
PRESCHOOL PARENT HANDBOOK



**HILLCRFOT ABA CLINIC
4105 N. WALNUT STREET
MUNCIE, IN 47303
765-587-5244
2022 - 2023**

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Welcome

Welcome to the Hillcroft ABA Clinic Preschool! In this handbook, you will find an explanation of our policies, procedures, and other general classroom information. Please read the entire handbook carefully and keep it to reference as needed throughout the year. It is designed to answer any question you may have. If you have further questions please contact us for clarification.

The safety and development of our students is our highest priority. We will edit or update this handbook as necessary. All necessary parties will be notified of any edits or updates as they are made. We ask that you sign the last page of this handbook to verify that you have received the handbook and agree to follow the policies and procedures listed within.

Hello Parents,

I want to welcome everyone to the 2022-2023 preschool year. My name is Kyle Bell and I will be your child's preschool teacher this year. I'm looking forward to this opportunity to be a part of your child's life and also yours. All of our curricula are developed around Indiana Early Learning Foundations. We have a lot of exciting things planned and look forward to seeing the growth of all the students this year. Let's have a great year! If you need to contact me about anything feel free to email me at kbell@hillcroft.org.



Preschool Overview

Child Eligibility

Preschool attendees must be between the ages of 3 -5 years old prior to the preschool start date and toilet trained.

Registration Requirements

Preschool application must be submitted and on file prior to the preschool start date. All release forms must be signed and submitted by the end of the first week of preschool. Release forms will be sent via email through Right Signature.

Contact Information

All questions, requests, or concerns can be directed to the preschool teacher, Kyle Bell, the preschool BCBA (Board Certified Behavior Analyst), Kaitlyn Smith, or the Chief ABA Officer, Gina Davenport.

Kyle Bell

Kbell@hillcroft.org

(765) 587-5244 ext: 1521

Kaitlyn Smith, MA., BCBA

Ksmith@hillcroft.org

(765) 587-5244 ext: 1528

Gina Davenport, MA., BCBA

Gdavenport@hillcroft.org

(765) 587 – 5244 ext: 1513

Curriculum

Preschool will follow the Indiana Early Learning Foundations Standards.

Schedule

Full time:

Monday – Friday 8:30am – 3:30pm

Part time:

Tuesday and Thursday 8:30am – 3:30pm

Monday, Wednesday, and Friday 8:30am – 3:30pm

Before and After Care Services

Before and after care services are offered Monday – Friday. Before care drop off starts at 7:30am. After care services are provided until 5:00pm. For your child to attend before and/or after care services there is a flat rate of \$10 per day. Three or more days of just before care is \$20 per week. Three or more days of just after care is \$30 per week. For both services, the entire week would be \$50.

Cost

Full Time:

\$200 per week, not including before and after care services.

Part Time:

Tuesday and Thursday: \$80 per week, not including before and after care services.

Monday, Wednesday, and Friday: \$120 per week, not including before and after care services.

For Hillcroft staff members, please contact Kyle Bell or Kaitlyn Smith directly for special pricing options.

*Weekly rates are locked in and are not discounted for individual student absences

Reporting an Absence

To report an absence please call or email Kyle Bell directly. Please report all absences as soon as possible. Kyle Bell's direct contact information can be found in the contact information section listed above.

Child Illness Policy

Preschool will follow the child illness policy in place for all Hillcroft ABA Clinic clients. The official policy is provided on the next page.



CHILD ILLNESS POLICY

The Child Illness Policy has been developed to ensure the health and welfare of the children being served in the ABA Clinic. Parents are required to follow the policy as outlined below. If you have questions regarding the policy, please contact the Vice President of ABA Services.

Parents/Guardians are asked to use your best judgment when sending your child to the clinic. If your child has a common cold, you do not need to keep your child at home. However, if your child develops any of the possible contagious health conditions below, the child should remain at home until he/she is **symptom free for at least 24 hours**.

Children should be excluded from the clinic for the following:

- The illness prevents the child from participating comfortably in clinic activities
- The illness results in a greater care need than the clinic staff can provide without compromising the health and safety of the other children.
- Temperature: Oral temperature of 101 degrees or greater. Auxiliary (armpit) temperature of 100 degrees or greater. A child should be fever free for a full 24 hour period before they return to the clinic.
- Symptoms and signs of possible illness such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing or other unusual symptoms.
- Uncontrolled diarrhea – child should have no bouts of diarrhea for a full 24 hour period before returning to the clinic.
- Vomiting: A child should be “vomit free” for a full 24 hour period before returning to the clinic.
- Conjunctivitis – defined as pink eye with white or yellow discharge – should not return to clinic until 24 hours after first initial medication treatment.
- Scabies, head lice or other infestation – should not return to clinic until 24 hours after initial treatment.
- Impetigo – should not return to clinic until 24 hours after initial treatment.
- Strep throat or other streptococcal infection – should not return to clinic until 24 hours after initial treatment or cessation of fever.

If your child develops a contagious disease such as chicken pox you should notify the Vice President of ABA Services immediately. Other families will be alerted so they can monitor their child for possible symptoms of disease.

The ABA Clinic practices regular hand washing for both children and staff. Toys are cleaned and disinfected weekly and as needed. Adults and children are instructed and taught to sneeze and or cough into their elbow or shoulders when tissues are not available.

Employees of the ABA Clinic are also required to follow the same exclusion guidelines as outlined above to protect the children in the clinic and to hopefully prevent spread of illness.

Outdoor Play/ Weather Policy

All students will be taken outside for recess each day as long as it is 25 degrees or higher, including wind chill. Please plan appropriately and make sure your child has the necessary clothing.

Communication

Most preschool information will be communicated to parents via email, including a weekly note each Friday with pertinent information and reminders for the following week. Please let your child's teacher or preschool BCBA know if you need to use another form of communication.

Parent Teacher Conferences

Parent teacher conferences will be scheduled once a semester. The first semester conferences will be October 4th and 5th. The second semester conferences will be April 11th and 12th. Conference times on these predetermined days will be schedule with parents at least a week in advance.

Field Trips

All information regarding preschool field trips will be communicated via email. Permission slips with all pertinent information will be sent via Right Signature at least 1 week prior to the scheduled date of the field trip.

Birthday Parties

Birthday parties during preschool are welcomed but not mandatory. If you would like to have a small birthday party for your child during preschool please contact Kyle Bell to schedule a date and time.

Daily Items to be Provided by Parents

1. Lunch box
2. AM snack
3. PM snack
 - If no snacks are provided, children will be offered goldfish or fruit snacks.
4. Water bottle
 - Your child's bottle will be sent home daily to be washed.
5. Extra Clothes
 - Shirt, pants, underwear, socks, and shoes (if possible). These should be provided on the first day of preschool and will be changed out as needed.
 - All dirty clothes will be placed in a bag and sent home at the end of the day.
 - If your child is prone to accidents, we recommend sending 2-3 extra changes of clothes.
6. Yoga Mat
 - Should be provided on the first day. Preschool staff will wipe down mats in the classroom but they can be sent home per parent request.

**ALL PERSONAL ITEMS SHOULD BE LABELED WITH YOUR
CHILD'S NAME OR INITIALS.**

Daily Schedule

Your child will participate in the following activities each day:

- Morning Table Work
- Morning Meeting
- AM Snack
- Calendar
- AM Centers (reading and writing)
- Lunch
- Quiet Time
- PM Centers (Math and Play)
- Gym Class
- PM Snack
- Recess

Activities may not take place in the sequence listed above. Scheduled times may vary each day to accommodate student needs.

Discontinuation of Preschool Services

Here at the Hillcroft ABA Clinic Preschool, we strive to provide an environment that is conducive to the social, emotional, and developmental growth of our students. Students in the preschool must be able to work in a 1:10 ratio of adults to students. If at any point a child's behavioral needs cannot be met within a 1:10 ratio, preschool services will be discontinued. Any behavior that persistently interferes with the other students' ability to learn or poses a risk of harm to self or others will be cause for discontinuation. If these criteria are met, services may be discontinued with little notice.

Parent Handbook Acknowledgement

Student Name:

The Hillcroft ABA Clinic Preschool Parent Handbook was created to provide parents with an explanation of our policies, procedures, and general classroom information. For the safety and wellbeing of our students, it is important that parents acknowledge, understand, and abide by all policies and procedures written in this handbook.

Please remove this page, sign, date, and return to your child's teacher or preschool BCBA. By signing below you are verifying that you have received a copy of the Parent Handbook and agree to abide by all of the policies and procedures.

I have read the Hillcroft ABA Clinic Preschool Parent Handbook. I acknowledge, understand, and agree to abide by all of the policies and procedures.

Signature of parent/guardian

Date

Printed name of parent/guardian

Date