

KNOX COUNTY SCHOOLS  
SAM E. HILL PRESCHOOL

**POLICY AND PROCEDURE STATEMENT**

1. We have a 5.5 hour instructional day beginning at 7:45 a.m. and dismissing at 1:15 p.m.
2. The preschool is open from 7:25 a.m. – 1:45 p.m. Children cannot be accepted earlier than 7:25 a.m. or kept later than 1:45 p.m. If children are not enrolled in SHADES Extended Preschool Program, parents need to pick up their children by 1:45 p.m. daily. Children enrolled in the Extended Preschool Program must be picked up by 5:00 p.m.
3. If you will be later than 8:00 a.m., be sure to call our office at 594-3632. Breakfast is served in the classroom beginning at 7:30 a.m. until 8 a.m. Lunch and snack will be served daily.
4. Arrival / Departure - All children need to be signed in upon arrival and signed out upon leaving the preschool. To assist with efficient traffic flow, please use the designated parking spaces and do not block other vehicles. Safety is a primary concern so be sure to hold your child's hand in the parking lot.
5. Our mission is to partner with families in preparing children for kindergarten. Daily attendance is an essential for long term academic success. Should consistent attendance become a concern your child's space may be jeopardized. Please make every effort to have your child at preschool EVERY DAY and ON TIME!
6. Parents may visit Sam E. Hill Preschool at any time. For security reasons, all parents and visitors need to stop by the office to sign in upon entering and leaving the building. If you would like to volunteer in your child's classroom, please schedule a time with your child's teacher.
7. Each child must have proof of current immunizations and physical examination.
8. If a child becomes ill during the day, the parent or authorized contact person(s) will be called to come and take the child home. Per Knox County Schools Illness Guidelines, children sent home with fever, diarrhea, or vomiting must be symptom (fever, diarrhea, and/or vomiting) free for 24 hours before returning to school.
9. Please be sure the most current home, work or school and emergency contact numbers are on file in the office. This is imperative in the case of an emergency.
10. To keep children safe, only authorized persons listed on the application are permitted to pick up children and/or authorize emergency care.
11. Medicine can be administered when a Medication Information and Physician Form has been completed and signed by the physician and parent. These forms are available at the school office and in some cases at the physician's office.
12. Parents will be notified promptly of the occurrence of a communicable disease.
13. Active learning is an essential component of effective early childhood programs. Please dress your child in clothes that allow for movement, exploration, discovery, and creativity. For safety, all shoes should be closed-toed.
14. Each child needs to have a change of clothing, underwear and socks clearly labeled with the child's name to be left at the preschool for emergencies.

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15. To aid in the return of personal belongings, be sure to write your child's name in his/her back pack, coat, gloves, hat and extra clothing.
16. We ask the children not bring jewelry, money, or toys to the preschool unless notified by the classroom teacher as the preschool cannot be responsible for the loss of children's personal belongings.
17. Bus service needs to be used consistently. If used inconsistently, your child's space on the bus may be discontinued. If your child is going to be absent, please let the bus driver know.
18. In the event of snow or other inclement weather, the preschool will follow the same opening/closing schedule as Knox County Schools.
19. Holidays / In-service Days: Sam E. Hill will follow the Knox County Schools' calendar. It can be found on Knox County School's website.
20. Sam E. Hill Preschool maintains a drug, weapon, profanity free environment. PLEASE NOTE: STATE LAW PRESCRIBES A MAXIMUM PENALTY OF SIX (6) YEARS IMPRISONMENT AND A FINE NOT TO EXCEED THREE THOUSAND DOLLARS (\$3,000) FOR CARRYING WEAPONS ON SCHOOL PROPERTY.
21. No person shall on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.

I have received the Policies and Procedure Statement  
and agree to partner with Sam E. Hill Preschool as listed above.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date