



Parent and Student Handbook 2025-2026

Location: 219 Parkview Drive, Broomall, PA 19008

Mailing Address: P.O. Box 5, Broomall, PA 19008

Please mail tuition payments directly to the P.O. Box -or-

Paypal Account: nurseryschoolhillview@gmail.com

https://paypal.me/HillviewNS?country.x=US&locale.x=en_US

Phone: 610-356-8677

Website: www.hillviewnurseryschool.com

A.M. Class Sessions: 8:55 am – 11:55 am

P.M. Class Sessions: 12:30 pm – 3:30 pm

Hillview Nursery School Board of Directors for 2025-2026

President: Gina Scholz

Vice President: Lauren Spicer

Treasurer: Victoria Higgins

Secretary: Alicia Giampino

Fundraiser Coordinator: Emily Young

Director of School: Stephanie Holland

Teachers: Michelle Papurt & Stephanie Holland

Business Manager: Kathleen Hauck mrskathleenhauck@gmail.com

Hillview is a unique, non-profit, and cooperative learning environment where parents operate the school. The Board of Directors runs the school. **All parents are automatically members of the school board and are invited and encouraged to attend monthly board meetings.** In addition, the cooperative board makes all decisions regarding expenditures of funds, including maintenance and repair issues and the purchase of supplies and learning equipment. Aside from these logistical decisions, all Hillview parents have the opportunity and privilege of contributing to the quality of their child's preschool experience by influencing school policy. The board is composed of parents who volunteer and are duly elected to the positions of president, vice-president, treasurer, secretary, and fundraiser coordinator. The directors of the school, teachers and business manager also attend board meetings. The board meets once a month at the school to discuss ongoing school upkeep, policy, and fund-raising opportunities and is authorized to make decisions as it sees fit. **All parents are encouraged to attend and contribute to board meetings.** We meet in the school and everyone is welcome! Board Meetings are posted on the calendar.

HILLVIEW IS A COOPERATIVE SCHOOL

One of the most exciting things about Hillview Nursery School is that we are a cooperative school. Active participation in administrative and fundraising activities help to keep tuition costs low. Other permanent positions are those of AM & PM homeroom guardians/parents, fund-raising coordinators and publicity coordinator. Each family of a Hillview student is expected to contribute time to assist in a variety of tasks and projects at the school. Families of 2-day students are responsible for 4 co-op hours a year, families of 3-day students are responsible for 6 co-op hours, families of 4-day students are responsible for 8 co-op hours and families of 5-day students are responsible for 10 co-op hours. Parents will be asked to volunteer for the various tasks on Back to School Night, scheduled early in each year. Your active participation as a parent in the Hillview Nursery School cooperative will ensure the best educational and social experience for all our children! Parents who cannot fulfill co-op time with hours can do so through donations of needed items by the teachers such as soap, paper towels, etc. You may contact the school if you choose this option to see what the need is.

PARTIAL LIST OF CO-OP JOBS

(Note any jobs that take place in the school during school hours will require clearances be provided and kept on file)

Executive Board Members: Attend one meeting per month to formulate school policy

Parent Volunteer Opportunities - communicated throughout the school year, mystery readers!

Sign Up Genius: Used for fund-raising activities/events and/or classroom gatherings

Maintenance: Be available with special skills such as electrical, plumbing, carpentry. Also help with school upgrades or seasonal maintenance
ie: spreading mulch, leaf raking (Spring/Fall clean up) etc.

Publicity: Take pictures at school activities/events, share on Hillview social media platforms (facebook page)

WHAT TO EXPECT FOR YOUR CHILD THIS YEAR

During their year at Hillview Nursery School, you can expect to see your child grow socially, physically, emotionally, and intellectually. Our goal is to make the child's first experience a positive one by providing opportunities for success. During the time your child is at Hillview, the teachers will guide and support them as they move gradually towards independence and readiness for kindergarten.

The school day consists of a combination of guided free play and large group activities. There are blocks, puzzles, clay, paint, gross motor activities, dramatic play, music, and socialization, all of which contribute to a child's growth and development. Social skills are the major focus of nursery school and we share with parents the responsibility for teaching children the behaviors needed to get along with one another: using words, sharing, taking turns, and settling conflicts. Our initial goal each year is to provide a positive separation experience, especially for the youngest children, and we provide a lot of loving attention to ease this process.

An additional goal at Hillview Nursery School is to help children build strong self-esteem. Our teachers offer support, focused attention, and verbal encouragement to our kids. Children are respected and accepted for who they are.

Each year we plan a curriculum with special focus areas, such as dinosaurs, the ocean, the environment, etc. The basics such as colors, shapes, sizes, fine motor skills, numbers, letters, concepts of print, and the holidays, are always covered. We also use specific curriculums here at Hillview. We are fortunate to utilize The Foundations for Early Literacy program, Handwriting Without Tears, Everyday Math and Touch Math program. These have proven to be very successful in our efforts to prepare our children for kindergarten.

In summary, what the school offers your child is an exciting and highly enriching experience. Relating to other children and adults will become easier and more enjoyable, body awareness and movement skills will improve, language and vocabulary will be expanded, and of course, thinking skills and general knowledge will increase. Hillview “graduates” are extremely well prepared for kindergarten. The atmosphere is relaxed and informal. At Hillview, school is a fun place to be!

CONFERENCES

We do schedule mid-year parent-teacher conferences for all of our children. Our staff recognizes that each student develops and learns in a unique way. Hillview strives to accommodate students with specific needs and gifts. We recognize that communication is a key to addressing these individual developmental and academic differences. We ask that parents share any information that might help us in this endeavor, included but not limited to IEPs and developmental history. If at any time you would like to address your child’s progress or needs, parents are welcome to schedule a conference with school staff.

FIELD TRIPS

Several field trips are scheduled throughout the year. **Out of school field trips are reserved for the PM CLASS only.** All out of school PM field trips require a parent chaperone to accompany each student for the duration of the trip. Transportation is provided by the parent chaperone. Carpooling is optional and left up to the individual and parent coordination. Teachers are not responsible for transporting any student to or from a field trip.

TYPICAL DAILY SCHEDULE

Hillview morning session begins at 8:55 AM and ends at 11:55 AM promptly.
The afternoon session begins at 12:30 PM and ends at 3:30 promptly.

Daily Schedule (subject to change)

AM Class Schedule:

8:55 Arrival: Greet teacher, put personal belongings in cubbies

9:00 Free Choice Centers/Art:

- Craft to enhance learning, fine motor, speaking & listening-follow directions
- Center Choices: Fine motor (manipulatives), Math (puzzles, number blocks, scales), Blocks/Legos, Dramatic Play

10:00 Clean up

10:15 Circle Time:

- Music, movement, calendar, literature, class sharing, games, group discussions and learning to sit and participate in a group setting.

10:30 Toileting/hand washing: health and safety

10:45 Snack: 1 to 1 correspondence, social/emotional

11:00 Outdoor: Self dress, lining up/regulation of space, gross motor

11:30 Creative Movement/Physical Activity/Story Time

11:45 Prepare for Departure: Self dressing & line up

PM Class Schedule:

12:30 Arrival: Greet teacher, put personal belongings in cubbies

12:35 Teacher Directed Centers/Art:

- Craft to enhance learning, fine motor, speaking & listening-follow directions
- Teacher Directed Centers: Fine motor (manipulatives), Math (puzzles, number blocks, scales), Blocks/Legos, Dramatic Play, Letter Table

1:30 Clean up

1:45 Circle Time:

- Music, movement, calendar, literature, class sharing, games, group discussions and learning to sit and participate in a group setting.

2:00 Toileting/hand washing: health and safety

2:15 Snack: 1 to 1 correspondence, social/emotional

2:30 Outdoor: Self dress, lining up/regulation of space, gross motor

3:00 Creative Movement/Physical Activity/Story Time

3:15 Prepare for Departure: Self dressing & Line up

TUITION PAYMENTS AND STATEMENT OF REFUND POLICIES

All fees including registration, deposits, and tuition payments are non-refundable, non-transferable, no exceptions. Parents may choose the option either to pay their tuition in full by August and receive a 3% discount or pay in monthly increments from August – June without incurring a discount. If you have chosen to pay tuition on a monthly basis, the due date for each tuition payment is the 5th of the month. All payments should be sent to the PO Box or submitted through PayPal. A grace period of 5 days is granted for a late tuition payment. If a family neglects to pay the monthly tuition by the end of the grace period, or the 10th of the month, the child or children of that family will not be permitted to attend school at Hillview until our business manager has received the tuition payment for that month. The business manager will handle all communications between the family and Hillview regarding late tuition payments.

If a student withdraws from school before the 15th of the month, you are responsible for ½ of the monthly tuition. After the 15th of the month, you are responsible for the monthly tuition in its entirety.

BEHAVIOR MANAGEMENT PLAN

We believe it is helpful for both parents and staff to state the philosophy of child guidance in practice at Hillview Nursery School. We know it is important to teach children to respect themselves and others. However, children are not experienced or mature enough to exercise self-control over long periods of time. Therefore, several factors are considered vital to good discipline in the classroom.

First, we plan a curriculum suitable for the ages and needs of our children. Secondly, we create a comfortable physical environment so that a child will feel at ease as they learn self-control. Thirdly, teachers' role-model using soft voices, giving children the words to use when solving a conflict, as well as enforcing classroom rules that are fair and consistent.

Specifically, children are redirected with the use of verbal techniques. We give praise for appropriate behavior. We model words that children can use and give ample warning time for transition periods. For example: "Five minutes until clean-up time!" We ask the child to take responsibility for their own behavior by allowing them to experience consequences.

For example: "When all of the toys are put away, you can sit with us and enjoy a snack." On rare occasions when a child cannot control their behavior, we attempt to redirect them to another activity.

In addition to informal daily communications between parents and staff and mid-year conferences, the teachers will advise parents of any uncommon behavior in the classroom and seek parental input.

We are confident that together we can formulate a plan to cope with any behavior problems that may arise.

SEESAW APP

Seesaw is an app used by our teachers on a daily basis. Seesaw enables two-way communication, announcements, and sharing of classroom activities in a safe closed-loop way. This is the most direct line of communication between our teachers and parents. Our teachers frequently upload pictures and communicate time sensitive and vital information to parents including reminders, events, and much more. **In the event of urgent or emergency messages, Seesaw allows messages to be flagged as "announcements" and is the fastest method of communication from classroom to home.** Please utilize the Seesaw communication with our teachers as they cannot always check emails or personal messages during active class time.

If you are having trouble connecting to Seesaw please reach out directly to the teachers or Hillview President.

FUNDRAISING

We are a non-profit organization. That means that every dollar of fundraising goes to benefit your child and their education. Most of the co-op time that parents contribute to Hillview Nursery School directly impacts the day-to-day lives of our children, by providing visible support and assistance to the staff. Some of the efforts provided by parents are not so apparent; specifically, those fund-raising projects that tend to impact the school in a broader, more long-term fashion. In the past, for example, fundraising has provided for many improvements to the school facility, including the children's bathrooms, new front door, new flooring, new security system, new roof, new lights inside and outside the school building, tricycles, and an assortment of toys, books, and craft supplies. We thank you in advance for

your time and efforts! Our children who will attend Hillview both now and, in the future, thank you as well.

CLOTHING

Please send your child in comfortable clothes at all times. Nursery school is a place for active and sometimes messy play. Please dress your child in clothing that neither teacher nor child will be fearful of getting dirty. Marking your child's name on clothing items will help ensure our keeping track of them. Because we regularly play outside please be conscious of the weather and send appropriate accessories such as gloves, hats, and raincoats. Our playground is shady and often cooler than sunny backyards so we would prefer to remove an outer layer than have a child be chilly. For safety's sake, have children wear sneakers or rubber-soled shoes, rather than leather-soled "dress" shoes, which can be slippery on the wood chips and indoors. Sandals, open-toed shoes, or crocs are strongly discouraged as our playground is mulch which easily gets into these types of shoes and can be disruptive to your child's activities.

FOOD/ALLERGIES

A small, simple snack will be provided daily by the school. Students with allergies are expected to provide their own snack as well as appropriate snacks as substitution for birthday treats. **WE ARE A NUT FREE FACILITY!**

LUNCH BUNCH PROGRAM

Our lunch bunch program will be decided and scheduled at the discretion of the teachers. More information will be provided by the teachers when the schedule is finalized. The cost is \$5 dollars to eat lunch with peers and teachers.

BIRTHDAYS

If you wish, you may send in a treat or party bag for your child's birthday.

Please remember we are a peanut free facility. We will sing birthday songs and celebrate with a party during snack time.

LIBRARY BOOKS

Our PM children have the opportunity to take books home from our Hillview Library. We ask that if for some reason a book is lost you replace it with a new copy of the same exact book, or pay \$10 so the school can replace the book.

TOYS - WE ASK THAT YOU LEAVE YOUR CHILD'S TOYS AT HOME.

Through the years, we have discovered that children who bring play things from home tend to focus their attention on them rather than taking advantage of the wide variety of learning materials that our classroom offers. In addition, young children frequently find it difficult to share their favorite possessions. Throughout the year the teachers will communicate times when they will hold "show and tell". This would be the most appropriate time for your child to share a special toy.

DRIVING (Pick up and Drop off)

Please enter the driveway at the lowest end (closest to Beechtree), pull around to the drop off point, indicated by the white line. **Three cars will pull up at a time.** A teacher will be there to greet your child as they exit the vehicle. **Only the children in the first three cars should get out of their cars.** All other children should wait in their cars until they move up into the spots of the first three. Exit at the top of the driveway. **PLEASE BE CONSCIOUS OF THE FACT THAT WE HAVE A NEIGHBOR WITH A DRIVEWAY ENTRANCE RIGHT BEFORE OURS AND WE DON'T WANT TO BLOCK THEIR ACCESS.** If you are parking on the street, avoid blocking trash pickup areas and other driveways. Also, if you arrive early and are waiting for the children to emerge, please **turn off your engine** so as to avoid an accumulation of exhaust under the trees. We do not encourage children to leave their vehicle or parents to play on the playground as this may be disruptive for the students in class. At closing time, your child will be dismissed when your car reaches the pick-up point of the first three cars. We don't want the children anywhere near moving traffic, so please do not drop them off or expect to pick them up until you reach the head of the line. Children are to stay in vehicles. Walkers may wait next to the little wooden house on the grass of the outer circle. Children should never be playing inside the horseshoe driveway grass area during pick up or drop off as this is a major safety hazard. Please use the driveway system at all times, except the first day of school or any time you, the driver, will be coming into the

school. If you are not using the driveway, please park on the street, observing the township parking ordinances and common courtesy, and hold your child's hand when walking near the street and or driveway. It is our responsibility to make sure your child is safely delivered into your hands. Therefore, we do request that if your child is going home with a different person than usual. **PLEASE SEND A NOTE OR MESSAGE VIA SEESAW (preferred) TO INFORM THE TEACHERS OF A CHANGE OF ROUTINE OR PICK UP PERSON.**

HEALTH POLICY

Our school health policy has been developed to help keep the Hillview Nursery School environment as healthy as possible for children and staff. The most preventative measure we can take is that of hand washing and one of our ongoing goals is to teach the children to do a good job of washing. The school will notify parents of any communicable sickness. In turn, we ask parents to keep us informed about their child's possible exposure outside the school. We ask that parents be especially cautious concerning high fevers and persistent colds this year. Our school is cleaned once a week and teachers are responsible for disinfecting common areas between classes. Parents are encouraged to contact the staff with any questions you may have after reading the Hillview Nursery School health policy. We ask if your child has been ill for 2 or more days that you contact the school. Common childhood illnesses include, but are not limited to: Bacterial meningitis, Pertussis (whooping cough), Measles, Chicken pox, Pneumonia, Mumps, Vomiting and/or diarrhea, Rubella (German measles), Conjunctivitis, Hepatitis A, Fifth's Disease. Parents will be called if your child becomes ill while at school and you will be asked to pick up your child. All children must have the required immunizations before entering nursery school. Please see your pediatrician for an update of the necessary immunizations. Most of us suffer through a cold at some point during the year. Please be thoughtful of other children, as well as your own child's comfort and keep your child at home when they are sick.

For other, more serious illnesses please follow these guidelines:

Fever: Keep your child home until they are fever free for 24 hours

Diarrhea: Keep your child home until their stool returns to normal

Vomiting: Keep your child home for 24 hours without symptoms

Head Lice: Child to remain home until treatment is completed and the head is clear of all nits. Be sure to consult your physician regarding effective treatment. Remember that head must be re-checked in the weeks to come. Blankets and clothes will be sent home to be cleaned and the school will be treated.

Rashes: Please consult a doctor concerning any skin condition. Affected area should be covered while under treatment.

Chickenpox: Child can return to school one week after the rash begins, or when all the chickenpox is scabbed over.

Strep Throat: A child diagnosed with strep throat can return to school 24 hours after antibiotic treatment has begun.

Conjunctivitis: Children should stay home until 24 hours after treatment has begun.

POTTY TRAINING POLICY

We understand that it is a steady progression for certain individuals to become more self-sufficient. Here at Hillview, if a child has an accident & requires a change, their parents will be contacted and asked to come change their child.

STATEMENT OF EMERGENCY MEDICAL TREATMENTS

If a student requires medical attention, beyond first aid, all expenses are the sole responsibility of the parent. All students are required to have health insurance. We ask that all parents disclose any medical needs that your child may have so that we may reasonably accommodate them.

SNOW CLOSING POLICY

Hillview follows the Marple Newtown School District's calendar and snow closings. **Snow closings will be posted on seesaw.** If Marple calls for a 2 hour delay, Hillview will only have a 1-hour delay and our morning class will begin at 9:55 a.m. with a normal pick up time. The afternoon class will begin on time at 12:30 pm. **In the event of an early dismissal, parents will be notified through seesaw.** If weather conditions indicate a possibility of snow, please be prepared for a potential early dismissal and make

appropriate arrangements. We ask that you also use good judgment, if you feel uneasy about traveling, please don't attempt it.

PTO Board Email: hillviewns@gmail.com

Teacher's Email: hillviewnurseryschool@yahoo.com

HILLVIEW NURSERY SCHOOL

INCIDENT/INJURY REPORT

Use this form to report any injuries, accidents, or child behavior incidents

Name of Child: _____

Date of Incident: _____ **Approximate Time:** ____:____ [☐] AM [☐] PM

Brief Description of Incident:

Was anyone injured?: [☐] Yes [☐] No *If yes, list or describe the injuries here:*

List any first aid or treatments administered:

Were Parents and Legal Guardians Contacted?: [☐] Yes [☐] No

If yes, date and time of contact:

Date: _____ **Time:** ____:____ [☐] AM [☐] PM

Method of Communication Used: _____

Name of Person Completing Form: _____ **Date:** _____

Signature: _____

If you would like to schedule a phone call or meeting for further discussion, please contact Miss Michelle and Miss Stephanie via Seesaw.

HILLVIEW NURSERY SCHOOL, 219 PARKVIEW DRIVE, BROOMALL, PA 19008