

2011-2012 Staff Directory

Hillcrest Christian School
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Thousand Oaks, CA
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Ext. Staff Member	Responsibilities	Room
210 Allen, Steve	Head of School	01
227 Horan, Kathy	Secondary & Elementary Principal	101
258 Jackson, Cathe	Preschool Director	109
224 Krause, Carolyn	Dean of Students/College Advisor	P-2
203 Geller, Sharon	Finance Manager	04
204 Malcolm, LuAnn	Administrative Assistant/Administrative Director	02
205 West, Lorna	Activities/Registrar/ Human Resources	100a
251 Day, Brady	Athletic Director	115a
200 Matheson, Gail	Office Manager	Front Office
207 Mandeville, Earl	Facilities & Maintenance	
Meza, Jesse	Facilities & Maintenance	
206 Covany, Dee	Café Manager	Café
213 Thurman, Julie	Librarian	Library

Preschool Faculty

258 Jackson, Cathe	Preschool Director	109
261 Sharifi, Dawn	Teacher- Pre-Kindergarten	105
228 Thorson, Brooklyn	Teacher - Pre-Kindergarten	107
231	Teacher - Pre-Kindergarten	102
231 Medrano, Nina	Teacher - Preschool-2's	102
229 Baltau, Debra	Teacher - Preschool-3's	108
230 Berg, Trish	Teacher - Preschool- 3's	106
	Asst. Teacher - Preschool	
	Asst. Teacher - Pre-Kindergarten	

Mission Statement

Hillcrest Christian School exists to serve the Christian community by providing high quality Christian education and training for the development of well-rounded students who will impact this world for the Lord Jesus Christ through Biblical thought and action.

Vision Statement

Our vision is to develop and maintain an accredited, multiple-facility, interdenominational, community-wide, Christian school system for students in grades preschool through 12th grade. The school system will provide rigorous academic instruction that is faithfully integrated with a God-centered worldview including a wide range of extra-curricular and athletic activities. Our goal is to help students strengthen their personal relationship with the Lord Jesus Christ and develop their talents, abilities, and character to impact this world for Him.

Welcome to Hillcrest Christian School

Dear HCS Students and Parents,

Welcome to HCS - a place for your children to develop into outstanding young people. The goal of Christian education and Hillcrest Christian specifically is that your child will be able to grow in Christ in the same manner as did Jesus according to Luke 2:52 - "And Jesus kept increasing in wisdom and stature and in favor with God and men." (NASB)

HCS is an extension of your home. As you and the school strive together, the contents of this handbook become a tool for mutually developing your child's training ground. Work, home, church, and social clubs all have rules, and a school is no different. Please take the time to read the contents of the handbook and secure your family's commitment to work within the school guidelines.

Please take the time to review individual goals with your children this year. Make this a discussion that results in mutually agreed upon goals, rather than dictated goals. Each year can be a fresh start for all of us: administration, teachers and staff, and parents and children. "...discipline yourself for the purpose of godliness;" (I Timothy 4:7b)

This handbook assists to bring clarity to issues that occur throughout the school year. However, like any handbook, it is unable to cover all of the possible questions that could develop. Feel free to make an appointment, use the telephone, email, or view our website at www.hillcrestcs.org if you need assistance beyond what this handbook provides. Note that in the handbook, we have added a section called "Whom to see about what." This addition should help you to identify whom to see regarding a variety of topics.

In His and Your Service,

Steve Allen, Head of School
Cathe Jackson, Preschool Director
August 2011

Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

We believe that there is one God, eternally existent in three persons, Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal returning power and glory.

We believe that eternal salvation comes through faith alone, in Christ alone, by His sacrifice on the cross alone, not as a result of works.

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender and class differences.

School Life

Philosophy of Education

The educational philosophy of Hillcrest Christian School is based on a God-centered view of life. This view holds that God created and sustains all things. All things including man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot glorify or have a relationship with God on his own. He can do this only by choosing God's gift of salvation through His Son, Jesus Christ, thereby committing his life to the lordship of Jesus Christ. The God-centered view of life also holds that God communicates truth to man through the Bible. The Bible is the inspired, the only infallible, authoritative Word of God and is the standard for all Truth.

Our primary aim is to assist Christian parents in their responsibility for the education and training of their children. As such, Hillcrest Christian School will provide a rigorous academic instruction and numerous extra-curricular activities that are integrated with a God-centered view of life. The intent is to help students to develop their talents, abilities, and character to impact this world for the Lord.

This philosophy requires that we promote high academic standards while helping students to achieve skills in creative and critical thinking using the best-integrated curriculum model available. The curriculum at Hillcrest Christian Preschool is the basis for developing an effective, developmentally appropriate preschool program, which includes teaching in all areas vital to the growth in the young child. Our program includes a Biblically integrated early childhood curriculum from ABeka publishing and Bible stories and teachings from Christian Schools International and other Biblical publications. Teachers who demonstrate a strong Christian walk and a balanced, positive attitude will teach this curriculum. All members of our staff have accepted Jesus Christ as their personal savior, are active in the church of their choice, and believe that they have been called by God to work with children.

Staff members also meet or exceed the approved standards for education and experience set forth by the State of California. In addition, our staff members pursue further professional growth by means of continued course work and seminars.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These areas are inseparable and are all influenced by the truth that God is the center of life. Therefore, the Bible will not be taught compartmentally or on the intellectual level alone. Instead, the truth of God's Word will be incorporated throughout the whole curriculum.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of Hillcrest Christian School.

Admissions Philosophy & Procedures

Hillcrest Christian Preschool is a ministry to Christian families. For the student to be eligible for admission, at least one parent or guardian must be a Christian who desires a Christ-centered education and who agrees with and actively supports our statement of faith, guiding principles, and policies.

Hillcrest Christian Preschool has been established to provide a safe, secure place for students to grow and learn by providing a loving and sound, carefully supervised, balanced program of activities in partnership with parents. Our program is designed to nurture a child's social and emotional growth as well as his/her physical and mental development.

We believe that each child who enters our program is a unique and special gift of God, and that it is our privilege and responsibility to help him/her be the very best that the Lord would have him/her be.

Children need to be at least three (3) years of age by September 1st and completely toilet trained to be eligible for admission.

For the two year old program, children need to be at least two (2) years of age by September 1st and are progressing in toilet training.

All families seeking admission to HCS will be provided with a "Statement of Faith" and a Pre-Interview questionnaire. Families are then asked to make an appointment with the preschool director to tour the facility and observe the preschool program during school class time with their child. This also serves as the interview of the child.

Once accepted, a registration packet with all required forms will be given to the parent to be completed and returned as soon as possible, and before the first day the child attends school. No child will be permitted to attend if there are missing or incomplete forms. Upon completion and acceptance of the required forms, payment of a non-refundable registration fee and the first month's tuition, registration is considered complete.

Nondiscrimination Policy

Hillcrest Christian School admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Hillcrest Christian School does not discriminate on the basis of race in administration of its educational policies, and other school-administered programs.

The School Family

The School as a Community

Whenever people associate with other people in a public setting, such as attending school, they assume responsibility for conducting themselves in a manner that respects the dignity of others. Members of a Christian community are challenged to express in their behavior a genuine love and concern for each other that flows from their faith in Jesus. Each member's own personal behavior should reflect a willingness to grow and mature as a contributing member of the community.

The School as a Facility

Since a school is also a facility which young people use and share to pursue their education, each member of the school community is responsible for the use and care of the school grounds. The situation demands that everyone respect the buildings and the property so that the school will be attractive in appearance and useful for the good of all who attend there.

The School as an Institution

The administration of the school is charged with the responsibility of assuring conduct in accord with its stated policies.

Communications

We believe that Christian education is a partnership between the school and the families that we serve. Good communication is one of the keys to working successfully together.

Classroom Newsletter

Every Thursday afternoon the class newsletter will be posted on Ren Web from your child's teacher informing you of what will be happening for the coming week, and of any needs that exist in the classroom.

Communication Flyers

Do not distribute school-wide flyers for posting on building walls or cars in the parking lot. Promote your event ahead of time and regularly in the school newsletter. Please meet the Monday noon deadline for school newsletter, publication, which is available by hard copy, email, and via the Internet.

Contacting Staff by Phone & Email

All HCS staff has a voice mailbox - parents are asked to leave teachers a message during the school day, so that teachers can then return calls, during non-teaching times. Staff can also be contacted by email. Every staff member has an email addresses, consisting of the first initial of the first name, then the complete last name, then @hillcrestcs.org. An example for Jane Smith would be jsmith@hillcrestcs.org.

School Newsletter

The school newsletter, "In Depth," is sent home once a month, usually on Thursday via email. The Head of School's newsletter, "Looking Ahead," is emailed once a week. Copies of the newsletter are also available in the lobby and on the school website.

School Team Communication System

HCS is fortunate to have this new tool for contacting parents. Throughout the school year, you will receive brief, recorded messages that will keep you informed of important events at the school and even possibly emergency situations. This system allows us to contact all our families in a fast and efficient manner.

Parent Conferences

Scheduled parent conferences at the end of 1st trimester in November and the first week of May are mandatory for all parents. Check the school calendar for dates and watch the newsletter for reminders. Parents of all students will pick up first trimester report at the time of the scheduled parent/teacher conferences. If a parent would like to converse with a teacher at another time, he/she should call the school and leave a voice mail message for the teacher.

Report Cards

Report Cards/Progress reports will be available about one week after the end of each trimester except the third. Third trimester report cards will be mailed home for all students at the conclusion of the school year.

Ren Web

Ren Web is a computer-based program that is maintained by faculty members to provide information related to assignments, events, procedures, and announcements. Ren Web is linked to the HCS website at www.hillcrestcs.org under the appropriate department.

Who Do I Talk To?

During the course of the year, questions or concerns about classroom procedures, activities or incidents may occur. Parents are requested to use the following procedure patterned from Matthew 18:15-17 whenever a problem may arise.

1. If you have a complaint or concern, first and foremost pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school.
2. Complaints or concerns should be expressed first to the individual in question (usually the classroom teacher). Please set up an appointment to talk to her privately. Never discuss the teacher, a child's playmates, or the school negatively in the presence of your child and/or any other children.
3. Make sure that the person, to whom you are expressing your concerns to, knows all the details of the situation, and exactly what you are concerned about and why. Misunderstanding of concerns could lead to further problems and needless heartache.
4. Express your concern only to the person who should hear it. Unneeded worry, harm and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem.
5. If you cannot work the situation out between yourself and the person involved, please take the situation to the director.

Financial Policies

Policies

HCS charges an annual tuition, due in full by July 1 or at the time of registration for those enrolling later in the year. Monthly payment plans are available, but enrollment in a deferred payment plan does not imply any pro-ration of this obligation for the full amount. Fees and tuition are not refundable or pro-rated for any reason. Tuition for late entrants will be calculated based upon the month of entry with our school year being defined as a 10-month year, September-June. All deferred payments must be completed by May.

Tuition Insurance

Tuition Insurance is available for those families who pay-in-full prior to July 1 or at registration; tuition insurance is required for any family using a deferred payment plan. The insurance program, underwritten by A.W.G. Dewar, will pay benefits should the student need to withdraw during the school year thus assisting the family with meeting its contractual obligation. Benefits are payable under a variety of circumstances, including medical withdrawal, family relocation, change in employment status, voluntary transfer to another school, academic or disciplinary dismissal, etc. See the Registrar for a brochure on the specific benefits or for claim forms.

Delinquent Accounts

It is the responsibility of the person signing the Financial Policy Contract to keep the Finance Manager informed about relevant changes to the family's financial situation or problems that may arise. This is particularly important in families where there are multiple parties paying on the account. This applies to all HCS accounts including but not limited to daycare billing and Café accounts.

It is vital that all HCS families understand their financial commitments to the school and faithfully pay all tuition and other fees on time. In situations where this becomes a problem, alternative arrangements need to be made.

General Information

Arrival and Pick –Up

Each child must be brought into the school and signed in and out by the child's guardian. If your child is participating in daycare then you are required to sign the daycare sign in/out sheet and the regular sign in/out sheet. The school will not assume responsibility for any child who has not been signed in when brought to class. This requires the date, time of arrival and the guardian's signature (initials are not accepted for a signature).

If for any reason the child is to be picked up by someone other than a parent (including siblings), a note must be given to the school, signed & dated by the parent.

Until the staff can identify persons permitted to pick up students from the preschool, proper identification will be required of all individuals. No child will be released from the school to anyone who does not have proper identification or if the parent has not properly notified the school. Siblings or other children that are under the age of 13 are not permitted to pick up or sign out any preschool child.

Extended Childcare

Childcare is offered both before (7:00 AM-8:00 AM) and after (3:00 PM-5:00 PM) school. Please consult the financial policies for fees. Families on a monthly payment plan are allowed to change this plan due to mitigating circumstances, only one time during the school year. Payment plans are based on an annual fee averaged over the ten-month school year; no adjustments are made for student absences, school holidays, or short months. Extended childcare is not available for the 2-year-old preschoolers. 2 year old preschoolers must be picked up by 3:00 PM sharp.

Late Pick Up Policy

There is a five (5) minute grace period if you are late picking up your child. After 5:05 PM you will be charged \$1.00 per minute. If your child is a half day student you will be charged \$1.00 per minute after 12:35PM.

Chapels

Preschool chapels are held weekly on Wednesdays. They start promptly at 8:30 AM. Parents are always welcome to attend chapel.

Clothing

Preschool parents may choose to purchase the school uniform. Uniform information is located in the front office.

Parents opting not to purchase the uniform are requested to dress their children in sturdy, washable clothing. We recommend "pull-on" type clothes with elastic waist that can be easily manipulated by the child. Overalls, belts, bodysuits, etc. are discouraged. We require, in order to maintain modesty, that girls wear shorts under their dresses.

Clothing and shoes that display violence or weapons are not permitted to be worn at Hillcrest.

Shoes & sandals must buckle, tie or Velcro securely onto the child's foot. Sandals must be closed toed. Because of the safety hazard involved, flip-flops, cowboy boots, athletic cleats are not permitted.

Children that are sent to school with inappropriate clothing or shoes will be escorted to the director's office, and a call will be made to their parent to send the appropriate clothing immediately.

Disaster Preparedness

HCS stocks emergency kits to be used in the event of a major disaster in which the students might have to stay at the school for an extended period of time. Each student must also turn in a Comfort Kit/Ark Emergency Kit on the designated date at the beginning of each school year. Earthquake drills are held at once a quarter. Fire drills are held once a month. Lockdown drills are also routinely held.

Parents are asked to give the school their disaster contact number, and an out-of-state "Home Base" contact number. The local number is the first number to be called in the event of a school-wide emergency and should be carefully chosen as the contact number where we are most likely to reach someone. Our policy is to first call the disaster contact for all students. If we are unsuccessful in reaching someone with this first round of calling, then we will go back and start calling alternate phone numbers, including the "Home Base" contact number should local numbers not be accessible.

Library

Students have the opportunity to use the school library from 7:30 AM to 4:00 PM each day with their parents and during school with their class/teacher. Books and other materials are to be returned on time so others may enjoy them too. Please follow the librarian's rules of behavior, so others can enjoy this on-campus resource.

Lunch

You may choose to send a lunch and drink for the noon meal, or participate in our hot lunch program. A Hot Lunch Menu is included in this handbook.

Hot lunches are available every day. Prices on items from the preschool menu vary from \$1.00-\$5.00. You can pay as you order or a credit account may be established through the Hillcrest Café. You will be notified in writing when the account needs to be replenished.

Parents must order their child's lunch on their child's classroom posted order form when they bring their child to school. After 9:00 AM parents must place the child's order at the Hillcrest Café. If your child does not have a lunch nor were they ordered a lunch, the café will provide your child with a lunch and you will be billed accordingly.

Please mark all lunch/snack bags with the child's name as we often have bags that are identical.

Parent Opportunities

Please look for additional information that will be placed on the preschool bulletin board outside your child's class. Please watch for these notices so that you do not miss out on any activities. During the school year, we celebrate with special activities and lunches in the classrooms. You will be notified of these celebrations by the teacher and will at times be asked to sign up to bring different items. You are always invited to attend these activities and share lunch with your child and the other parents and children in the room. These activities are for you just as much as they are for your child.

Field trips are planned during the year to enhance the curriculum and broaden the experiences of the children. We encourage parents to be a part of this and to help by driving. If you cannot drive your child then you must fill out a permission slip stating that a designated person is allowed to sign out your child and drive them on the field trip.

Preschool Program Hours

Hillcrest Christian Preschool offers two, three and five day programs with half-day sessions starting at 8:30 AM and finishing at 12:30 PM, and full-day sessions starting at 8:30 AM and finishing at 3:00 PM.

Late Arrival

If you arrive after 8:30 AM, your child's class is already in circle time and the classroom door will be locked. Please stay in the hallway with your child until the end of circle time. This will help the teacher keep the focus of her class. Entering the class while circle time is in progress is very distracting and takes away learning time. Please call ahead of time to inform the teacher if your child will be late to school.

Cell Phone Use

Cell phone use will not be permitted upon drop off or pick up of your child. Your child needs your full attention in either case. Please be considerate of the teacher and your child.

Publicity Consent

Students, parents, and other visitors to our campus may subsequently have their likeness used in school promotional materials, the school's website, school publications such as the yearbook and newspaper, and other media. All such materials disseminated by Hillcrest Christian School will be consistent in their content with the school's mission statement and purpose. Parents may sign a form to request that their image and/or their child's image not be used for this purpose; please see the Registrar for more information.

Rest Time

Title 22 of the California Administrative Code regulating licensing of Child Day Care Facilities requires that provision be made for children to rest after lunch. All children in our full day program rest during the afternoon hours.

All children resting must have their own crib sheet and blanket. All bedding must be clearly marked with the child's name and be placed in its own plastic bag. Bedding will be sent home weekly for laundering.

Snacks

You need to provide a snack for your child **each day**.

Snacks should include 2 **nutritional** choices from the 4 major food groups. NO CANDY is allowed.

If your child will be staying past 3:30 PM, include a **separate** afternoon snack which will be eaten during extended childcare.

Snacks may be purchased at the café before 9:00 AM. Snack costs vary from \$.50-\$2.00. You may pay as you order or a credit account may be established through the cafe. You will be notified when the account needs to be replenished.

You must **purchase** your child's snack from the cafe when you bring your child to school. If your child does not have an AM or PM snack then, by licensing requirements, we will provide your child with one and you will then be billed.

Please mark all snacks with the child's name.

Traffic & Parking

Parents and students are to obey school personnel at all times in the parking lots and crosswalks.

When entering through the east parking lot at the rear of the school, parents should *never* leave their vehicles during drop-off and pick up. In the front/east parking lot, leave the center lane open for cars to pass. Do not double park in front of handicapped, reserved, or empty parking spaces. Do not park in handicapped or reserved parking spaces unless authorized.

If you must double park, advise the Office Manager, leave your keys, and return to your vehicle as quickly as possible to prevent delays to other drivers. Please review the parking lot regulations at the end of this handbook.

Visitors On Campus

All visitors must check in at the school office to obtain a visitor's pass which must be worn at all times.

Volunteer Hours

Families are required to complete 20 hours of volunteer service to the school throughout the year. There are numerous opportunities for service in both classroom and school-wide activities. Speak with the teachers, check at the front office, and watch the newsletter for suggestions. Parents are responsible for logging their hours at the Front Office. Families will be invoiced at a rate of \$20/hour for any hours not completed by the end of the school year. Please review the guide line for volunteer hours at the end of this handbook.

Health Care

Illness Procedure

If your child becomes ill during the day, he will be isolated from the other children and you will be called to pick him up from school. It is your responsibility to come IMMEDIATELY for your child or secure alternate childcare. A report will be given to you describing symptoms, temperature and first-aid measures that have been given to your child.

Illness

Your child's health is of major importance. For your protection, Hillcrest Christian Preschool has adopted the following regulations:

1. NO CHILD WILL BE PERMITTED TO ATTEND SCHOOL WHO SHOWS ANY OF THE FOLLOWING SYMPTOMS: Acute cold–sore throat or earache–swollen glands –runny nose–sneezing or coughing–red or discharging eyes–temperature of 99.7 or above–nausea or vomiting–diarrhea–skin eruptions or rashes– headache –signs of listlessness, weakness, drowsiness, flushed skin or chills.
2. If your child has had a fever during the night, he/she may not be permitted at school until a full 24 hours after his/her temperature has returned to normal with no medication.
3. If your child is sent home from school with a fever, he/she will not be permitted to return to school the next day.
4. The director and teacher have the authority to refuse admittance to your child if they see ANY signs of illness.
5. A written doctor's clearance or a call from the doctor's office will be required before a child will be allowed to return to school if he has had, or has been suspected of having, any communicable/infectious condition, or in cases of prolonged illnesses of five days or more. This must include the name of the condition/illness, any medication being given for it, and assurance the child is not contagious to other students.
6. Parents are requested to notify the school if their child is exposed to a communicable/ infectious disease so that the health needs of the other children at the school can be protected.

Medication

Should your child need to be given any type of medication during the time he/she is in school, the following steps must be completed. Do not send any type of medication in the child's lunch pail. This includes cough drops and vitamin tablets.

Prescription Medication:

1. The child's parent or guardian must give written permission for the prescription medication to be given to the child with instructions for dosage and times to be administered, in accordance with label directions and written instructions of the child's physician.
2. All prescription medication must be in the original container with the printed directions on the container.
3. All medications must be presented to the child's teacher then brought to the office.

Non-Prescription Medications:

1. All non-prescription medications must be in the original container stating the name of the medication and the dosage.
2. All medications must be presented to the child's teacher then brought to the office.

PLEASE NOTE; if your child is taking any prescription or non-prescription medications at home, please notify the child's teacher when you come to school. This enables us to observe the child for any signs of reaction and also helps us to know why a child may have a change in behavior.

Health Requirements

The state of California requires a physical examination and recommends a TB test for all children prior to entrance into preschool.

No child will be permitted to start school until this is completed.

"NO SHOTS – NO SCHOOL" is now in effect statewide.

Immunization of the student against POLIO, DPT (Diphtheria, Pertussis & Tetanus), MEASLES, MUMPS & RUBELLA, HIB and HBV is required before attendance in California schools. On admission, the parent or guardian must show proof that the child has received the required doses of vaccine by presentation of an immunization record, signed/stamped by a physician or nurse such as the yellow California Immunization record. A copy of this record will be kept in the student's file.

Due to personal beliefs the parent may sign the back of the California School Immunization Record requesting an exemption of their child from the immunization requirements for school entry because of all or some immunizations are contrary to their beliefs. Please note that your child may be temporarily excluded from school in case of disease outbreak in the community.

School Discipline

Guiding Principles for the Exercise of School Discipline

- To model Christ-like behavior
- To educate a student to self-discipline
- To educate a student to take personal responsibility for his/her behavior
- To balance justice with mercy
- To make decisions based on patterns of behavior and not just isolated incidents, unless the incident is of a serious nature
- To make decisions based on the common good of the whole school community
- To be consistent in exercising discipline without neglecting to consider individual circumstances

Preschool Discipline

At Hillcrest Christian Preschool we believe that discipline is necessary for the welfare of the student as well as for the entire school. Discipline is a means of teaching and instilling in each child a sense of right and wrong. Developing character traits that are consistent with Christian principles is an ongoing objective.

It is our desire to give the child every chance to grow to be responsible and self-directing. We do not expect any child to be "perfect". We manage behavior problems by assisting the child develop his/her own conflict resolution skills. Thus, discipline is firm and consistent, yet tempered with kindness and love, and a genuine regard for the student. Our positive approach focuses on what is good rather than concentrating upon what is not.

Most disciplinary action is handled by simply redirecting the child's behavior. If the behavior problem persists, then the teacher and child talk about the behavior, making sure the child understands the reason it is unacceptable. The child is then given an acceptable alternative activity. The teacher is cautious to make it clear to the child that it is the behavior that is inappropriate, not the child.

Parent notification describing behavior is issued to work on behavior as a team effort.

Should the negative behavior continue, the child will again be spoken to and then be moved away from the activity to think about his/her behavior. The length of time spent sitting, correlates with child's age. In some instances, the child will be removed from the classroom and taken to the director, who will talk with him/her, and try to determine a course of action that will be satisfactory for both teacher and child.

If the behavior continues after this, the child will be taken to the director who will have the child sit with her and again counsel the child giving acceptable alternatives. Should it progress beyond this point, or should the child have repeated trips to the director, the parent will be called and asked to come and conference with the child, and/or the teacher and director.

Constant demonstration of an uncooperative spirit through continual disobedience and negative attitude will result in the child's dismissal from the preschool program.

Child Abuse Prevention

All child care providers are required by law to make a report to their local Child Protective Services agency if they reasonable suspicion that a child has been abused or neglected.

See posted information on child abuse prevention posted on bulletin board by the preschool director's office.

Anti-Harassment Policy

The policy of Hillcrest Christian School ("HCS") is to provide and academic environment that is free from harassment-actual or perceived and whether based on sex (gender), race, color, national or ethnic origin, age, or disability- and an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect.

See posted information on anti-harassment policy posted on the bulletin board by the preschool director's office.

Handbook Policies

Although every effort has been made to ensure the accuracy and completeness of the information in this handbook, students and parents should note that laws, rules and policies change from time to time, and these changes may alter the information contained in this publication. This handbook does not constitute a contract or the terms and conditions of a contract between the student or parent and Hillcrest Christian School.



HCS Café Preschool & Kindergarten Lunch Program

The HCS Café offers lunches to Preschool & Kindergarten students five days a week.

What's Available? The Combo Lunch Menu offers six different items available every day of the week from Domino's. Also available are a few ala cart items. Please see lunch order form posted on your child's classroom bulletin board.

Credit Accounts: Credit Accounts are available for \$60.00 per student and Beverage Only Accounts are available for \$15.00. Send either cash or check (written to HCS, separate from any other payments) through your student's teacher to the Café. As orders are received for your child, your account will be adjusted. A note will be sent home with your child when your account is low, giving you time to send in another deposit.

Questions: If you have any questions, please call or stop by the Café (497-7501 ext. 206).

Preschool & Kindergarten Combo Lunch Menu

Subs-\$3.00

Ham & Cheese
Philly & Cheese
Grilled Cheese

Pizza-\$3.00

J.R. Cheese Pizza (box)
J.R. Pep. Pizza (box)

Chicken and Pasta

Chicken Dinos (4) - \$2.00
Macaroni & Cheese - \$4.00
Penne w/Marinara Sauce - \$4.00
Penne w/Chicken Alfredo Sauce - \$4.00

A la Carte Lunches and Sides

Corn Dog - \$1.00
PB&J Uncrustable (Grape) - \$1.00
Beef Taquitos (5) w/Salsa - \$2.50
Bean & Cheese Burrito - \$2.00

Fruit & Crème Parfait - \$1.00
Fresh Seasonal Fruit - \$0.75
Go-gurts - \$1.00
Carrots w/ Ranch - \$1.25
Celery w/ Ranch - \$1.25

Drinks

Apple Juice - \$1.00
Orange Juice - \$1.00
Water bottle - \$1.00
Milk - \$1.25

Dear Preschool Parents,

August 22, 2011

Due to the importance of the safety of your children the following drop off routine needs to be followed. We know that any inconvenience that the following procedure may create will be well worth the safety of your children.

When entering the school, either from the front or the back entrance, you and your child will ONLY be allowed to enter the playground through the back gate. Mrs. Medrano's, Mrs. MacLaury's, Mrs. Berg's, and Mrs. Baltau's doors will all be locked and may NOT be used as access to the yard.

Miss. Nicole's and Mrs. Sharifi's doors will not be locked. Parents of these teachers' students may put away their child's snack(s), lunch, or any other items in the classroom. At this time please sign your child in on the roster outside the classroom door and sign them up for hot lunch if needed. Please do not allow your child to stay in the classroom. No child is permitted to be unattended at any time. Take your child and enter the yard through the back gate, where he/she will stay until the whistle is blown to line up.

Mrs. Medrano's, Mrs. Berg's, and Mrs. Baltau's parents and students will go straight to the yard through the back gate. When you have said your final good-bye to your child, you may enter your child's classroom to put away snacks, lunches and other belongings. Please leave via the classroom and sign your child in on the roster outside your child's classroom door; also sign them up for hot lunch/drink if needed. Finally, make sure the door is completely closed and not left ajar when leaving.

Preschool students may not be in the classrooms before 8:30 AM.

Any child that is not enrolled in preschool may not be permitted to use the preschool bathrooms nor stay in the classroom unattended by the parent.

Preschool parents MUST sign their children in and out. It is a State Licensing requirement and a fine will be imposed if this is not done. A full signature is required and initials are not acceptable.

Our Preschool/Kindergarten playground is available only to children between 2-6 years old. Siblings and other children need to stay with their parent at all times and may not play on the equipment.

The gate to the back parking lot will be locked at 9:00AM every morning and unlocked at 2:30PM every afternoon. If you come to pick up your child between the hours of 9:00AM-2:30PM then you must use the front entrance. Please do not ask the playground teachers to open the gate for you. Thank you for your cooperation in making our school a safe place for your child.

Thank you for your cooperation in making our school a safe place for your child.

Sincerely,
Cathe Jackson
Preschool Director

Preschool/Kindergarten Playground Rules

**This playground is for children AGES 2-6 YEARS only!
Please do not allow siblings/friends to use the equipment
for their safety and the safety of the other children.**

1. Sand and sand toys stay in the sand area only! No throwing sand!
2. Children need to slide down the slide face forward on their bottoms only.
3. Do not jump from the slide.
4. Do not climb on the outside of the Large Little Tikes Equipment.
5. One child per bike seat.
6. Children may not push the bikes.
7. Ride bikes in direction of the arrows.
8. Park bikes in “parking lot” when done.
9. On the monkey bars one child at a time in one direction.
10. Do not stand or sit on the top of, or play under, the monkey bars.
11. Swings: one child at a time. Swing sitting on bottoms, not bellies or feet.
12. Do not jump off the swings.
13. Sit on swings facing school, not the wall.
14. Do not play in the drinking fountain or sink.
15. Balls are to be used in the designated hoop area.
16. Blocks are to be used in the designated hoop area.
17. Children need to keep their hands to themselves.
18. Once a child walks away from any activity their turn is over (except for bathroom breaks)
19. All classroom toys and toys from home stay in the classroom.
20. Children may not open the gate or doors for anyone!

Parents,

Please do not ask any child to open the gate for you.

If you need to talk to your child’s teacher while they are on the yard please be aware that they need to continue to supervise the children. If necessary please ask to meet with them at a later time to discuss matters further.

Please keep older siblings with you at all times on the playground.



Extended Childcare Policy Preschool

All children dropped off for AM childcare that are signed in between 7AM and 7:50 AM are billed for the FULL HOUR at \$6.50 per hour.

All children signed into PM childcare are billed for each FULL HOUR at \$6.50 per hour starting at 3:00PM. If your child is signed out before 3:30PM there will be no charge.

After 5:00PM there is a five-minute grace period (from 5:00 – 5:05). For EACH MINUTE after 5:05PM there is a charge of \$1.00 PER MINUTE. You will be billed for these charges.

It is absolutely imperative that you sign your child out with a FULL signature and the time he/she is picked up.

You may pick up your child by going through the front or back entrance.

HCS Guidelines for Volunteer Hours

Thank you for volunteering at HCS. The volunteerism that exists at HCS has, over our school's history, done much to transform the school, improving your child's experience and educational environment.

Q. Why does HCS require involvement to the extent of 20 hours per year, per family?

A. At Hillcrest, we are in partnership with parents. Parental involvement fosters a healthy interactive partnership. We recognize that our parents are often our best resource for improving our school. The 20-hour requirement is a minimum commitment. Many parents go well above 20 hours each and every year. Studies show that there is a strong connection between student achievement and parent involvement in their child's school.

Q. Why does the school charge for hours not served?

A. HCS charges \$40 per hour not served – a part of the fee agreement that each parent must sign to have children at HCS. This charge indicates our strong commitment to parent involvement. This fee is not a fundraising tool, but rather a motivation to serve. If families are unable to serve, paying the annual charge is simply a substitute for the hours; however, most families opt to serve rather than pay the fee.

Q. How do I record my volunteer hours?

A. There is a volunteer notebook located in the main office. Locate the page with your family name and log the hours that you serve. If you have any questions about the logbook, our office manager will be glad to assist you.

Q. If I don't know how to serve, who would I contact? How would I get started?

A. We regularly post volunteer opportunities in the weekly newsletter, This Week @ Hillcrest. Become familiar with various parent-support groups as well as administrators, teachers, and room parents.

Connect with people. Listed are key people/contact information regarding volunteering.

Employees:

Head of School, Stephen Allen, 805-497-7501, ext 210; sallen@hillcrestcs.org

Café Supervisor, Dee Covany, 805-497-7501 ext 206

Librarian, Mrs. Thurman – 805-497-7501, ext 213; jthurman@hillcrestcs.org

Volunteers:

HCS Board President, Melissa Dundas, (805)390-3144; melissadundas@gmail.com

Women's Tea Fundraiser, Sunnie Regier, (805) 338-1971, Sunniedelano@aol.com

Athletic Booster Club President, Tom Rettinger: 716-912-1299 (c); tretting@live.com

PFA (Parent-Faculty Assoc.) President, Robin Oglesby: 805-338-5826 (c);

aroglesby@roadrunner.com

/Golf Tournament/Auction Chairperson, Melissa Dundas: 805-390-3144;

melissadundas@gmail.com

Other individuals include teachers, coaches, athletic director, K-12 Principal and Preschool Director

Q. What qualifies as volunteer hours?

A. There are many forms of service and opportunities from which to choose. Many are listed below; however, *please do not confuse simply attending with volunteering.*

Typical activities/tasks (and some guidelines) that can apply for volunteer hours

(Each activity may have more specific guidelines that are given by event/organizational leaders.)

Field Trips/Retreats

- Field Trips – Volunteer hours from field trips are earned for assisting in the supervision of children in addition to your own, including time driving additional children.
- High school and middle school retreats – Parents are rarely requested to attend these events.

Major Trips

- *Sacramento – 4th Grade* – When parents attend and supervise just their own child, no hours are earned. If parents attend and chaperone an additional child, it is possible to record 20 hours of service.
- *Outdoor Education – 6th Grade* - Parents are rarely requested to attend this trip.
- *Catalina – 7th Grade* – Parents are rarely requested to attend this trip.
- *Washington, D.C. – 8th Grade* – When parents attend and supervise just their own child, no hours are earned. If parents attend and chaperone an additional child, it is possible to record 20 hours of service.

Academic Competitions

- Preparing your own child for a competition does not qualify for volunteer hours. Hours qualify only if you are asked to attend and work the event.

Events and coordinators are:

- ACSI Geography Bee – Mr. Allen
- ACSI Math Olympics – To be determined
- ACSI Piano Festival – Mrs. Essick
- ACSI Science Fair – Miss Cecil
- ACSI Speech Contest – Mrs. Thurman
- ACSI Spelling Bee – Mrs. Hawisher
- ACSI Technology Fair – Mr. Kosako
- National Geographic Society Geography Bee – Mr. Allen

Teacher-Led Tasks

- Bulletin board displays
- Classroom help – must have teacher's approval
- Working at specific class events (example – 4th grade “Patty Reed Day”)
- Teaching – as a volunteer when arranged by teacher/administrator
- Teaching (assisting) with drill and practice (flash cards), grading papers, Bible verse memory work, etc.
- Class parties – Hours that apply are for set up, clean up, and for cooking for this (example – Thanksgiving Day Feast)
- Fund Raising
- Annual Auction (Auction Chairperson) – working, not just attending
- Garage Sale – Sorting, pricing, and working the event.
- Jogathon (Athletic Boosters/PFA) – working, not just attending
- Administration of scrip/Oaks Mall receipt program
- BoxTops for Education
- Used Uniform Sale (Athletic Boosters – assisting in the sale)
- Pancake Breakfasts – Working, not just attending

Leadership - Time served as a leader in PFA, Athletic Boosters, and HCS Board of Directors

Social Events (Working, not just attending)

- Candy Cane Café, Teacher Appreciation Week (PFA)
- International Day
- Movie Night (Athletic Boosters)
- Teacher Orientation Week Brunch and Teacher Christmas Party/Bingo

Other Opportunities

- Athletic work – volunteer (unpaid) coaching, team mom, driving team, (time spent working, not attending games)
- Making food for PFA Care Committee.
- Food making for events (one hour for every 3 doz. cookies – must be homemade)
- Café Work – consider being a regular volunteer in our café. The hours open each week are from 11:00 AM to 1:00 PM for lunch and 2:30 to 3:30 PM for snack. Hours must be scheduled with staff.
- Book Fair – assisting the librarian with assigned tasks
- Library Work – as per Librarian’s permission and direction
- Saturday Volunteer Workdays –our Business Manager supervises a Saturday workday nearly each month, typically on the first Saturday of the month. The newsletter, phone (Parent Link) messages, and all-school emails will inform you when volunteer workdays take place. Volunteer workdays are from 8 AM to noon and include lunch. Come for all or just a part of the day. Painting, dusting, vacuuming, cleaning, organizing, and outside yard work are a few of the tasks that occur on volunteer workdays. We do allow high school students to earn hours for their family this day as well.
- Spirit Week – making posters and more
- Chapel – leading in worship/teaching
- School musicals – choreography, set production, assisting director with costuming
- Graduations – assisting with details as assigned by administration

Q. Does fundraising count as volunteer hours?

A. To do fund raising well requires many hands and, of course, it qualifies as volunteerism at HCS. Keep in mind that all fundraising projects, appeals, and initiatives must be approved by the Head of School. Also, while we do charge a fee for un-served hours, having made a donation during the year is not a substitute for the required volunteer hours.

Q. If you have served over your 20-hour requirement, can I apply or give the extra hours to another person? Also, who can serve the required hours?

A. Our goal is to have everyone involved; therefore, giving someone else your volunteer hours would not be permitted in our program. The required hours can be served by the parents only, with the exception of high school students on Saturday volunteer workdays.

Q. What exactly is the purpose of the Volunteer Office that is located on campus?

A. Room # 132 is labeled as a volunteer office. Most volunteer tasks do not require the use of this office. However, it is for the purpose of volunteerism in general. All parents should refrain from leaving personal items in this office. Parent support group leaders and major fund raising leaders will need to use this office for the use of computers and printers and the storage of related items. Some other basic guidelines for the room are: (1) Do not let your children and their friends hang out in the room. (2) Do not use this room for personal items such your own children’s snacks, food, etc. (3) This room needs to be kept secure due to the storage of used uniforms by the Athletic Boosters.(4) Have respect and cooperation for all others who are allowed to use this room. As space is at a premium, no one individual and/or group can monopolize or restrict others. The Head of School should be consulted if there are any conflicts resulting from the use of this room.

Q. How and when will I be billed for any un-served hours?

A. Required volunteer hours must be served and logged by May 31. Hours served or logged after May 31st will apply to the next school year. On June 1st, the hours are tabulated from the logbook and a bill is sent to parents who choose to not serve their volunteer hours. Parents are responsible for paying this fee before the last day of school. Fees for un-served volunteer hours do need to be

paid up before the last day of school. Student records, report cards, transcripts, and yearbooks will not be issued if payment is not received.

Thank you for taking the time to read these guidelines. If you are not sure if something applies toward volunteer hours, or if you have questions, please contact the Head of School if the Office Manager or another leader is not able to answer your question. Consider taking initiative. If you have a new idea of something that you want to do through volunteerism, discuss it with the Head of School, the K-12 Principal, the Preschool Director, or a volunteer leader.

Please have fun while volunteering. Sometimes when volunteering there is a process of trial and error before the volunteer discovers the projects and people who are the best fit for them. There are plenty of projects to go around, so try something new. Remember that little eyes are watching adults as they serve. Getting a job done (the product or result) is important; yet, equally important is the way the job was completed (the process). Honor the Lord in all that you do.

Work to form positive relationships with other parents. Seek unity in all things. If you are not sure what to do, then seek the advice of someone in authority such as the lead volunteer overseeing a project or an administrator. As you help us, we are here to help you. Thank you for the significant difference you each make in a Hillcrest education!

Stephen Allen, Head of School, Summer of 2010