

LICENSING EXEMPTION REQUIREMENTS

Licensing: (Religious Exemption) This non-profit preschool is exempt from licensure by fulfilling the requirements and documentation set forth by the Department of Social Services. The exemption is reviewed annually.

Physical Facilities: Seven classrooms are used for teaching. An enclosed playground provides ample space for active outdoor play. A full size gymnasium is used during inclement weather, and an enclosed courtyard also provides more outdoor play space. The church kitchen may be used for cooking activities.

Enrollment Capacity: The maximum enrollment per class is as follows: 10 children in classes of 2s (3 adults), 15 children in classes of 3s (2 adults), 17 children in classes of 4s (2 adults) and 15 children in classes of Ks (2 adults). Based on building code stipulations, no more than five children below the age of 2 ½ may receive care in our school at any time. Accordingly, we begin the year with only ten 2s whose birthdays are after March 31st. Min. enrollment is at the discretion of the Board.

Insurance: The Preschool is covered by the public liability insurance of Hidenwood Presbyterian Church.

Teacher Qualifications: All lead teachers have extensive preschool experience. Many have college degrees and early childhood credentials. All personnel are required to participate in 16 hours of in-service training annually through workshops, observations, conferences and classes. All staff stay current with CPR and First Aid training. All personnel pass background checks before being hired. All teachers are professing Christians and active in the church of their choice.

Health Requirements: The staff is certified by a practicing physician to be free from any disability that would prevent them from caring for children. All teachers are required to have a current TB screening.

Food Services: No food services are offered. The children bring their own nutritional snacks and lunches.

Non-Discrimination Policy: Hidenwood Presbyterian Preschool enrolls children without regard to race or religion. The school may be able to accommodate children who have special needs.

Notice of Consistent Care: Having consistent caregivers is important to our preschool. Most of our staff members have been employed at HPP for many years and they work five days a week. One teacher team works three days a week. Our carpool helpers and Extended Care workers are given a schedule at the beginning of the school year and they also work consistent days of the week. This level of consistency provides our students with adults who see them and work with them regularly, adding an extra measure of familiarity with our staff.

Continuation of Care: If the Preschool hall becomes structurally unsound and HPP is unable to occupy classrooms during the school year from September -May, we will utilize other sections of the church building. If the entire church building is no longer available to us during a school year, we will quickly reach out to our friends at local churches with space to house our classrooms until we can access our church again or

families can find other preschools for their children. If our preschool becomes unavailable to us, the preschool would cease to exist for the upcoming school year.