



School Policies & Guidelines

High Hope Academy		
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HIGH HOPE ACADEMY ENROLLMENT POLICIES

Daily Policy

- School hours are from 6:00 am to 5:30 pm, Monday – Friday
- School starts at 9:00 am Monday - Friday and ends at 5:30 pm. Children are to be picked up at 5:30 pm.
- Children that are not picked up by 5:30 pm will need daycare, which is an extra service. There is an additional charge for daycare.
- High Hope Academy is open every weekday unless otherwise specified. Please be sure to view the calendar to be aware of school closings.

Holiday Closings	
New Year's Day	Independence Day
Martin Luther King, Jr. Day	Labor Day
Summer Break (One week closed)	Juneteenth
Good Friday (Friday before Easter)	Thanksgiving Day
Memorial Day	Christmas Day

- The school always needs a current telephone number and address in case of an emergency. Please keep the school informed if this information changes.
- Children must be **escorted in and out** of the building daily by an Adult 18 years and older. They must be signed in and out daily.
- Children will not be permitted to leave with anyone except their parents (guardians) or authorized pick-up person(s) specified on the enrollment form.

Food Policy & Schedule

- 1) Weekly menus will be posted in the center.
- 2) Parents are responsible for ensuring that the child arrives in time for breakfast.
- 3) Meals are served "Family Style"
 - Breakfast is served from 8:30AM -to- 8:50AM
 - Lunch is served from 11:30AM -to- 12:05PM
 - Snack 2:30-3:30.



Medical and Illness Policy

- 4) High Hope Academy's will not administer any medication to children. The Parents are welcome to come and give the medication to the student.
- 5) If a child should become ill, injured, or have an adverse reaction to medication while at the center, the child's parent(s) will be notified immediately.
- 6) Parents are to be notified when children have been exposed to any communicable diseases. Children suffering from a communicable disease cannot stay at the school and will be sent home.
- 7) In the case of illness or serious injury to a child, parents will be contacted. If parents cannot be reached and the child cannot stay on premises, an Emergency Medical Service (EMS) will be called, and the child will be taken to Tift Regional Medical Center at cost to the parent.
- 8) Please do not send your child to school if he/she is sick.

Child Dress Code & Readiness

- 9) Child should wear washable clothing in which they will be comfortable and can get dirty.
- 10) All children will need a change of clothing to be kept at the center for emergencies. Please be sure to label all of your child's clothing, including coats, with their name.
- 11) Children will be allowed to play outdoors except during inclement weather. **Please make sure your child wears the appropriate clothing and shoes suitable for outdoor play. Flip-flops, slides, open toe shoes and sandals are not acceptable.**
- 12) Be sure to check your child's your email or Bright Wheel messages and other relevant material and keep the book bag cleaned out weekly.
- 13) Do not let your child bring personal food or items from home.



- 14) Each child will have a cot for an afternoon rest period or nap. Please send your child with a blanket every Monday and pick them up every Friday to be washed.

Student Evaluation

- 15) All children will have a portfolio with assessment. It will consist of self-reliance skills, practical skills, social-emotional skills, work habits, listening skills, speaking skills, fine motor skills, gross motor skills, reading readiness, math readiness, music, art, science, and social studies.
- 16) We will have parent conference days, which will be announced.
- 17) Parents will receive a monthly newsletter which will include field trips and other special activities.

Field Trips & Activity Policy

- 18) High Hope Academy participates in a number of field trips at various times of the year and parents (guardians) will receive prior notification of these events.
- 19) Your child will only be allowed to enjoy these activities if you sign the "**Bright from the Start (BFTS) Field Trip**" Form.
- 20) If your child will be transported to and from school you must complete the "**Vehicle Emergency Information**" and "**Transportation Agreement**" forms.

A Note on Behavior:

A child may not be permitted to participate in field trips because of their behavior.

Environmental Safety & Weather Drills

- 21) There is **NO SMOKING** on school grounds.
- 22) No children are allowed in the kitchen with exception for supervised cooking experiments.



- 23) High Hope Academy practices regular fire & tornado drills to prepare for the event of an actual emergency.
- 24) Children are to be evacuated in the event of fire, gas leak, bomb threat, or physical plant problems.
- 25) Parents will be called to pick-up children in the event of power failures that affect climate control or structural damage to the building.

Payment & Fees Policy

- 26) There is a non-refundable \$50.00 fee for enrollment.
- 27) Should a student withdraw and re-enroll in the same year, the fee will be charged again.
- 28) **WEEKLY FEES**
 - Payments are made weekly and are due on FRIDAY unless previously discussed with the Director.
 - Weekly fees cover **9 hours** of care per day.
 - A child dropped off at 6:00 am will need to be pick-up by 3:00 pm.
 - A 30 minute grace period will be extended when necessary.
 - Parents that are late picking-up will be charged \$10.00 per 30 minutes. This fee is due upon pick-up.

Parental (Guardianship) Participation

- 29) Parents are encouraged to participate in daily activities and special events.
- 30) Parents may visit the center at any time during their child's attendance.
- 31) Parents are encouraged to discuss any questions and concerns with the Center Administrator. We want your child's experience at High Hope to be pleasant and memorable.



Important School Rules at a Glance

1. **All students are required to be checked-in to HHA by 9:00** am DAILY. If arriving after 9:00 am, *a student must have a DOCTOR'S NOTE or they will not be able to attend for the day.*
2. **Children are to be picked up PROMPTLY at 5:30PM.** Children that are not picked up by 5:30PM will be charged a late fee of \$1 per minute up to 15 minutes.
3. **Children should wear comfortable & washable clothes** to HHA so they can play and participate in all activities. Some activities may require the children to get dirty.
4. **ONLY CLOSED TOE SHOES** suitable for play are allowed at the center. Flip-flops, slides, open toe shoes and sandals are not acceptable.
5. **HAIR BEADS ARE NOT ALLOWED** as they pose a Choking /Strangulation Hazard.
There may be special exception for our High 5 & Pre-K students.
6. **HHA is a Nut Free Center** to ensure the safety and health of all children and staff, there will be **NO OUTSIDE FOOD ALLOWED** into HHA for child consumption. This includes ANY & ALL Meals, Snacks, and/or Drinks from home.