



# Happy Hollow

## Christian Academy

### **Parent Handbook Infants-Preschool 2022-2023**

Every Child is a Gift!  
Every Child is **Gifted!**

## **Welcome!**

We would like to take this opportunity to welcome you and your family to Happy Hollow Christian Academy. The purpose of Happy Hollow Christian Academy is to provide safe, high-quality care and education to families with infants through school age.

Family is very important to us at Happy Hollow. We understand that leaving your child in the care of others can be a difficult decision. Our highly-trained and dedicated staff will nurture and care for your child to help facilitate a smooth transition to HHCA.

This manual outlines what you may expect from our school and what we expect from you in return. We hope it will be helpful. Feel free to contact the Director with any questions in relation to our policies and procedures.

We hope your family's time at Happy Hollow Christian Academy will be an enriching and delightful experience!

Lindsey Attaway (Director)

Lindsey McKinley (Assistant Director)

## Facility Contact Information

Lindsey Attaway, Director

478-946-0063

Lindsey McKinley, Assistant Director

Hailey Fowler, Fundraising Director

### Email

[happyhollowchristianacademy@gmail.com](mailto:happyhollowchristianacademy@gmail.com)

### Physical Mailing Address

Happy Hollow Christian Academy

156 East Main Street

Irwinton, Ga 31042

### Website:

[happyhollowca.com](http://happyhollowca.com)

### Facebook Page

Happy Hollow Christian Academy

### Community Resources:

Local Fire Department

946-3463

Local Police Department

946-2811

East Wilkinson County Public Library

946-2778

Wilkinson County Department of Family and Children's Services

946-2005

Wilkinson County Health Department

946-2226

Babies Can't Wait

478-745-9200

Children's Medical Services

478-751-6253/

478-751-6117

## **VISION**

*Our students will become Christ-like generational change agents in minds, hands and feet. In minds, through holistic learning; in hands, through hard work; in feet, through holistic community development.*

## **MISSION STATEMENT**

*HHCA will provide a safe, healthy, and loving environment that promotes Christ-centered, age appropriate, culturally relevant spiritual growth while also equipping students to excel academically as they progress to higher levels of education.*

## **CORE VALUES**

### **Safety**

“So, the wall was completed on the twenty-fifth of Elul, in fifty-two days. When all our enemies heard about this, all the surrounding nations were afraid and lost their self-confidence, because they realized that this work had been done with the help of our God.” Nehemiah 6:15-16

### **Compassion**

“When he saw the crowds, he had compassion on them, because they were harassed and helpless, like sheep without a shepherd.” Matthew 9:36

### **Christian Character**

“You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.” Matthew 5:14-16

### **Integrity**

“For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man.” 2 Corinthians 8:21

### **Community**

“And over all these virtues put on love, which binds them all together in perfect unity.” Colossians 3:23-24

### **Academic Excellence**

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” Colossians 3:23-24

### **Life**

“For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. My frame was not hidden from you when I was made in the secret place, when I was woven together in the depths of the earth. Your eyes saw my unformed body: all the days ordained for me were written in your book before one of them came to be.” Psalm 139:13-16

## Statement of Faith

1. We believe the Bible is the inspired, true, inerrant and authoritative Word of God. It is the ultimate authority for all matters of belief and behavior. 2 Tim 3:16, 2 Peter 1:19-21
2. We believe in the One True God, Creator of all things, eternally existing in three persons: Father, Son and Holy Spirit. Gen 1:1, John 1:1-3, Deut 6:4, Matt 1:23, Matt 28:18-20, John 4:24, John 10:30, 2 Cor 13:14
3. We believe in the deity of Jesus Christ (fully God), His miraculous conception by the Holy Spirit, His virgin birth (fully man), His sinless life, His substitutionary death on a cross, His bodily resurrection, His ascension to the right hand of God the Father, and His personal, imminent return in power and glory as King of kings and Lord of Lords. John 1:1-3, Matt 1:18-23, 2 Cor 5:21, 1 Cor 15:3-4, Heb 10:11-13, Eph 1:15-21, Acts 1:19-11, Rev 19:11-16, Titus 2:11-14
4. We believe that man and woman were created by and for God, but through disobedience, became alienated from God, resulting in both physical and spiritual death. Consequently, all people are sinners by nature, separated from God and unable to attain life by their own merits or works. Gen 1:27, Isaiah 43:7, Col 1:15-17, Gen 2:16-17, Rom 3:23, Eph 2:1-3
5. We believe that God, being rich in mercy, and because of His great love for us, sent His Son to die for us, even while we were still sinners. Salvation, or eternal life with God, is available as a free gift from God for any who confess Jesus as Lord and believe that God raised Him from the dead. In fact, there is no other name (Jesus) by which we are saved, and no other way to the Father except through the Son. Rom 5:6-11, Eph 2:4-9, Rom 10:8-11, Acts 4:11-12, John 14:6
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. John 14:15-17, John 16:7-15, John 7:37-39, Acts 1:8, 1 Cor 3:16-17, Gal 5:16-25
7. We believe in the resurrection of both the saved and the lost; the saved unto eternal life and the lost unto eternal punishment. Matt 25:46, 1 Thes 4:15-17, Rev 20:11-15

## **Core Principles**

1. All children are created in the image of God, are uniquely special and have purpose in life.
2. Children should be given a foundation in Christ and God's Word to facilitate their understanding of God and their efforts to come to know Him in a personal way through faith in Jesus Christ. This foundation should also help them to mature into responsible and disciplined adults who show the love of Christ in their lives.
3. We believe the right and responsibility to train children belongs primarily to the parent(s) and that we are here to support the parent(s) in their efforts to raise a Godly child.
4. We are committed to teaching children all academic subject matters not only with excellence, but from a biblical worldview. We believe it is important for a child to develop not just knowledge of various subjects, but the wisdom to know how to apply what they learn.
5. We believe that all staff members should behave in a Christian manner so that their influence on children is positive and leads them to a better understanding of who God is and how they can come to know Him in a personal way.

## **SCHOOL HISTORY AND FUTURE**

Happy Hollow Christian Academy, Inc. (HHCA) was founded in 2010, as a childcare center named Happy Hollow Daycare. The center was established by Keith and Lynn Mills and their daughter, Lindsey Attaway. It began as a program that wanted to provide high quality care and love to the community of children in Wilkinson County and surrounding counties. For 7 years the business reached many families and helped to raise up children knowing and seeing the love of Jesus Christ. In June of 2016, the Director of the school the process of transitioning the child care center to a private Christian School began.

In June of 2017, the daycare became a non-profit organization and private Christian School. Now, not only do we provide care to infants and children, we also provide a Biblical based education from a Christian worldview. We believe that students need a foundation of biblical knowledge to shape their view of the world around them. At HHCA, we want to teach students how to analyze and evaluate how the Bible is relevant to the subjects they study and the daily experiences they have in life. It is important to the staff, as we continue each year to add grade levels up to fifth grade by August of 2022, that all our children from birth to 12 years old are provided with a curriculum that has a strong biblical integration and academic excellence at its core.

## **Policies and Procedures**

### **PERSONNEL STANDARDS AND CERTIFICATION**

It is the intent of Happy Hollow Christian Academy for all its employees to be dedicated Christians that serve the Lord in their lives and at School. All our teachers will meet certification and degree requirements required by Bright from the Start (Child Development Associate certificate or higher). Each teacher will be required to maintain 18 hours of professional development each year.

### **SCHOOL WEBSITE**

You will want to be familiar with our Facebook page (Happy Hollow Christian Academy) and the HHCA website at [happyhollowca.com](http://happyhollowca.com). It is very easy to use and will become a good source of information for the HHCA family. Here are some things you can find on the website.

- \*Academic Calendar
- \*Announcements/Important Reminders for parents
- \*Documents, Forms, and Handbooks
- \*Photos

Upon registration there is a photo release page in the enrollment packet that you can check “No” on. If you wish to change this status, you must provide written notification to the administration. The request will not be retroactive in nature but will apply to all future photo opportunities.

### **SCHOOL CALENDAR**

Happy Hollow Christian Academy operates year round, except for the holidays listed below. Hours of operation are 6:00 a.m. to 6:00 p.m., Monday through Friday.

### **HOLIDAYS**

If a holiday falls on your child’s contracted day, you are responsible for paying for that day: Parents are liable for that day's tuition. Tuition is not due for the week of Christmas holidays.

New Year’s Day  
Memorial Day  
Labor Day  
Thanksgiving day and the following day  
Week of Christmas

If a holiday falls on a weekend we will close accordingly.

- Holiday falls on a Saturday, we will close on Friday.
- Holiday falls on a Sunday, we will close on Monday.

## ADMISSION REQUIREMENTS

The applicant or applicant's guardian poses no threat to the ministry of the school and has no behavioral or emotional needs that cannot be met within the program. All applicants must submit necessary documents stated on the enrollment application such as Registration Fee and Immunization record (Form#3231). Application to Happy Hollow Christian Academy does not guarantee acceptance. Acceptance will be based upon the availability of classes, ability of the teacher and staff to meet the students needs, and behavioral reports from other schools.

## POLICY FOR DROP-OFF/PICK-UP

Parents are responsible for bringing their child into the building through the main entrance each morning. When doing so they must sign their child in and take them to their appropriate classroom. ***Children may not be dropped off at the center after 9:00 a.m.*** unless the center is notified ahead of time. This is necessary for our facility to properly plan for the day.

Parents will need to come into the building in the evenings to sign out and pick up their child. Happy Hollow Christian Academy will release your child to the authorized persons only. In the event your pick-up list changes it must be in writing. Please inform the person picking up that they are required to check in at the front desk and show proper identification, such as a valid driver's license or picture ID prior to going back to the classroom. If you see that you will not be able to pick your child up, and you have been unable to contact anyone whose name you have listed on file at the center, you may call the center and inform the director of the name of the person that will be picking up the child. ***Our ultimate concern is the safety of your child and at times, there may be new staff that is not familiar with each family situation.*** If you have any concerns that we should be made aware of, please see the Director.

## DISMISSAL

Happy Hollow reserves the right to dismiss any child if he/she fails to participate within our policies and guidelines. Parents are expected to conduct themselves in a professional manner when entering the center and disorderly conduct will not be tolerated on the premises. This offense may result in dismissal from our center.

## INFANT CARE (Birth – Twelve Months)

All parents are required to bring infant bottles with formula on a daily basis. All bottles must be labeled with the child's name. All leftover formula is returned each day as Happy Hollow cannot keep this overnight. Happy Hollow provides cereal and baby food in our infant room. Parents are required to fill out an infant feeding plan and to update any information as their schedules change. **Happy Hollow does not provide diapers or wipes.** Parents must provide diapers, wipes, diaper ointment and a change of clothes. These items can be kept at the center. Your child's teacher will let you know when any of these items need restocked. Please mark pacifiers with the child's name or initials. We provide each infant a bed with sheets and blankets. **LABEL ALL YOUR CHILD'S PERSONAL ITEMS.** No diaper bag is needed; all of your child's items can be kept in their cubby. You may send labeled bottles in a small bag if needed.



## **TODDLER CARE (1-2 year olds)**

All parents are required to send an extra change of clothes, diapers/pull-ups, and wipes. All of these items can be kept at the center. You will be notified when any of these items need restocked. Blankets are provided by the center. If the child prefers to nap with a certain blanket, the blanket needs to be labeled with the child's first and last name before sending it to daycare.

## **PRESCHOOL CARE (3 year olds)**

All parents are required to send a change of clothes (this should be changed out seasonally). Book bags are discouraged. Blankets are provided by the center. If the child prefers to nap with a certain blanket, the blanket needs to be labeled with the child's first and last name before sending it to daycare.

\*Child dress code- Tennis shoes are encouraged! Children will play on the playground several times throughout the day. Flip flops are easy to come off when running and often cause the children to fall. Also, please do not send your child with necklaces, bracelets or earrings that dangle.

## **PARENTAL INVOLVEMENT**

Help us "stay in tune" with your needs and interests!

- Help us learn about your child's special talents and strengths.
- Tell us when your child needs extra help or support.
- Keep us informed about any important changes we need to know about to serve you well.
- Let us know about your family and cultural traditions.
- Make suggestions when you think we could serve you better.
- Ask questions if you don't understand our policies or procedures.
- Tell us the best ways for you to connect with your child's experience in our program.

Visit whenever you can. You are always welcome! We want to build positive relationships with all our families...help us achieve this goal! Consider joining our school's **Parent Teacher Fellowship (PTF)**. This will allow you to get to know other parents and be aware of what is going on around our school. Talk with the Director or your child's teacher to find out how to get involved!

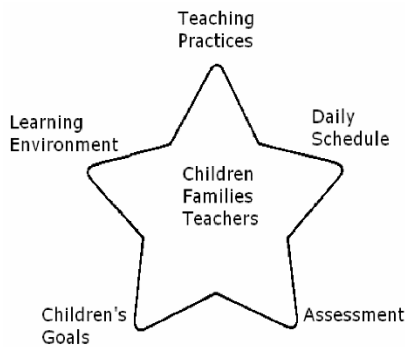
Parents will have a conference with the classroom teacher throughout the school year to communicate the progress of their child (listed on school calendar). The teacher will schedule more conferences with the parent or guardian during the year as needed.

## **PARENT RESOURCES**

In an effort to properly communicate with parents, Happy Hollow has a "Parent Bulletin Board" located in the lobby. This is the location for current information, contagious disease postings, current menu, and any information that needs to be communicated to parents. Happy Hollow has posted for public view the following: DECAL license, copy of rules, communicable disease chart, statement of parental access, names of persons in charge, current weekly menus, emergency plans for severe weather and fire, and statement for visitors. In the lobby there is a parent resource center with more tools that may be useful to your family.

## CURRICULUM POLICY

Happy Hollow Child Care Center uses the Georgia Early Learning Development Standards (GELDS) and the research based best practices outlined in the Environment Rating Scales (ERS) as foundations for our program curriculum. At its simplest, the curriculum is defined as what to teach and how to teach it. The points of the “curriculum star” outline the important points we remember when implementing a good curriculum.



Our curriculum addresses goals in these areas of development: Physical Development and Motor skills (PDM), Social and Emotional Development (SED), Approaches to Learning and Play (APL), Communication, Language and Literacy (CLL), and Cognitive Development and General Knowledge (CD). Teaching staff use a variety of published resources along with GELDS for planning weekly lesson plans including The Encyclopedias of Activities (Infants/Toddlers) and Learn Every Day (Preschool). Weekly Bible education is provided from the Beginners Bible and Beginners Bible for Toddlers.

The philosophy behind our curriculum is that young children learn best by doing. Our Daily Classroom Schedules provided for a wide variety of hands-on experiences and active involvement with a well-planned environment so that children begin to learn about the world around them. Positive peer interactions and intentional teacher interactions further promote development.

## ASSESSMENT POLICY

Information on screenings, assessment and portfolios are legally confidential.

The Ages and Stages Questionnaire is the screening instrument administered (with parent permission) at the beginning of each new school year. This tool is used to detect any early signs of delay and allows teachers and parents to collaborate on understanding the development and needs of the child during a scheduled parent/teacher conference.

An ongoing formative assessment portfolio for each child contains work samples, developmental checklists which identify strengths and accomplishments. This is to ensure that the program offered is based on each child’s abilities and helps facilitate teacher planning. Portfolios are shared in a spring parent/teacher conference.

If at any time further assessment is indicated, referrals can be made with the written consent of the parents. (i.e. Babies Can’t Wait, local Board of Education Special Services, and/or the CCR&R etc.). The outcomes are discussed with the teacher/Director to determine ways the program can assist in meeting the child’s needs.

*There may be occasions when parents may choose to not accept a referral. Happy Hollow reserves the right to discontinue services if referral and outside assistance is essential to the health, safety and well-being of the child or to the other children or staff in the school.*

## MEALS

Happy Hollow Christian Academy will furnish breakfast, lunch, and an afternoon snack. **Breakfast is served until 8:30 a.m.** Weekly menus are posted in the lobby. Happy Hollow participates in the Child and Adult Care Food Program. Upon enrollment each family is required to complete an Income Eligibility Form. This must be updated annually. All information is confidential.

**BIRTHDAY PARTIES:** If you wish to provide your child’s classroom with a snack on your child’s birthday, please notify the teacher a week in advance so that he/she may plan the curriculum accordingly. **Homemade food items are not allowed:** only store packaged items will be accepted, this follows our CACFP guidelines.

We must be able to read packaged labels for food ingredients.

**SNACKS:** Due to food allergies, no outside food will be permitted into the facility for your child to eat during their meal times unless indicated necessary by a physician.

## **TRANSPORTATION TO SELECTED PUBLIC SCHOOLS**

Bus transportation will be provided to and from Wilkinson County Schools through the transportation provided by Wilkinson County Schools.

## **DISCIPLINE and CHILD ABUSE**

At Happy Hollow, parents are encouraged to visit the school and their children whenever the child is in attendance. Our door is always open and we are eager to discuss any concerns you may have concerning your child. However, if you are in need of a conference with us, please respect the classroom and attention the teacher needs to provide the children and make an appointment.

Our personnel do not inflict corporal or physical punishment. Happy Hollow will not tolerate any staff member to shake, jerk, pinch or handle roughly any child entrusted to our care. No staff member will verbally abuse or humiliate any child. This includes, but is not limited to, the use of profanity or belittling remarks about a child or his/her family. If, for any reason, an employee of Happy Hollow is caught doing any of the items listed above, they will be dismissed and reported to the authorities.

If there are any problems behaviorally with your child, the teacher will discuss with your child the choice they made and why it is not a good choice. The teacher will discuss with the child the correct way to handle the situation. If necessary, time-out will be used and privileges will be taken away. ***If this does not correct the situation, we will then call the parent.*** The parent will be requested to come to the center and correct the situation if the child cannot be calmed or is endangering others or himself. **No child will be allowed to remain at the center if the child is unruly, using profane language, or being disrespectful to the caregiver. No child will remain at the center that self-inflicts injury, or hits, kicks, and acts out violently with the teacher or other children in the classroom.** The child may be suspended from the facility if necessary. If an offense continuously occurs, Happy Hollow Christian Academy requires the right to dismiss the child. Happy Hollow is required by law to report any suspected child abuse, child neglect, exploitation or deprivation to the Department of Family and Children's Services.

## **BITING POLICY**

If your child bites a child, we will notify you as well as notify the parent of the child that was bitten. If your child continues to bite, we will ask you to come to the center to observe your child's behavior. If a child continues to bite more than once each day, the child will be sent home for the day. If the biting cannot be stopped in a 2-3-week time frame and occurs more than 3 times, then HHCA has no choice but to suspend the child from the school. The wellbeing of the entire class is Happy Hollow Christian Academy's responsibility.

## **ADJUSTMENT POLICY**

The staff at Happy Hollow welcomes your child with open arms. We will work with you and your child to help with ‘separation anxiety’. If your child has a special need, please notify the Director. Happy Hollow provides care for special needs children whenever possible. If Happy Hollow feels we cannot adequately care for your child with the proper experienced staff member, we will notify you upon enrollment. Our goal is to provide your child with a safe and nurturing environment.

## **FIELD TRIPS/SPECIAL ACTIVITIES**

**Written Parental Authorization:** Happy Hollow agrees to obtain written authorization from the parent for any child who participates in field trips or special activities away from the school.

## **ILLNESS POLICY**

Under no circumstances is a sick child to attend Happy Hollow Christian Academy. Children should be allowed to recover fully in the comfort of their own home. The other children in care are exposed to any disease your child may bring into the center. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements.

Children who have exhibited ANY symptoms of infectious illness within the 24-hour period are likely to be contagious and should remain at home. Examples of associated symptoms included, but are not limited to, fever of 100.4F or higher measured orally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green drainage from nose, drainage from eyes or ears, rash or head lice. HHCA reserves the right to determine whether a child should remain at home or is okay to stay or return to the center when illness is a consideration. A doctor’s note with permission to return to school may be requested. Parents of children who become ill during the day will be promptly notified and are expected to make arrangements for their child to be picked up immediately. The sick child will, if possible, be isolated from the other children in the center to minimize exposure. If the parent/guardian cannot be reached, the person designated as the emergency contact will be notified.

It is the parent’s responsibility to inform the director if their child has been diagnosed with a contagious illness so proper notification can be made. A notice will be posted on the classroom doors informing parents that their child has been exposed to a contagious illness/disease.

## **ADMINISTERING OF MEDICATION**

Medicine will be administered only with written authorization and instructions from the child’s parent or legal guardian. Prescription medicine will be given only to the name listed on the label. Medicine should be provided in the original container. Medication will not be given on an “as needed” basis. Only prescription medication will be administered. Medicines are kept in a locked container in the kitchen, never in a classroom. Only Epi-pens will be held on an “emergency” basis.

## **SMOKING**

Happy Hollow is a smoke free environment. There is **no smoking** allowed on the premises.

## **POLICY CHANGES**

Any change to the Policy & Procedures of Happy Hollow Christian Academy will be given to the parent/guardian in writing in the form of an "Addendum". This policy change will require written acceptance of the policy change and will remain on file.

## **FEE STRUCTURE**

Happy Hollow Christian Academy's primary source of revenue is from tuition payments. Payments can be made by check, cash, money order, credit card, or automatic bank withdrawal. The Tuition and Fee Schedule is available in the School Office. The Registration Fee in the amount of \$75 is due with the application. Tuition (listed in enrollment packet) is due by Friday of each week. Families are encouraged to communicate with the Director when their account is approaching delinquency. The Board of Directors reserves the right to withdraw any student that has a delinquent balance if payment arrangements are not being met.

## **BUILDING AND EMERGENCY SITUATIONS**

In case of fire or structural damages, all children will be taken away from the building as quickly as possible. All children will be moved to the next available facility (East Wilkinson County Library). All parents will be notified to pick up their child. In the event of power failure, parents will be notified if power is not restored in a timely manner. In the event of water outage, gallons of water will be brought to the facility and parents will be notified. Happy Hollow will inform parents when the center will reopen.

### **FIRE AND TORNADO DRILLS**

Happy Hollow will conduct fire drills once a month and tornado drills every six months. Each child is required to participate in our drills. Directions for evacuation are posted in each classroom.

### **INCLEMENT WEATHER**

Happy Hollow will follow the Child Care Weather Watch chart posted in the main entrance lobby, from Bright from the Start for guidelines for outdoor play.

In the event of inclement weather, (snow, flooding, etc), we will notify parents of closings on local TV stations and the schools Facebook page. Always call ahead to verify if we are open before leaving your home if you are uncertain. If the facility must close during the normal hours of operation, we will call parents immediately to make pick-up arrangements for children.

### **LOCK DOWN**

Level 1- A level 1 lockdown is when an authorized person deems that the campus should be on alert, but the emergency or threat is not imminent or definite. The entire campus will be locked and outside activities will cease. Movement between buildings will be allowed but activities on the playgrounds will cease.

Level 2- A level 2 lockdown is when an authorized person deems that the campus population is in immediate danger. The entire campus will be locked and all activity will cease. There will be no movement between buildings and building access will be fully screened.

In the event of an actual lockdown, all parents will be notified as soon as students and staff are safely secured. Students will not be released from HHCA until the “all clear” signal has been given by appropriate authorities.