



# HOPE CHRISTIAN ACADEMY

LIVING OUT A COMMITMENT TO CHRIST

*“Students attending Hope Christian Academy  
are educated based on the foundation  
of God’s unchanging word, equipping them  
for a Christian life of service and leadership.”*



## DAYCARE/PRE-K HANDBOOK

***HCA daycare is a state licensed facility.***

2891 5<sup>th</sup> Avenue West,  
Dickinson, North Dakota  
58601  
[hope@hcadickinson.org](mailto:hope@hcadickinson.org)  
[www.hcadickinson.org](http://www.hcadickinson.org)

## **Admissions Policy**

To enroll your child in preschool, you must complete the following forms:

1. General – An online application must be submitted and approved by school administration before a student is admitted.
2. Parents must be in agreement with school policies and the Statement of Faith.
3. All registration fees (non-refundable) must be paid before enrollment is complete.
4. Applicants for preschool must be four years old and daycare 3-7 years old, by August 1. (All must be toilet trained.)
5. A child information sheet must be completed.
6. A copy of the child's birth certificate must be presented at time of registration.
7. Health: A certificate of immunization, properly completed and signed by a physician or health authority, must be presented for the school file. North Dakota law requires ALL children to be properly immunized before they can be admitted to preschool or daycare.
8. Parents must complete a statement of health for each student.

## **Nondiscrimination Policy**

Hope Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policy or scholarship.

## **Hiring/Staffing Policy**

Hope Christian Academy looks internally for qualified candidates who in a solid spiritual relationship before advertising jobs to the greater community. All staff are interviewed by the Head of School and/or the principal. If the following requirements and qualifications are met, then the administration recommends the individual for school board approval.

Pre-requisites are as follows:

- All staff must have current CPR and First Aid certifications.
- All staff are background checked and fingerprinted through the Law Enforcement center in Dickinson.
- Shall be an adult of good physical, cognitive, social, and emotional health, and shall use mature judgment when making decisions impacting the quality of childcare.

Director and teacher will meet or exceed the following minimum ND requirements:

- A director's credential approved in ND. Or
- An associate's degree with at least one year of experience in a preschool or similar setting
- Additionally, eight semester hours or twelve quarter hours of department-approved early childhood education or child development or one hundred twenty hours of department-approved early childhood training.
- Finally, they must have one year of experience in a preschool or similar setting.

All staff are observed once a year by administration and given a formal written evaluation. This is filed in their personnel file. HCA will not discriminate based on age, gender, race, national origin, veteran status, or disabilities.

Each staff member must certify completion of the department approved Getting Started course within the first 3 months of employment.

Staff must certify attendance at the specified amount of minimum department-approved training annually

Staff/child ratio is 1/7 for each group of children you care for and maximum group size of 14.

### **Conduct Policy**

Discipline of non-violent means such as time-outs, reasoning, and diverting the child's attention will be practiced. Time-out usually means removing the child from the problem or the group for a few minutes.

After time-out is over, the problem would be talked through. Children will not be subjected to physical harm or humiliation. Courtesy, sharing, respect for others and for their property are values that will be stressed daily.

### **Illness Policy**

Minor illnesses of your child such as colds and sore throats should not prevent your child from attending preschool. However, if your child has a fever of 100.4 degrees or above, diarrhea, vomiting or transmittable illness, please do not bring

your child to preschool or daycare to prevent the germs from spreading. If your child becomes ill or is injured, the parent will be notified promptly and be expected to pick up their child from school.

### **Snack/Lunch Policy**

Parents will be expected to provide snacks for their own child. If the child is staying in daycare, then parents must provide lunch for their own child.

### **Personal Belongings**

Parents will be expected to write their child's name on any personal belongings brought to school. These items will be kept in the child's backpack or in their personal storage location. The school is not responsible for lost or stolen items.

### **Accountability Policy**

If your student does not show up for school during a mandatory school day, we will call parents or guardians regarding why your student did not show up for class.

### **Transportation Policy**

Hope Christian Academy does not provide transportation to and from school. Our parent volunteers are contacted regarding providing transportation for pre-planned field trips. All children will be required to bring a booster seat from home for scheduled field trips.

### **Grievance Policy**

Grievances must be filed with Emily Dolinar, Early Childhood Licensing Specialist at 701-690-1495.

## **Child Abuse Policy/Mandated Reporter**

Hope Christian Academy is a mandated reporter of any type of child abuse or neglect. CPS Intake: 1-833-958-3500.

## **Aquatic Policy**

Our preschool/daycare students do not and will not participate in any water play.

## **Daily Reports Policy**

Parents may request daily reports for their child including details regarding eating.

## **Emergency Plan**

In case of a building emergency, we would evacuate to the Southwest District Health Unit (528 21<sup>st</sup> St. W), or parents will be notified via email, phone call and/or text message in the event of an evacuation. In the case of an accident, 911 would be called and we would notify the parents or guardians of the injured student.

## **Preschool Activities Hours**

Preschool hours are Tuesday, Wednesday and Thursday from 8:05 a.m.-11:35 a.m. Daycare hours are Monday-Thursday from 11:35 a.m.-3 p.m. We will observe all holidays and vacation days of Hope Christian Academy.

## **Daily Preschool Schedule**

8:05 a.m. Arrival

8:30 a.m. Worship

8:45 a.m. Circle Time

9:15 a.m. Morning Work (letter, shape, color, number of the week + handwriting)

9:45 a.m. Recess  
10 a.m. Snack  
10:15 a.m. Play Time  
10:30 a.m. Cleanup  
10:40 a.m. Bible and Reading  
11:15 a.m. Pack Up and Story Time  
11:35 a.m. Dismissal

### **Daily Daycare Schedule**

11:35 a.m.-Noon	Arrival/Lunch
Noon-12:15 p.m.	Wash Hands/Lunch Clean Up
12:15 p.m.-1 p.m.	Rest/Quiet Time
1 p.m.-1:30 p.m.	Recess
1:30 p.m.-2 p.m.	Organized Learning Activity
2 p.m.-2:15 p.m.	Organized Play/Game
2:15 p.m.-2:30 p.m.	Music/Bible Time
2:30 p.m.-3 p.m.	Clean Up/Free Play
3 p.m.	Dismissal

Our goal is to provide a Bible-based, learning environment encouraging Biblical values. Curriculum will be geared to reach a wide variety of learning styles. We seek to promote intellectual, social-emotional and physical development. Age appropriate learning is very active and social.

\*Emphasis will be placed on:

- Bible lessons – pray often, know the Bible is God’s truth/word
- Story-time listening
- Social interaction, language skills

- Following directions
- Music, movement
- Large (active play and games) and small (manipulative craft activities) motor development
- Reading and math readiness are more formally approached in the second semester of the year
  - Shapes and colors
  - Numbers – shape and counting
  - Basic concepts – more/less, above/below, in/out, top/bottom, inside/outside
  - Alphabet – recognizing letter shapes

The needs of each group of children will be continually reassessed. The program will vary to accommodate. Each child should come out of this experience:

1. Knowing God cares for them
2. Liking school
3. Feeling confident of ability to succeed in a school setting.

This is only the beginning!