

HOPE PRESCHOOL

A MINISTRY OF CROSSROADS UMC

2026-2027 Parent Handbook

HOPE Preschool Parent Handbook

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Dear HOPE Preschool Families,

I am absolutely thrilled to welcome you and your child to the 2026-2027 school year! When HOPE originally opened its doors to the Ashburn community in 1992, it started with just 60 students. Today, we serve a vibrant community where children discover the joy of learning, and our families find a true sense of belonging. I have been a HOPE Parent, teacher, and now am excited to be your Director and have the opportunity to connect with all of the wonderful families in our community.

Our core mission has always been: creating a warm, positive, and strong foundational experience for your child. We believe early childhood education should be both joyful and intentional. We offer a structured, curriculum-driven approach that is rooted in play-based learning, uniquely designed to bridge the gap between early childhood and elementary expectations.

Our dedicated team of teachers and assistants share a common bond: a genuine love for teaching children. By balancing physical, emotional, and academic growth, we ensure that when your child leaves HOPE, they are exceptionally prepared for kindergarten and beyond. We live by the mantra; Play, Learn, Belong and structure our days so that every child thrives in these areas.

As a ministry of Crossroads United Methodist Church, we weave the larger concepts of God's love into our classrooms. Families are always welcome and encouraged to join us for our monthly Praise & Celebration worship opportunities in the sanctuary!

The key to a successful preschool year is a close partnership and open communication between home and school. We firmly believe that when parents and teachers work hand-in-hand, children feel more confident and eager to learn. Your involvement is vital to their success. We view this journey as a true partnership, dedicated to nurturing your child's fullest potential.

I am here to support you. If you ever have any questions or concerns my door is always open. We are partners in this journey and I can't wait to build a relationship with you as well. We are truly thankful you have chosen HOPE Preschool as the starting point for your child's educational journey!

Warmly,

Corey Sethi - HOPE Preschool Director

Hello Parents,

On behalf of all of us at Crossroads, it is with great joy that I welcome you and your child to HOPE Preschool for the 2026-2027 school year! I cannot wait to see how much your kid grows.

We are honored to provide a great Preschool environment and experience to your child in his/her all-important early years. Our HOPE directors and staff are among the finest and most dedicated you will find anywhere; we all take our role in your child's life very seriously. When I arrived in Ashburn, all I heard was how amazing HOPE Preschool is. After five years of observing HOPE and connecting with the wonderful staff, I believe that you will have an amazing experience.

I hope your child has a wonderful year at preschool and your family is blessed through the relationship with HOPE and Crossroads. If I can ever be of help to you or your family, please do not hesitate to let me know.

If you are looking for a church home that teaches and lives by unconditional love of God for all people, extends an unlimited welcome to everyone, and believes in the unwavering hope of transformation for oneself and the world, then I bet Crossroads is what you are looking for. If you'd like to talk more about that, I'd love to buy you a cup of coffee and connect with you.

You can visit the Crossroads website (www.crossroadsnova.org) to learn more about who we are and how you can connect.

I would love to have you join me for worship on Sundays at 9:00 or 11:00 am here at Crossroads.

Thank you for choosing HOPE Preschool!

Excited to journey with you,

Tim Ward
Lead Pastor

Our Educational Philosophy

At HOPE Preschool, our guiding principle is simple: Play. Learn. Belong.

Every child is valued, and every day is an opportunity to grow in knowledge and kindness.

- **Play:** We believe early education should be joyful and intentional. We provide a structured, curriculum-driven environment rooted in play-based exploration.
- **Learn:** Through teacher-led instruction and center-based learning, we focus on whole-child development, helping children build critical early literacy, math, and social skills.
- **Belong:** We foster a welcoming, inclusive environment where every child feels they are a cherished part of our community. We celebrate the unique backgrounds of all our families, ensuring that every student feels safe, respected, and deeply connected to their classroom and peers.

Our Team

Our dedicated team of teachers and assistants share a common bond: a genuine love for teaching children.

- **Educational Backgrounds:** Teaching staff possesses formal educational degrees, extensive hands-on preschool experience, or a valuable combination of both.
- **Background Checks & Screenings:** All staff and substitute teachers undergo Virginia Department of Social Services criminal background checks, fingerprinting, general health/TB screenings, and federal-level criminal background checks.
- **Required Certifications & Training:** Staff maintains current CPR/First Aid and EMAT (EpiPen/Auvi-Q) certifications. A child abuse awareness training is also required every 3 years.

PART 1 - POLICIES

Financial Policies

Registration Fee

There is a non-refundable registration fee per child due at the time of enrollment. Current fee amounts are available on our website.

Monthly Tuition Rates

Current tuition rates for all core preschool programs, specialty classes, wraparound care, and enrichment programs are available on our website and through the preschool office.

Please note: Tuition is an annual set rate divided into nine equal monthly payments for your convenience.

Tuition Policies & Payment Schedule

Enrollment is for the full school year (September through May). Financial obligations are expected to be met even if your child is not in attendance. Because our operational expenses are not reduced when a child is absent, no exceptions or refunds are made for illness, inclement weather, holidays, or extended vacations.

- **Payment Schedule:** Tuition is divided into nine consecutive monthly payments. The first payment is due August 1st, and payments continue through April 1st.
    - *Why August?* Collecting the first tuition installment before the school year begins allows us to thoughtfully prepare our classrooms, purchase high-quality educational materials, and ensure everything is perfectly in place to welcome your child in September.

- **Refund Policy:** All tuition payments are non-refundable. We specifically highlight the August 1st payment as non-refundable and non-transferable because it firmly secures your child's enrollment spot and directly funds the upfront costs of the approaching school year, even if your family's plans happen to change before classes begin.

- **Due Date:** Payments are due on the 1st day of each month.

- **Discounts:** We are happy to offer the following tuition discounts to our community:
    - Sibling Discount: If more than one child in a family attends HOPE Preschool during the same school year, one child pays full tuition; the other children receive a $30 monthly deduction per child.
    - Staff Discount: Parents who are employed as staff members at HOPE Preschool receive a 25% tuition discount.
    - *Please Note:* Families are entitled to only one discount, the greater of which will be applied to your account.

- **Account Standing:** Your child's participation in the program (including enrichment opportunities) is contingent upon timely fulfillment of payment obligations. All accounts must be resolved by the end of the school year for future enrollment at HOPE.

Accepted Payment Methods

- **Brightwheel (Preferred):** Secure, digital tuition payments can be made directly through the Brightwheel app. Families can easily set up one-time or recurring automated payments using a linked bank account or credit card.
- **Personal Checks:** Made payable to HOPE Preschool with your child's name written on the memo line. You may mail checks or drop them in the tuition lock box located in the HOPE office or the black lock box at Entrance #3.
- **Automatic Bank Payments (ACH):** Requires a completed ACH Recurring Payment Authorization Form to be kept on file.
- **Exact Cash:** Must be delivered in person to HOPE office staff, who will count it for validation.

Please Note: Do not hand tuition checks or cash to teachers, they do not handle tuition payments.

Additional Fees

- Late Payment Fee ($35): Applied to the family's account if payment is received after the 10th of the month.
- Returned Check/Insufficient Funds Fee ($35): Applied if a check is returned or an electronic payment cannot be processed.
- Late Pick-up Fee ($25): If dismissal tardiness becomes a pattern, you will receive a verbal notification, then a written notice. If the pattern continues, a $25 late fee will apply, to be paid at pick-up or added to your next tuition payment.
- Early Withdrawal Fee: In the event of early withdrawal prior to the end of the school year, HOPE requires a 30-day written notice along with a fee equal to 50% of one month's tuition prior to your child's last day. *(If your child is also enrolled in the Language & Literature Enrichment class, this fee is calculated based on the total combined monthly tuition).* Nonpayment terminates your Registration Agreement and leaves your account unresolved, impacting future enrollment.

School Safety Policies

- **Accidental Medical Insurance:** Crossroads United Methodist Church subscribes to a policy covering injuries during school hours, including off-premises field trips.
- **Licensing & Inspections:** HOPE Preschool annually renews its license through the Virginia Department of Social Services. This process includes inspections by the Loudoun County Fire Marshall and Health Inspector.

- **Emergency Preparedness & Classroom Safety:** Monthly fire drills are conducted with students. Each classroom is equipped with evacuation maps (tornado and fire), doorstops, quick-lock mechanisms, and privacy shades. (Other emergency drills are not conducted with students due to their young age, though staff is fully trained).
- **Secure Perimeter & Identification:** Perimeter doors remain locked during class, requiring keys or electronic fobs for staff access. Visitors must present a carline number or government ID to enter, check in at the office, and visibly display a visitor badge. Staff members wear identification badges while at school.
- **Support Staff:** HOPE Preschool reserves the right to authorize all additional support staff for its students.

Health & Medical Policies

- **Required Forms:** A Commonwealth of Virginia School Entrance Health Form completed by a physician must be on file on or before your child's first day.
- **When to Stay Home:** Children must stay home for a bad cough/cold, red/crusty/runny eyes, or overnight vomiting/diarrhea.
- **Fever Policy:** A child with a fever at any time must stay home. They may only return to school after being completely fever-free for a full 24-hour period without fever-reducing medication.
- **Returning to School:** Sick children may return after a 24-hour symptom-free period without medication. If a child contracts pink-eye, they must be on medication for 24 hours before returning.
- **COVID-19 & Flu:** Loudoun County Health Department guidelines are used for COVID-19 and flu return protocols, and handled through the office to ensure consistency.
- **Reporting Absences:** Email info@hopepreschool.org or call the front office and leave a voicemail.
- **Communicable Diseases:** Please immediately contact the preschool regarding communicable diseases, vomiting, lice, diarrhea, or pink eye so anonymous notifications can be sent to other families.

Medical & Food Concerns

- **Epi-Pens & Auvi-Q:** Require a signed Written Medical Consent Form and a current device left at school (plus an extra device for extended programs). These students must supply their own snack every day.
- **Inhalers:** Students with asthma must have a Written Medical Consent Form and a prescribed inhaler kept in the classroom (plus an extra for extended programs).
- **Dietary Restrictions:** If opting out of the shared class snack, families must supply their child's snack every day for the entire school year.
- **Medication Limitations:** Staff can ONLY dispense Epi-pens, Auvi-Q, emergency Benadryl (if prescribed), and inhalers. We cannot dispense aspirin, ibuprofen, antibiotics, allergy medications, eye drops, or apply sunscreen.

- **No Candy Policy:** HOPE does not allow candy at school for snacks, lunches, classroom parties, or holiday events (including Halloween and Valentine's Day).

Bathroom Policies

HOPE Preschool requires that children are able to independently use the bathroom by August 1st.

- **Staff Limitations:** We do not have adequate changing facilities to comply with ongoing potty training, and teachers are not permitted to be alone in the restroom with children or assist with wiping.
- **Urine Accidents:** Teachers will assist with changing into spare clothes, and soiled clothes will be sent home.
- **Bowel Accidents:** Parents are called to immediately come to the school to clean and change their child.
- **Documentation & Ongoing Issues:** Written incident reports are sent home for any bathroom accident. Recurring issues require a meeting with the Director and, if unresolved, may result in dismissal from the preschool.

Inclement Weather & Emergency Closures Policies

HOPE Preschool follows the Loudoun County Public School District (LCPS) schedule.

- **Closings & Delays:** When LCPS is closed, HOPE is closed. For BOTH a 1-hour or 2-hour LCPS delay, HOPE doors open exactly one hour later than normal. Dismissal times remain exactly the same as usual.
- **Notifications & Schedule Changes:** Communicated through Brightwheel. In an emergency, we will utilize Emergency Cards to reach families directly. The Director reserves the right to make independent closure decisions if deemed necessary.

Arrival/ Dismissal Policies

General Parking Lot Safety

- Our parking lot is **ONE WAY only** and requires a **RIGHT TURN** to exit.
- Please drive slowly.
- Cell phone use is strictly prohibited during arrival and dismissal.
- If you walk to school, please leave your dog at home.
- Riding bicycles or scooters on the preschool sidewalk is not allowed.

Arrival Procedures (8:55 AM - 9:05 AM)

The doors unlock at 8:55 AM. Please plan to arrive on time.

- **Using the Carline:** Line up along the curb next to the building up to the large traffic cone. Never wait in line on Crossroads Drive. If full, proceed to the overflow lot across the street and cross ONLY when your entire vehicle will fit. Stay in your car in park, ensure your child is ready to exit the back passenger side, and staff will escort them inside.
- **Walking Inside:** Park in the gravel lot past Entrance #3. Follow the grass path directly to the entrance to avoid crossing carline traffic. Walk your child to their classroom door. If you arrive after the carline ends, you must park in the gravel lot and ring the doorbell.

Dismissal Procedures

Dismissal is promptly at 12:00 PM (morning) and 1:30 PM (extended day/ lunch bunch).

The doors unlock at 11:55 AM and 1:25 PM. Please plan to arrive on time.

- **Using the Carline:** Follow the exact traffic flow and overflow procedures as arrival. Visibly display your HOPE-issued carline number tag. An office member will call your number, and a teacher will safely escort your child.
- **Car Seat & Buckling Safety:** Staff cannot legally place a student in a vehicle without a car seat, nor can they climb in to buckle students. Please pull forward into a parking space in the gravel lot to securely buckle them.
- **Walking Inside:** Park in the gravel lot and follow the grass path. You **must** have your child's HOPE-issued carline number tag in hand in order to enter the building. Pick up your child directly from their classroom.

Carpools & Authorized Pick-Ups

- **Carpools:** Carpools with three or more children will be issued a special letter tag by the office.
- **Alternate Pick-Ups:** Require advance written or phone notice prior to dismissal. The authorized individual must present a valid government-issued photo ID and have the student's HOPE-issued carline tag (or carpool letter tag) in hand. If unverified, staff will hold the student and contact you.

PART 2 - SCHOOL INFORMATION

Core Programs, Enrichment & Extended Care

In addition to our core curriculum, we offer several special weekly programs and flexible extended care options to meet the unique needs of every family.

Core Programs

- **Praise & Celebration:** Held monthly from October through April. All classes visit the sanctuary for a short puppet show using monthly Bible verses to solve simple problems. Families are warmly invited!
- **Joyful Noise Music Class:** All classes attend music class once per week incorporating physical movement, engaging songs, and auditory learning.

Enrichment & Extended Care

- **Lunch Bunch:** Offered Monday through Thursday until 1:30 PM for morning class students. Space is available on a first-come, first-served basis for $25 per day. Parents must sign up using the monthly Lunch Bunch form that is sent home in folders. Children must bring a labeled, completely nut-free lunch that does not require heating or refrigeration. See Appendix for more details about signing up.
- **Language & Literature Enrichment:** Fridays from 9:00 AM to 1:30 PM, building early literacy skills through stories and creative play. This class meets every Friday for the entire school year.
- **Before & After Care:** Flexible extended care starting at 8:00 AM and up until 5:00 PM after school. Available to all students registered for core preschool classes.
- **Dismissal Note:** Carline IS available for Lunch Bunch and Language & Literature. There is **NO** carline available for any program dismissing after 1:30PM (parents must walk inside for late pick-ups).

Social-Emotional Growth & Behavior Support

We utilize positive guidance, focusing on cooperation, teamwork, and problem-solving over criticism in order to support our students.

- Physical and emotional safety is our top priority; if a child needs a moment to reset, a teacher will help them find a spot to calm down.
- If a child consistently struggles with behavioral expectations, we partner with families to build a support plan.
- If a situation arises where a child's actions consistently create an unsafe environment, the Director may make the difficult decision to dismiss a student for the remainder of the school year.

Daily School Day Routines

Preschool is an active, hands-on experience! The following guidelines help ensure that every child is dressed for messy play, prepared for outdoor adventures, and safe during snack time.

- **School Clothing:** Send your child in sturdy, comfortable, washable clothing. An extra set of clothes (pants, shirt, underwear, socks) MUST be kept at school in a clear, labeled plastic bag.
- **Footwear:** Sneakers worn with socks are required. Croc-style shoes, cowboy boots, and sandals can be dangerous and are restricted.
- **Outside Time:** Children go outside daily, weather permitting. Provide warm jackets, hats, and mittens (highly encouraged over gloves) for cold weather. Your child should not attend preschool if they are not well enough to go outside.
- **Snack Time:** Teachers prepare a rotation schedule for parents to provide a shared class snack. Snacks must be sent in an unopened, original packaging with English nutritional info. We provide water.
- **Strict Nut-Free Policy:** HOPE Preschool is a completely nut-free facility. Do not send any food containing peanuts, tree nuts, or nut oil. Parents of children with severe food allergies must provide their own child's snack for the entire year.

Communication & Parent Partnership

We believe you are the most important influence in your child's life, and we view our relationship with your family as a true partnership.

- **Conferences & Folders:** We schedule three touchpoints a year (Back to School, an October phone call, and a Mid-Year conference) to discuss your child's growth. To keep our daily connection strong, please check, empty, and return your child's designated school folder each day, as this is the primary way our teachers share updates.
- **Backpacks:** To safely transport art projects and folders, please send a backpack large enough to hold a standard file folder and check it daily No rolling backpacks please!.
- **Life Changes:** Children thrive on consistency. Please let us know if your family is experiencing any major transitions (like a move, a new baby, or a loss) so we can offer your child extra support here at school.
- **Staying Informed:** Open communication is key! Please keep an eye out for our monthly newsletter and lobby bulletin board for updates. If we call, the caller ID may vary due to our multiple lines, and we appreciate you keeping your voicemail box clear so we can leave messages. For any questions, please reach out via email or the Brightwheel app. Our staff cannot monitor or reply to inquiries on social media.

Parent Involvement & Volunteering

We love welcoming families into our school community!

- **Parent Helpers:** Our teachers love having extra hands! Volunteer opportunities vary by classroom and will be happily shared during your Back to School Conference.
- **Room Parents:** Each class has one dedicated room parent who helps coordinate special celebrations. There is a brief Room Parent meeting at the beginning of the school year to discuss school events and responsibilities.
- **Parent Liaison:** Think of our Parent Liaison as your bridge to the school! They help coordinate our wonderful community events, fundraisers, and volunteer efforts and serve as an additional resource for parents.
- **HOPE's Helping Hands:** Our parent volunteer organization, led by the Parent Liaison, is dedicated to supporting our teachers, enriching our school, and organizing school-wide efforts. We welcome and encourage all parents to be a part of this special group! While our main sign-up takes place at the beginning of the school year, you can reach out to our Parent Liaison to get involved at any time.

School-Wide Special Events

We host a variety of special events throughout the year and hope you can join in the fun as often as possible!

- **Field Trips:** We take two exciting school-wide field trips each year! Please note that HOPE does not provide transportation, so a parent or guardian chaperone is required to join the adventure.
- **School Pictures:** We partner with professional photographers to capture individual and class photos. These picture days also serve as a school fundraiser.
- **Halloween Parades & Parties:** Students participate in a costume parade followed by classroom parties. Parents are invited to watch the parade in the church sanctuary. We ask that costumes remain preschool-friendly, avoiding any scary masks or play weapons.
- **Christmas Program:** Students lead a musical Christmas program in the sanctuary, followed by classroom parties. Families are warmly invited to attend.
- **In-School Activities:** Throughout the year, we host Thanksgiving celebrations, candy-free Valentine's Day exchanges, the Scholastic Book Fair, and visits from local community helpers.
- **Teacher Appreciation Week:** Organized in partnership with HOPE's Helping Hands and our Room Parents, this week is dedicated to showing gratitude for our teaching staff.
- **Family Events:** Events like Doughnuts with Grownups and other gatherings provide opportunities for you to connect with your child's classroom, meet the teachers, and socialize with other HOPE Preschool families.
- **Fundraisers & Restaurant Nights:** We host optional school fundraisers and local community restaurant nights to help keep our tuition costs accessible while supporting our classrooms and programs.
- **Joyful Noise Showcase & End of Year:** The school year concludes with a musical showcase and final classroom parties. Please note that HOPE does not conduct a formal graduation ceremony.

Birthdays & Celebrations

A special day to celebrate your child will be scheduled at the Back to School Conference (including summer birthdays).

- **Birthday Treats:** Parents may bring a special treat during snack time, but full birthday parties are discouraged at school. Special snacks must be in an unopened, original package with an English ingredient label.
- **Party Invitations:** Teachers are unable to hand out party invitations or plan outside parties. Please contact classmates directly outside of school.

Fundraising & Community Support

HOPE Preschool occasionally holds optional, community-focused fundraisers throughout the year. The primary goal is to help keep tuition costs low and accessible for all families while directly benefiting our classrooms and enriching the preschool community.

A Final Note

Thank you for taking the time to read through our Parent Handbook. We know there is a lot of information to absorb, but these guidelines are the foundation that allows us to provide a safe, joyful, and deeply enriching environment for your child. We are so honored to partner with your family and cannot wait to see all the wonderful ways your child will grow this year!

2026/27 HOPE Student Calendar

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	W	W	W	W	W	29
30	W					

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		W	W	W	W	5
6	H	F	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	H	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	O	O	O	28
29	30					

December 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	O	O	O	O	O	26
27	O	O	O	O		

January 2027						
Su	Mo	Tu	We	Th	Fr	Sa
					O	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	W	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	O	O	O	O	O	27
28	29	30	31			

April 2027						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	L	28	29
30	H					

June 2027						
Su	Mo	Tu	We	Th	Fr	Sa
		S	S	S	S	5
6	S	S	S	S	S	12
13	S	S	S	S	H	19
20	21	22	23	24	25	26
27	28	29	30			

F - First day

H - Holiday (Closed)

O - Break (Closed)

W – Workday (No School)

S - Summer Camp

L- Last day

HOPE Preschool
2026– 2027 Payment Schedule
Please keep this form for your records

	PAYMENT DUE DATE	ATTENDANCE	EARLY WITHDRAWAL NOTIFICATION +$150 FEE PAYMENT	LAST PAYMENT AND LAST MONTH OF ATTENDANCE
1	August 1st	Conferences & Preparation for School Start		
2	September 1st	September	September	October
3	October 1st	October	October	November
4	November 1st	November	November	December
5	December 1st	December	December	January
6	January 1st	January	January	February
7	February 1st	February	February	March
8	March 1st	March	March	April
9	April 1st	April	April	May
	No Payment	May		

HOPE Preschool Preferred Snacks



NO HOMEMADE GOODS OF ANY KIND WILL BE SERVED.

ALL SNACKS MUST BE IN SEALED, PREPACKAGED CONTAINERS WITH LABELS WRITTEN IN ENGLISH.

- Prepackaged Apple Slices
- Individual Applesauce Pouches
- Bananas
- Gogurt
- Prepackaged Carrot Sticks
- String Cheese
- Rold Gold Pretzels
- Pepperidge Farm Goldfish crackers or Annie's Cheddar Bunnies
- Nabisco Graham Crackers
- Nabisco Nilla Wafers
- Teddy Grahams
- MadeGood Granola Bars
- Nature's Bakery Fruit Bars
- Barnum Animal Crackers/Austin Zoo Animal Crackers
- Ritz Crackers/ Wheat Thins
- Cheez-Its
- Pirate's Booty
- Veggie Stix
- Fritos Corn Chips
- Kraft Handi Snacks
- Pringles
- Oreo Cookies, Little Bite Muffins, Chips Ahoy Cookies **(for birthdays only)**
  (no homemade cakes/ cupcakes/ brownies/ baked goods)





All snacks must be 100% PEANUT & TREE NUT FREE.

To ensure allergy safety, all snacks must arrive in their original packaging so our staff can verify the ingredient list. Please do not send any food that contains peanuts, tree nuts, or nut oils (this includes items like Nutella or almond butter).

Read Labels Carefully for Cross-Contamination We cannot serve snacks with allergy warning labels. Please check packaging carefully for phrases such as:

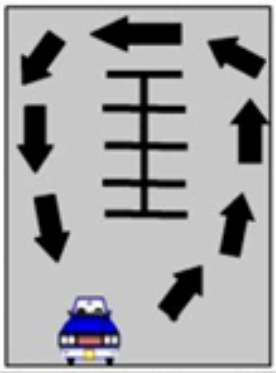
- "May contain traces of peanuts or tree nuts"
- "Made on equipment that also processes nuts"
- "Produced in a facility that also processes nuts"



HOPE will provide water to accompany the daily snack, as well as cups, spoons, plates, and napkins. Please avoid sending store-bought items that pose a choking risk for young children.

HOPE Preschool
Carline Loop Map

CARLINE OVERFLOW LOT



- Never wait in line on Crossroads Drive. If there is no space in front of orange cone, proceed to the carline overflow lot across the street.
- Wait in line and cautiously proceed across Crossroads Dr, ONLY when your entire vehicle will fit in front of the orange cone.

Crossroads Drive

No Lining Up Beyond Cone.

Right Turn ONLY!

NO PARKING

CARLINE

This way to Drop Off Zone.

Entrance #1
CUMC

Entrance #2

Entrance #3
HOPE Preschool

NO PARKING NO PARKING

Playground



IN PERSON ARRIVAL/ DISMISSAL PARKING LOT



If you are going into the building for arrival/ dismissal, bypass the Carline and proceed to the gravel lot to park.





Lunch Bunch

Lunch Bunch is a special opportunity for students to extend their regular school day by enjoying lunch, friends, and play, while giving parents a convenient block of extra time! The cost of this program is $25 per day, and parents are welcome to sign up for as many days as they would like.

Registration & Payment Space is available on a first-come, first-served basis.

- **Forms:** Registration forms will be sent home in student backpacks each month for the following month. Please return the completed forms in your child's folder.
- **Confirmation:** A copy of your registration form will be sent home in your child's backpack to serve as confirmation of your appointed days.
- **Payment:** After confirmation payments can be made by check or via Brightwheel.

Lunch Requirements (Strictly Nut-Free) Each child must bring a **nut-free** lunch from home in a labeled bag or lunchbox that does not require cooking or refrigeration. Water will be provided.

Daily Schedule & Activities (12:00 p.m. – 1:30 p.m.)

On the day of your child's scheduled Lunch Bunch, a HOPE teacher will bring your child and their belongings to the Lunch Bunch classroom at the end of their regular session. Participants will always be under the care of two HOPE teachers.

Daily activities include:

- Lunch
- Playground Time
- Book, Project, or Center Time

Dismissal Procedures

- **Pick-up (1:30 p.m.):** Parents can either use the 1:30 p.m. carline or come inside the building to pick up their child.
- **Important Reminder:** If you choose to come inside for pick-up, you must have your carline number with you.

Late Policy: Children who are not picked up by 1:30 p.m. will be brought to the office, and a late fee will be applied. Late payments must be made prior to participating in any future Lunch Bunch opportunities.