that pertains to the theme(s) of the week.</p> <p>9:30 - 10:20 AM - Outdoor Play Teachers guide the children through the process of dressing for outdoor play. Teachers supervise and participate in outside activities. Outside play</p>
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<p>science/discovery, manipulative games, and puzzles.</p> <p>1:50 - 2:00 PM - Clean-up Time Children assist teachers with cleaning up any materials not put away during center activities time.</p> <p>2:00 - 2:45 PM - Outdoor Play Teachers supervise and participate in outside activities. Outside play equipment includes a sandbox, swing set, and slide.</p> <p>2:45 - 2:55 PM - Dismissal</p>	<p>equipment includes a sandbox, swing set, slide, and other equipment.</p> <p>10:20 - 10:50 AM - Large Group Activity Activity pertains to the theme(s) of the week. This may include a variety of mathematics, literacy, science, and art.</p> <p>10:50 - 11:05 AM - Clean Up/Wash Hands for Snack Teacher assists children with cleaning up from the group activity. Afterwards, they wash for a snack.</p> <p>11:05 - 11:20 AM - Snack All snacks and drinks should be provided from home. There will be no sharing of snacks.</p> <p>11:20 - 11:30 AM – Dismissal</p>
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<p>4-YEAR CLASS B</p> <p>8:20 - 8:30 AM - Arrival/Greeting Teachers are stationed outside to greet the child at the car and escort the child to the school door. Please Parents remain in the car, with your masks on while the teachers escort children to the playground (weather permitting) to start their day.</p> <p>8:30 - 9:00 AM - Center Play Center activities include sensory activities, craft projects, blocks, library, dramatic play, science/discovery, manipulative games, and puzzles.</p> <p>9:00 - 9:15 AM - Clean up Centers and meet on the circle rug.</p> <p>9:15 - 9:30 - Circle, Calendar, Show & Tell, Weather Attendance, story time, sharing, and show and tell</p>	<p>4-YEAR OLD CLASS C</p> <p>8:30 - 8:40 AM - Arrival/Greeting Teachers are stationed outside to greet the child at the car and escort the child to the school door . Please Parents remain in the car, with your masks on while the teachers escort children to the playground (weather permitting) to start their day.</p> <p>8:40 - 9:10 AM - Outdoor Play Teachers supervise and participate in outside activities. Outside play equipment includes a sandbox, swing set, and slide.</p> <p>9:10 -9:25 AM - Clean up All Centers and meet on the circle rug.</p> <p>9:25 - 9:40 - Circle, Calendar, Show & Tell, Weather Attendance, story time, sharing, and show and tell</p>
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<p>are led by a teacher. Explanation of the large group activity that pertains to the theme(s) of the week.</p> <p>9:30 - 10:20 AM - Outdoor Play Teachers guide the children through the process of dressing for outdoor play. Teachers supervise and participate in outside activities. Outside play equipment includes a sandbox, swing set, slide, and other equipment.</p> <p>10:20 - 10:50 AM - Large Group Activity Activity pertains to the theme(s) of the week. This may include a variety of mathematics, literacy, science, and art.</p> <p>10:50 - 11:05 AM - Clean Up/Wash Hands for Snack Teacher assists children with cleaning up from the group activity. Afterwards, they wash for a snack.</p> <p>11:05 - 11:20 AM - Snack All snacks and drinks should be provided from home. There will be no sharing of snacks.</p> <p>11:20 - 11:30 AM – Dismissal</p>	<p>are led by a teacher. Explanation of the large group activity that pertains to the theme(s) of the week.</p> <p>9:40 - 10:10 AM - Large Group Activity Activity pertains to the theme(s) of the week. This may include a variety of mathematics, literacy, science, and art.</p> <p>10:10 - 10:25 AM - Clean Up/Wash Hands for Snack Teacher assists children with cleaning up from the group activity. Afterwards, they wash for a snack.</p> <p>10:25 - 10:40 AM Snack All snacks and drinks should be provided from home. There will be no sharing of snacks.</p> <p>10:40 - 11:30 AM - Outdoor Play Teachers guide the children through the process of dressing for outdoor play. Teachers supervise and participate in outside activities. Outside play equipment includes a sandbox, swing set, slide, and other equipment.</p> <p>11:30 - 11:40 AM – Dismissal</p>
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KINDERGARTEN READINESS

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

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

Drop Off/Pick Up Schedule

In order to maintain social distancing during drop off and pick up we have staggered the times and the drop off/pick up points.

- All families are required to utilize the Drop-off and Pick-up Carpool lanes.
- Parents will be required to wear masks during Drop-off and Pick-up.
- Lead teachers will be retrieving your child(ren) from the car. Before the child(ren) are retrieved from their carseat, teachers will ask parents a few health related questions and take a touchless temperature.
- Each class will have an assigned carpool lane and window for both Drop-off and Pick-up. A carpool map and class specific details are below.
- Families with siblings attending different classes will need to enter the Drop-off and Pick-up lines twice; once in the first child’s assigned lane and once in the second child’s lane. This is necessary to ensure children are only interacting with their individual cohorts.
- If you miss your assigned time frame, parents must wait until after all regularly scheduled Drop-off and Pick-up windows are finished. Then, please call the preschool (465-3096) for a staff member to meet your child at your vehicle.
- Families arriving early for their assigned window, please do not enter your lane; other parents in the previous class window may still be in line. Please park until your student’s teacher is standing at your location.

Class schedules are as follows:

Class	Drop-Off Location/Window	Pick-Up Location/Window
Ms. Allan’s 4 Year Old Class	Tebbetts Insurance 8:20am - 8:30am (M-Th)	Tebbetts Insurance 11:20am - 11:30am (Tu/Th) 2:00pm - 2:10pm (M/W)
Mrs. White’s 4 Year Old Class	Buckley’s Bakery 8:20am - 8:30am (M-Th)	Buckley’s Bakery 11:20am - 11:30am (M/W) 2:00pm - 2:10pm (Tu/Th)
Mrs. Comisso’s 4 Year Old Class	Buckley’s Bakery 8:30am - 8:40am (M-Th)	Buckley’s Bakery 11:30am - 11:40am (M-Th)

Ms. Emery's 3 Year Old Class	Tebbetts Insurance 8:30am - 8:40am (M/W/F)	Tebbetts Insurance 11:30am - 11:40am (M/W/F)
Mrs. Bardani's 3 Year Old Class	Tebbetts Insurance 11:45am - 11:55am (M/W/Th/F)	Tebbetts Insurance 2:45pm - 2:55pm (M/W/Th/F)
Ms. Emery's 2 Year Old Class	Tebbetts Insurance 8:30am - 8:40am (Tu/Th)	Tebbetts Insurance 11:30am - 11:40am (Tu/Th)

Please refer to the Drop-off and Pick-up Line Map on our website: [Carpool](#)

LATE PICK-UP FEE

Failure to pick-up your child during the assigned carpool pick-up window will result in a late fee of \$1.00 for each minute up to 30 minutes, and \$10/hour thereafter that the parent/guardian is late. The school clock will count time. This fee will be submitted via Sandbox. If a true emergency arises, and you are unable to pick your child up, please call the teachers and let them know your plans as soon as possible. Hollis Preschool's phone number is **465-3089**.

POLICY FOR A CHILD LEFT AT SCHOOL

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

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

VOLUNTEER OPPORTUNITIES

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

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

FUNDRAISING

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

Our biggest fundraiser is a Silent Auction event usually held in the fall, this year, due to COVID, it has not been able to happen. To try and make up for the deficit in funds we will be holding smaller fundraisers throughout the year, such as dining out at a restaurant where a portion of the proceeds go to Hollis Preschool and numerous opportunities to support Hollis Preschool virtually while purchasing your regular, everyday household items and gifts. Additionally, you will have the opportunity to purchase books for your family from Scholastic Books several times during the school year. Purchasing these books from the Scholastic will give you a great savings and provide Hollis Preschool with enormous discounts on many school materials. For additional fundraiser information, please check our Facebook Page, refer to our monthly newsletters or reach out to the Board of Directors.

2020-2021 TUITION

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

	Registration fee (Payment 1 of 10, due June 1st)	Monthly Installments Due on the 1st of Each Month (payments 2-10, due September – May)	Total Annual Tuition
4 Year Old Program	\$390	\$390	\$3,900
4 Year Old Program (5 day)	\$440	\$440	\$4,400
3 Year Old Program (3 day)	\$340	\$340	\$3,400
3 Year Old Program (4 day)	\$390	\$390	\$3,900
2 Year Old Program	\$270	\$270	\$2,700
Kindergarten Readiness	\$135	\$150	\$1,500

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

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

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

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

LATE PAYMENT POLICY

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

REGISTRATION REFUND & WITHDRAWAL FROM SCHOOL

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

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

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

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

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

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

MILITARY DISCOUNT

Effective July 10th, 2018, the Hollis Preschool would like to offer a 10% discount to those families who have a parent or guardian in active military duty. This discount is only applicable to regular, monthly

tuition (i.e. 2s, 3s and 4s programs). Upon registration, please provide documentation showing that a parent or guardian is active military.

FINANCIAL ASSISTANCE

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

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

ELIGIBILITY FOR THE HOLLIS PRESCHOOL PROGRAM

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

PRESCHOOL HOURS

2 YR OLD Sessions

AM: Tuesday & Thursday: 8:30am to 11:30 am

3 YR OLD Sessions (3 day)

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

3 YR OLD Sessions (4 day)

PM: Monday/Wednesday/Thursday/Friday: 11:45pm to 2:45pm

4 YR OLD Sessions (4 day)

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

4 YR OLD Sessions (5 day)

AM: Monday-Friday: 8:30am to 11:30am

Kindergarten Readiness

PM: Monday/Wednesday: 11:30am to 2:00pm (5 Day 4s Class)

PM: Tuesday/Thursday: 11:30am to 2:00pm (4 Day 4s Class)

CLASS PLACEMENT REQUESTS

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

PARENT ORIENTATION

(COVID-19: Parent Orientation will not take place this year to minimize people entering the school and to keep our students safe. If you have any questions please do not hesitate to reach out to the Director or the Board - admin@hollispreschool.com)

SCHEDULE FOR THE OPENING DAYS OF PRESCHOOL

The first day of school for our 3 year olds and 4 year olds will be Wednesday September 9th and for our 2 year olds it will be Thursday September 10th. All classes will be a regular, full day, as scheduled.

SCHOOL CANCELLATIONS/SNOW DAYS

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

If inclement weather causes a delayed opening in the SAU 41, Hollis Preschool morning classes will be canceled. In the event of a delayed opening, our afternoon classes WILL run (3s afternoon class and Kindergarten Readiness). A delayed school opening in SAU 41 for reasons other than inclement weather (such as boiler problems) does NOT cause a cancellation of any classes at Hollis Preschool. Early dismissal of classes in SAU 41 due to inclement weather will most likely coincide with no 3s afternoon class or Kindergarten Readiness. Sessions canceled will not be made up. If there is an excessive amount of canceled classes, the Director will offer a Drop and Dine to families in the spring as the Director sees fit.

ABSENCE FROM SCHOOL

If your child will not be attending school due to illness or other reason, please email admin@hollispreschool.com before the start of the child's class. Emails should include the reason for your child(ren's) absence.

Please reference the Illness and Emergencies section of this document for full Hollis Preschool's full Sick Policy details.

CONFERENCES

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

CLOTHING

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

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

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

SCHOOL BAGS & SUPPLIES

All families will be asked to provide their own school supplies. School supplies may include items such as crayons, markers, glue, legos, etc. Your student's teacher will provide the list of requested items this week (if they haven't already!). These supplies will remain separated in your child's personal plastic bin so the items are not shared among the students. While it cannot be avoided in every instance, Hollis Preschool is making every effort to reduce communal items.

If you have not already purchased a tote bag, please be sure to provide your child with a tote bag that is clearly labeled with their name. Tote bags will be used to send home class projects and important information from the teacher/preschool.

COMMUNICATIONS

A school newsletter and class calendar will be distributed monthly from October to May. The calendar details daily activities, trips and items that need to be sent to school..

SNACKS

New for the 2020/2021 school year, Hollis Preschool will ask families to provide snacks and lunches on a daily basis for their own child. All morning classes take a mid-morning break for snack time, when the children sit around the table in small groups to enjoy a healthy snack. The afternoon classes will begin every session with a healthy lunch and social time with their peers.

A few notes about snack/lunch time:

- Poland Springs water will be provided to students throughout their day via disposable water cups; water bottles from home will not be used.
- Snacks and lunches should be packed in disposable paper bags and zip-lock baggies; please avoid plastic containers and lunch boxes.
- Celebrations (including birthdays) will not include communal food.
- Hollis Preschool is a NUT-FREE environment.

Please refer to the Snack/Lunch Time policy and suggested healthy snack ideas on our website: [Snack Time](#)

FIELD TRIPS

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

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

(COVID-19: Although every effort will be made to ensure that we include field trips in the curriculum they may be limited this year.)

SEAT BELTS

To use your car for carpooling or field trips, you must have a seat belt/car seat for each child you have in your car. Effective January 1, 2014, New Hampshire's Child Restraint Law requires children who are under 7 years old AND are 57 inches tall or shorter must ride in a federally approved car seat or booster.

The only time this is not the case is if the child is over 57 inches tall; in which case they can use a seat belt. It is important to use a child restraint system for as long as possible, and to do so based on the manufacturers' age, weight and height specifications.

ENDORSEMENTS

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

OUT OF CLASS BIRTHDAY PARTIES

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

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

BULLYING POLICY

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

Bullying is defined by a significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which: physically harms a pupil or damages the pupil's property, causes emotional distress to a pupil, interferes with a pupil's educational opportunities, creates a hostile educational environment, or substantially disrupts the orderly operation of the school. (as defined by the State of New Hampshire Department of Education Title XV, Chapter 193-F, Section 3).

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

ILLNESS POLICY AND EMERGENCY CONTACTS

Hollis Preschool makes every effort to keep the preschoolers and our staff healthy and safe. In the current COVID-19 environment, we encourage parents to be overly cautious with any illness. If your child is experiencing any of the symptoms listed below, you should keep your child(ren) home from school.

Temperature of 100.4 degrees or higher	Sore throat
Uncontrolled cough	Significant nasal congestion
Difficulty breathing	Flu like symptoms
Headache	Loss of sense / taste / smell
Diarrhea, vomiting or abdominal pain	Any other symptoms of illness

Students experiencing seasonal or acute illnesses will not be allowed to return to HPS until asymptomatic for at least 24 hours AND at the discretion of the Hollis Preschool Director and Board of Directors.

Please report all absences and requests to return via admin@hollispreschool.com **prior to the start of the school day.** Notification of absence should include the reason for the absence and detailed information about the illness/symptoms (including a diagnosis or suspected diagnosis of highly contagious illnesses such as COVID-19, strep throat, head lice, hand foot and mouth disease, etc.); requests to return should include the last date of symptoms and any other important information. The Director and Board of Directors will be monitoring emails daily and tracking all illnesses.

COVID-19 Considerations and Potential Exposure:

Coronavirus (COVID-19) is a highly contagious virus that spreads easily through person-to-person contact. At Hollis Preschool, we are fashioning our daily operations to manage the risk to our students and staff. Parents will be asked to attest to their student's health on a daily basis, using the Health Screening Form available on our website in the Resources section, and allow their student to have their temperature checked by the Director in carpool. The Director will ask any student displaying a temperature of 100.4 or higher to refrain from attending school. Monitoring of symptoms is critical to a healthy preschool.

As part of your child's daily confirmation of health, we will ask parents 2 questions:

- 1) Has your child had close contact (within 6ft for at least 15 minutes) with a person with suspected or confirmed COVID-19?
- 2) Has anyone in your household been exposed to a person with suspected and/or confirmed Covid-19?

These questions should be answered with “Yes” if there has been any level of potential exposure. Based on the level of exposure/potential exposure, we will ask for your support in keeping your student home based on our quarantine protocols. This is for the benefit of your student, as well as the larger Hollis Preschool Community.

Hollis Preschool defines potential exposure and quarantine periods as:

Exposure Level	Examples	Required Quarantine Period
First Level	Student/Staff has been directly in contact with someone who has a suspected OR confirmed case of COVID-19.	14 Day Quarantine
Second Level	<p>A family member of the student/staff member was directly exposed to a suspected OR confirmed case of COVID-19.</p> <p>This includes siblings who are in a class that has been quarantined in the public school due to exposure to a confirmed case of COVID-19.</p>	14 Day Quarantine
Third Level / Distant Exposure	<p>A family member of the student/staff member was exposed to someone else who was exposed to a suspected OR confirmed case of COVID-19.</p> <p>This includes siblings who are in a class that has been temporarily quarantined in the public school due to a suspected case of COVID-19 and is awaiting results.</p>	<p>Evaluated on a case-by-case basis by the Board of Director’s Illness Task Force.</p> <p>Requirements will vary based on specific circumstances and may include: providing a negative test result, temporary quarantine pending results of a first level contact, a 14 day quarantine based on evidence of potential outbreak, etc.</p>

Remote learning options will be made available to all students who have been asked to quarantine, beginning in November of 2020.

Emergency Contacts:

If your child should fall ill at school, the Director will immediately isolate your child in our designated illness area and contact you/your designated emergency contacts. Please make sure you fill out the State of NH's REGISTRATION & EMERGENCY INFORMATION FORM and fill out emergency contact information in Sandbox. The state requires that you list both parent names, work locations, and phone numbers. This is because the child's parents are always the first to be called in an emergency.

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

Parents often use the telephone numbers of neighbors, friends, relatives or other preschool children's parents from the class lists. The individual listed under medical emergency can be listed again under alternate pick-up. All these individuals should be within a 15-minute drive of the school. You must notify these individuals and they must give their approval to be designated as emergency backup or alternate pick-up person.

Please realize that it is the parent's responsibility to ensure that if you cannot be reached, the school knows of someone else who is willing and able to come pick-up your child.

FACE MASK POLICY

For the 2020-2021 school year, teachers are required to wear face masks at all times while preschool is in session. This includes carpool and playground time.

HPS students are not required to wear masks at school due to their age. However, parents are encouraged to have their child wear a mask if they are able to do so. All preschool staff will support students in appropriate mask use.

If you would like to request that your student wear a mask, please send your child with a clean mask daily and email admin@hollispreschool.com to ensure your child's teacher is aware and we have a written record of the request.

MEDICAL RECORDS AND VACCINATION POLICY

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

All children attending Hollis Preschool are required to be current with their immunizations as jointly recommended by the Advisory Committee on Vaccination Practices (AICP), American Academy of Pediatrics, and the American Academy of Family Physicians. The guidelines used by Hollis Preschool can be found at: <http://www.cdc.gov/vaccines/schedules/index.html>

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

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

AIDS POLICY

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

ADDRESS FOR RETURNING SCHOOL FORMS

Please have all completed forms to the Director by **September 1st, 2020**. If the Director is not present when dropping off your forms, there is a drop-box located at the front of the school or completed forms may also be mailed to:

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

Forms to be completed are:

[Student Information Form](#)

[Emergency Evacuation Form](#)

[Permission Form](#)

[COVID-19 Waiver Form](#)

If you have misplaced any of the required forms, please email admin@hollispreschool.com and we will send you what you need.

LICENSING AUTHORITY FOR THE PRESCHOOL

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

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

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

NOTE FROM NH BUREAU OF CHILD CARE

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

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

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