



4207 Arno Road, Franklin TN 37064
www.springhollowschool.com
615.794.9343

2025-2026 SCHOOL YEAR POLICIES (August 2025 – July 2026)

ADMISSION & ENROLLMENT

Spring Hollow does not discriminate on the basis of race, creed, religion, color, gender, ability, sexual orientation, or national or ethnic origin, in the administration of its education and admission policies.

ADMISSION:

Children will be admitted to our program as space permits and according to waiting list status. Applications are accepted on a rolling basis and families may apply at any time. There is a priority policy for siblings and alumni.

The enrollment process is:

1. Attend a school tour.
2. To be placed on the waiting list, submit an application with a non-refundable fee of \$100.00.
3. Upon being offered a place in our program, submit the Enrollment Contract within the timeframe given.
3. Submit all required paperwork, immunization records (or exemption form), and full enrollment forms are required before children may begin attending.

Re-Enrollment: Currently enrolled families may enroll for the next year (2026-2027) during the month of January. Siblings and alumni who have submitted applications will be placed following currently enrolled children.

New Family Enrollment: Placement for new families for the following school year (2026-2027) begins in February.

All enrollment decisions are at the discretion of the director.

ELIGIBILITY:

Our program is for children ages 3-5-years. Children must be 3 years old by August 11th to enroll. Children turning 6 years old before May 20th are not eligible.

RATES:

Annual tuition is divided into 10 payments and is automatically drafted via ACH on the 1st of each month (August-May). There are no discounts or refunds for absences or school closures. The monthly rates are as follows:

Five Day	\$1,010.00/month
Three Day (Mon/Wed/Fri)	\$605.00/month
Two Day (Tues/Thurs)	\$404.00/month

Discounted Prepay Option:

There is a 2% discount for tuition paid in advance, either annually or by semester.

-Annual payments will be drafted on August 1st.

-Semester payments will be drafted on August 1st and January 1st.

SUMMER PROGRAM:

Ages 3 to 7 are welcome to attend Spring Hollow Summer Camp. The program is Monday through Friday, from 9 a.m.- 2 p.m. Summer enrollment is separate from the regular school year and opens in January for current Spring Hollow families. Enrollment for the public begins in February.

ARRIVAL AND DISMISSAL:

Our hours are from 9:05 a.m. until 3:00 p.m., Monday through Friday. Regular attendance and punctuality are important to facilitate the child's positive attitude toward school. It is required that the children get to school between 9:05-9:30 and are picked up from school between 2:45-3:00. These times are crucial in establishing positive transitions into and out of the school day. The adult responsible for bringing the child to and from school must sign the child in and out daily by listing the time and the adult's name and signature.

Since teachers must be focused on the children at this time, parent-teacher and parent-to-parent discussion should be kept to a minimum. If more time for parent teacher discussion is needed, a meeting can be scheduled. Parents are also welcome to contact teachers via e-mail.

Please inform the school when it is necessary for your child to be absent or tardy. If you're arriving late for drop-off, open the gate to access the parking lot and pull it closed behind you as you leave.

LATE FEES:

Late fee is accrued beginning at 3:05 PM and as follows (which will be drafted from your ACH account):

Pick up between 3:05-3:15 -- \$20 flat rate

From 3:16-3:30 – additional \$30 flat rate

3:31 thereafter – additional \$10/minute

For example: if you pick up at 3:10, the late fee will be \$20. If you pick up at 3:25, the late fee will be \$50. If you pick up at 3:32, the late fee will be \$70.

WITHDRAWAL:

Thirty days' notice is required if you must withdraw your child. You will be charged tuition for these days if this notice is not given.

HEALTH & SAFETY**HEALTH/ILLNESS:**

Per state regulations, smoking, vaping, and tobacco products are not allowed on school property, including outdoor spaces and the parking lot.

In order to promote a healthy learning environment, children may not attend when any of the following symptoms of contagious illness are present:

- fever (temperature at or above 100 degrees)

- new cough with unknown cause
- congestion or discharge of cloudy or yellow/green mucous
- diarrhea or vomiting
- sore throat
- communicable skin rashes (such as hand, foot, & mouth disease, scarlet fever, scabies, chicken pox, etc...)
- unusual fatigue

Please see the Illness Policy (included in your enrollment email) for further information.

Your child should be symptom free before returning to school or have completed at least 24 hours of antibiotics. Children must be fever free (without the use of fever-reducing medications) for **48 hours** before returning to school. Please follow your pediatrician's guidelines for any contagious illnesses and inform Spring Hollow at your earliest convenience of any communicable diseases (ie Pink eye, strep, flu, etc...). We are required to report outbreaks of communicable diseases to our families.

If your child becomes ill at school, you will be contacted to pick up your child. He/she will be supervised by a teacher, separate from the group, until you arrive. Please make every effort to pick them up within 30 minutes of being notified.

We play hard at Spring Hollow, often outdoors in the elements! If your child seems a bit under the weather, is overly tired, is not his/her usual self, or otherwise needs a break, please consider keeping them home. They will have a much happier and successful day when they are feeling 100%!

MEDICATION:

Medications, both prescription and non-prescription, must be kept in the school lock box. This includes pain relievers, antibiotics, topical creams, chap stick, etc. A Medication Authorization Form, completed by both parent and staff, must be on file. Spring Hollow does not keep medications for fever reduction on hand. Should your child require these medications, the parent will be notified to come and pick up their child.

Teachers may administer emergency medications (such as epi-pens and rescue inhalers). In addition to the Medication Authorization Form, the parent must also train the teachers on how to administer the medication. Children with anaphylactic allergic responses must have a written allergy plan provided by their physician.

Minor cuts will be treated with soap and water. We do not provide antibiotic creams or other topical treatments.

VACCINATIONS:

All children are required to have a current State of TN Vaccination Record, signed by their pediatrician, on file at school. This is true for vaccinated children and those who are exempt or on a delayed schedule. This form is available from your child's doctor. Please be sure they have completed the section indicating that they have examined your child, and provided a date and signature.

Additionally, any children who are exempt or on a delayed schedule must also have the appropriate accompanying documentation:

- For those who are exempt (or delayed) due to Personal Religious Beliefs, there will be a form provided in your enrollment email.
- Any children with a medical exemption must have a letter explaining their exemption, written and signed by the pediatrician.

SUNSCREEN/BUG SPRAY:

Sunscreen and bug spray are considered medications by our licensing agency. If your child needs sunscreen and/or bug spray, please apply it before arriving at school.

If you would like us to reapply in the afternoon, please complete a release form (provided in your enrollment email) and send a facial sunscreen stick (no sprays or creams). NOTE: The Blue Lizard brand is NOT recommended as it separates and becomes very sticky. Sunscreen will be kept in locked storage at school and cannot be stored in your child's bag. We will use the sunscreen stick to reapply on their faces, ears, neck, shoulders, and arms as necessary.

Spring Hollow will provide DEET Free Insect Repellent for those who sign the release form.

DIAPERING/TOILETING:

We do NOT require our students to be out of diapers before attending. Children wearing diapers will be changed midday, anytime their diaper is soiled, or if they appear uncomfortable. Parents are required to supply diapers and wipes for their child, which must be clearly labeled. Diapers and wipes are kept in the bathroom and the supply levels should be checked regularly.

Diaper cream is considered a medication and requires a medication form. It should be turned in to a teacher for proper storage and cannot be stored in your child's bag.

The teachers support toilet training and will work with parents to make the adjustment a positive and happy experience for their child. Children who are actively toilet training should have an ample supply of extra clothing—including socks and shoes.

EMERGENCY COMMUNICATION:

Parents are required to sign up for the **Remind App**, which allows for instant emergency communication between parents and teachers. This will be our first method of contact for large-group notifications due to weather or facility emergencies.

Spring Hollow staff will call/message you immediately if your child becomes ill or is injured. If urgent emergency treatment is necessary, 911 will be called, and the child will be transported to Williamson County Medical Center. We may also call 911 for semi-urgent treatment if we feel the child needs a physician's assistance and parents and alternate contacts cannot be reached. Inform the teachers of any new or temporary emergency contact numbers.

We may be unable to answer the office phone line during the day. If you have an emergency or urgent situation during school hours and are unable to reach us on the phone, they should message us via the Remind App or email us at director@springhollowschool.com.

If a parent has an **after-hours** emergency and needs to reach the school, they should message via the Remind App or email us at director@springhollowschool.com.

INCLEMENT WEATHER:

When Williamson County Schools open late or close early due to inclement weather, Spring Hollow will follow the announced modified schedule. For example,

If WCS is on a 1-hour delay, Spring Hollow will open at 10:05.

If WCS is on a 2-hour delay, Spring Hollow will open at 11:05.

If WCS closes 3 hours early, Spring Hollow will close at 12:00.

If WCS closes 2 hours early, Spring Hollow will close at 1:00.

If WCS closes 1 hour early, Spring Hollow will close at 2:00.

Spring Hollow is closed on the half days shown on the Williamson County Calendar, such as before a break or holiday.

SAFETY AND SECURITY

Per state regulations, firearms are not permitted on school grounds. This includes staff, parents, and visitors, with the exception of public law enforcement officers.

All full-time staff maintain current First Aid and CPR training.

Spring Hollow utilizes a security system including silent panic buttons that summon the sheriff's department. All teachers wear their panic buttons on their person throughout the school day.

In addition, we have cameras at the gate and along the road, and have a broad view of the areas surrounding our school including Arno Rd, S. Carothers, the open field, and our neighbors. We are intentional about monitoring activity in these areas. Our driveway gate is kept closed during the school day and visitors are by appointment only.

We are currently in the process of researching, sourcing, and funding a safe room (rated for ballistic and tornado protection) for our classroom.

We have a comprehensive Emergency Preparedness Plan which is approved by our licensing agency. It covers all manner of emergencies and hazards including weather, environmental, intruder, etc. Staff receive annual training, and fire drills and other safety procedures are practiced in a non-threatening way with the children on a regular basis. The Emergency Preparedness Plan may be reviewed upon request.

RELEASE OF CHILDREN:

Children may only be released to adults who are listed as guardians, emergency contacts, or those you have authorized in writing to pick up your child. They will need to show their ID the first time, and any subsequent time per request. Any changes made to the authorized pick-up list should be made in writing ahead of time.

Spring Hollow staff will not release children under unsafe circumstances, such as but not limited to: improper child safety seat, or a driver under the influence or otherwise impaired. If necessary, the local law enforcement agency will be contacted.

DUTY TO REPORT:

According to the Department of Human Services guidelines: "Every operator, owner, licensee, director, or staff member of, or substitute staff member or volunteer in a child care agency licensed by the Department of Human Services is individually responsible, and is required by Tennessee Code Annotated, §§37-1-403 and 37-1-605, to immediately report any reasonable suspicion of child abuse or neglect to the Department of Children's Services, local law enforcement or the judge of the juvenile court in the county of the child's residence."

Spring Hollow staff receive Child Abuse and Reporting training annually.

PERSONAL SAFETY CURRICULUM

Per state licensing requirements, we are required to provide personal safety lessons to all children. Topics include a range of subjects such as fire safety, water safety, car safety, bike safety, self-esteem and confidence, managing emotions, hygiene, identifying trusted adults, safe and unsafe touches, and strategies to use if they feel unsafe. You can review further information about this curriculum in the enrollment email.

SCHEDULE, ROUTINES, & SUPPLIES

CALENDAR:

A school calendar is provided in your enrollment email. Spring Hollow's calendar closely follows the Williamson County School Calendar, including holidays and breaks. Spring Hollow also reserves the right to close due to any unforeseen event affecting the facility (example: water main break, no power, all teachers are sick). ***In addition, there will be two days closed each year for professional development opportunities. These days will be announced a minimum of one month in advance.***

DAILY ROUTINE:

Please note that times are approximate and will vary according to the needs of the children.

9:05-9:30	Arrival
9:30-11:45	Morning Exploration: Invitation tables, playground, atelier, & porch activities
9:30-10:00	Snack Window (optional)
11:30-11:45	Morning Meeting
11:45-12:15	Lunch
12:15-2:00	Afternoon Exploration: indoor classroom, playground, atelier
1:40-2:00	Snack Window (optional)
2:00-2:30	Clean-up & Pack up
2:30-2:45	Green Circle Meeting
2:45-3:00	Dismissal

9:05 Arrival begins

- Parents sign their children in at the playground gate.
- Children walk into the playground **independently**, put away their things, use the restroom, and wash their hands.
- Children normally begin their day outdoors.
- Teachers are available to facilitate the transition process as needed.

9:30 Arrival ends

- Drop-off is complete and all parents have gone. Please make every effort to arrive on time so that teachers can attend to the activities of the day. If you are going to be late (such as for a doctor's appointment, etc please email or message via Remind ahead of time.) If you're arriving after drop off window, you're responsible to walk your child in, sign-in in the classroom, and supervise your child's arrival routine until they're ready to join the class. Also, re-close the gate upon leaving.

9:30-11:45 Morning Exploration

- Play continues outdoors. The entire playground is available and children may choose where they would like to play, moving freely between choices. Blocks, art, books, music, manipulatives, and

home living are available on the play porches and picnic tables, in addition to water play, invitations related to Big Ideas, gardening, and various other activities.

- The atelier may also be open.
- Teachers facilitate play and document during this time.
- From 9:30-10:00, children may choose to have snack.

11:30-11:45 Morning Meeting

- This is a time for books, music, storytelling, games, share time, making plans for the day, and Big Idea discussions.

11:45-12:15 Lunch

- Children and teachers eat lunch together. Children are given as much time as they need to eat their meal. See the MEALS section for further details.

12:15-2:00 Afternoon Exploration

- After cleaning up from lunch, children are free to return to their play.
- During this time the indoor classroom will be open. Children may go indoors as they choose to visit the light table, sensory table, art area, listening center, blocks, dramatic play, etc.
- The atelier may also be open.
- Teachers use a walkie-talkie app to communicate as needed between the indoor and outdoor spaces.
- Teachers facilitate play and document during this time.
- From 1:40-2:00, children may choose to have snack.

2:00-2:30 Clean-up & pack up

- Teachers provide a 5-minute alert before clean up time. Everyone works together to clean up.
- Children then pack up their bags to go home.

2:30-2:45 Green Circle Meeting

- Teachers and children gather to reflect on experiences of the day or to engage in a variety of activities/experiences. We may discuss kind acts, share other discoveries or revisit the Big Ideas. We wrap up by singing the Green Circle song!

2:45-3:00 Dismissal

- Children are picked up in the classroom. The caregiver assumes responsibility for the child once a child has been signed out.
- The first car to arrive at the parking lot gate should open it and pull through, leaving it open for others.
- Our parking lot is busy during this time. Please walk with your child and help them understand parking lot safety rules. Drivers, please proceed with caution.
- You must be on time to pick up your child. A late fee will be assessed if caregivers have not signed out the child by 3:05.

AFTERNOON FAMILY PLAYGROUND TIME:

Children and families are welcome to play outside on the playground from 3:00-3:30, as long as posted playground rules are followed and materials are neatly put away. Parents are responsible for the direct supervision of their children. Waterplay areas and digging area/shovels are not to be used. The school building is closed during this time as teachers clean and prepare for the next day. For safety and security reasons, the

playground will close when staff leave, and on occasion for lawn maintenance, etc.

SUPPLIES:

All items should be **clearly labeled** with your child's name. Please ensure that your child can recognize their items. Labels may be purchased here: <https://mabelslabels.com/fundraising/support>

Enter "Spring Hollow Early Learning Center" in the school field to support Spring Hollow while you shop!

Your child will need the following supplies each day. See the **Recommended Brands List** provided in your welcome email for suggestions on specific items!

- **1-inch** binder with clear front pocket (**one-time purchase for new students only**): used for your child's journey book.
- A roomy **tote bag** for personal belongings. It should be large enough that all belongings fit easily. Personal items must be contained within their bag. Some families prefer monogrammed canvas bags; however, something as simple as a reusable grocery bag will work as well! Backpacks are NOT permitted. The bag should include:
 - Refillable water bottle - double-wall stainless steel insulated bottles are recommended as they're often kept outside for easy access.
 - Full change of seasonally appropriate play clothes (multiple sets are recommended).
 - Plastic bag or reusable wet bag for wet/messy clothing (each change of clothing can be packed in a bag for ease of use).
 - Seasonal items, as needed (hat, gloves, balaclava).
 - Please **DO NOT send toys** or other personal items **from home**. These items often create dynamics in the classroom that detract from other play.
 - Snacks: Two simple non-perishable items, such as a granola bar, crackers, nuts, or piece of fruit packed in small reusable bags separate from lunch.
 - Lunch: an insulated lunchbox with reusable lunch containers and ice packs (see the MEAL section below for details).
- Diapers & wipes: Every child who wears diapers/pull-ups will need a full supply, including wipes, which will be stored in the classroom bathroom.
- Rain suit: We play outside in the rain when there is no thunder/lightning. Rain suits are kept at school.
- Bogs Insulated boots. See provided Boot Rental Form for further information.

CLOTHING:

Children should wear comfortable play clothing that can be dirtied or stained, since exploration and discovery play is often messy! Clothing should be seasonally appropriate – see the Dressing for the Weather document for details.

For children new to dressing independently, simple elastic waistbands without fasteners are best. Please keep in mind that overalls and rompers can make using the bathroom difficult.

Children are not permitted to wear necklaces at school.

Shoes should be sturdy, closed-toed styles that are comfortable for running & climbing. (Flip-flops are NOT permitted.) Children may remove their shoes to come indoors or play in the sandbox; simple fasteners are required. **Shoes with laces should not be worn unless your child can tie them independently.**

MEALS:

- Snack is offered once in the morning and once in the afternoon. Snack times are optional and children will have a window of time to eat when they are ready. Two snacks should be sent daily, packed separately from lunch in small, labeled, reusable bags.
- At lunch, each child may be provided with their own reusable, washable placemat which will be kept at school. Children are given as much time as needed to eat their meal. Children choose the consumption order of food provided in the lunchbox, how much they will eat, and when they are finished eating. Teachers promote a positive attitude toward food, with respect for the child and their food given at all times.
 - We do not provide refrigeration or heat lunches, so insulated food jars and/or ice packs are necessary to keep food at an appropriate temperature. Children should practice opening and closing their lunchboxes and containers before coming to school (teachers will gladly assist until this skill is mastered). Bento-style containers are ideal because there are fewer containers/lids to manage and children can see all of their food choices at once.
 - All children must be able to feed him/herself.
 - WE STRONGLY ENCOURAGE A WASTE FREE LUNCH. Many of our meals are eaten outdoors and litter spreads quickly. Please limit disposable packaging and send reusable utensils. We will provide disposable forks/spoons & napkins as needed.
 - Per state licensing rules:
 - Children's lunches are encouraged to follow USDA meal guidelines (provided in your welcome email).
 - Children cannot share food with each other.
 - Hot dogs, sausage links, polish sausages, Vienna sausages, and meat sticks (jerky) must be cut into quarters length-wise. (No discs – slice into French fry shape.)
 - For three-year-olds: grapes, raw carrots, and cherry tomatoes must also be cut into quarters.

CELEBRATIONS:

At Spring Hollow, we value every day moments as a reason for celebration in keeping with our value of "NOTHING WITHOUT JOY." Holidays are also reasons for celebrations where, as with other parts of our curriculum, they will extend upon ideas initiated by the children.

Parents are welcome to bring treats to share with the class for birthday celebrations if it is the child's wish. While food items are permitted, other ideas include bringing a favorite book to read, bringing an activity to share, planting flowers, etc are welcomed.

If bringing a food item, the parent must email the specifics to the director a minimum of **48 hours** in advance. We will then notify all parents as to what will be served so that those with food allergies and restrictions have ample time to prepare.

TV USAGE:

Our state licensing agency states that viewing of television, videos, and other visual recordings be limited to no more than 60 minutes per day of educational programming that actively engage the children. **Our in-house policy allows for far less viewing time.** Our television may be used for reviewing the photos/video from the day, during which time the children are asked to share about what was happening. This is a useful tool for reflection and learning. This activity generally lasts 5-15 minutes. We may also watch brief documentary-style clips in keeping with Big Ideas (example: footage of a carpenter bee boring a hole). Very occasionally (a few times a year) we use the television to watch a book being read aloud by an author or other relevant presenter.

You can see examples of these programs here:

<https://www.youtube.com/user/StorylineOnline>
<https://www.youtube.com/watch?v=HbQkQjs3KPU>
<http://storytimefromspace.com/>

In inclement weather, we may offer children's yoga, as seen here: <http://www.cosmickids.com/>

Children are never required to watch; they may choose another activity.

ASSESSMENTS & BEHAVIOR

DOCUMENTATION:

Documentation is visual and written representations of the child's nonverbal and verbal interactions with each other, adults, and the environment. It serves several goals. Documentation allows the adults to distance themselves and lessens the tendency to step into child's play. In this distancing, adults are able to study, observe, reflect, and learn more about the children and their interactions. The philosophy of documenting and distancing represents a crucial difference between Spring Hollow and many traditional educational approaches. It also aligns with the Reggio philosophy of making learning visible. Many times, adult intervention interrupts a preconceived journey of a child. A child may be in the process of solving problems or collaborating with peers on a project without it being obvious to the adult. At Spring Hollow, we discover children learning leadership, collaboration, and communication skills this way. Observing first, then deciding when to step in (or not) is a very difficult task for most adults. At times, certainly, it is necessary to step in and help children over a hurdle that frustrates their thought process or behavior. Oftentimes children will give signs that invite us to intervene.

The process of documenting also gives validation and value to children and their play. As adults learn to act consciously and deliberately, the children are fostered emotionally and intellectually. At Spring Hollow, adults learn to discern how to make careful and quiet intervention and invitations, how to balance the need for adult intervention, how to keep a low and equal proximity among children, and to observe and listen more deeply to them expressing desires and joy. Children are invited to reflect on their experiences and creations by referring to photos, videos, and visual displays, and by adding their narrations to our observations.

PHOTOGRAPHY:

Photography is an important part of the documentation process at Spring Hollow. Staff will use school-issued devices to capture photo and video of the children's play, art work, and collaboration throughout the school day. Sometimes these are shown to the children as a reflection tool. As part of our in-house photo policy, these photos and videos are used in journey books, parent emails, and/or private social media accounts. They are not to be shared, uploaded, or distributed.

CHILD JOURNEY BOOKS:

Each child should have a one-inch three-ring binder with a clear cover. This binder will hold photos, portraits, reflections, and other forms of documentation reflective of their Spring Hollow journey. This book is available to the children and parents in the classroom throughout the year and will be sent home with them when they graduate.

ASSESSMENT:

Assessments are informal, based on teachers' and director's ongoing daily observation, interaction, and regular conversation with parents. There are two opportunities for parent-teacher conferences: an optional fall conference and a required spring conference, which is scheduled roughly at the end of April or early May. In addition, a formal assessment will take place for graduating children (Kindergarten age) in the spring. A copy of assessment results will be given to the parents of each child. You will be notified of each conference opportunity.

GUIDANCE:

At Spring Hollow, we do nothing for the child that the child wishes to do for him or herself. We respect the child's right to choose their unique learning journey in developing critical thinking skills, autonomy, and independence. We also seek to create time and space for creative thinking and collaboration. We encourage role modeling and behavior that is conducive to living out and expressing love, being respectful of the work of others and of our environment. We strive to facilitate healthy relationships and interactions, and structure the day and environment in a way that encourages success.

There are times in which children need direct guidance related to their behavior. The following steps take place upon recognition of inappropriate behavior:

- Remove the child from the situation (if it is physical in nature)
- State the behavior we've observed
- State the desired behavior
- Follow through with a logical and age-appropriate consequence (i.e. The child returns to rebuild a block tower they had knocked down in a destructive manner.)
 - Assist the child in finding a productive alternative (i.e Provide the child with something else s/he may knock down, or suggest they build their own tower to knock down.)

In the event that the child is removed from a situation, the purpose is to help the child return to a calm state in order to resolve the situation safely and peacefully. Each child has a different way of calming down, and Spring Hollow has a "Nothing Without Joy" environment. For these reasons, there is no designated "time out" spot. Children are simply asked to play somewhere else for a while, or may benefit from reading a book quietly, working with sensory materials, using the listening center, etc... Under NO circumstances may any individual (including parents) use corporal punishment for any child on school grounds.

CHILD BEHAVIOR PLAN:

In the situation of ongoing challenging behaviors, and at the discretion of Spring Hollow staff, this plan may be put in place to support the child and their family by determining and implementing the appropriate steps. Throughout the process, the Spring Hollow teachers will work with the family toward the best interest of the individual child as well as the other children in the program. In some cases, expulsion from Spring Hollow may become necessary.

1. It is understood that some behaviors are a result of a new environment, and therefore the child will be given 30 days from beginning at Spring Hollow to adjust to the program and environment.
2. After 30 days, a teacher may begin documented observations for the child, using the Child Behavior Observation form. Observations will be made over 2-3 weeks.
3. Following the observation period, the classroom teacher and director will meet with parents to discuss the observations. The Spring Hollow staff will suggest interventions/plans to be tried in the classroom. Additional outside support such as therapy or evaluations may be necessary. Options

such as reducing the number of days the child attends may be considered.

4. Over the next 2-3 weeks, teachers will implement the discussed interventions. The classroom teacher and director will meet with the parents to discuss outcomes.
5. If the interventions are not working, disenrollment may become necessary. If the child will be transferring to another school, we will work with the family to make a transition plan.

DISENROLLMENT (Expulsion or suspension):

In the event of extenuating circumstances involving a child or family, the school board will be consulted. The school board has the authority to disenroll a child if deemed necessary.

PARENT ROLE

COLLABORATION AT SPRING HOLLOW:

Relationships, communication, and collaboration are foundational, integral components of our learning community.

We invite all families to contribute to a rich school environment by sharing your skills, talents, and knowledge – both in the classroom and by supporting school improvement endeavors. Participation in school-wide events, reading school communications, discussing questions with school staff, and reflecting on the school day with your child are all important ways you can help facilitate learning and growth at school.

ORIENTATION MEETING:

A two-hour virtual orientation meeting is held one evening during the first week of school. One parent from each family should plan to attend. We will review policies at this meeting; however, parents are responsible for reading the document in its entirety. This meeting is required for new and returning families.

INFORMATION AND COMMUNICATION:

Email will be our primary source of communication. Please be sure to attend to incoming messages, which will contain important announcements and a peek into our school day via photo and video. We also post documentation about the children's learning and display their artwork in the classroom. Your child's works will be placed in his/her folder in class, so please check the folder regularly. Other memos and communications may also be placed in the folder. All families should sign up for the Remind App, which allows urgent & time-sensitive messages to be sent and received.

MENTOR PROGRAM:

At the beginning of each school year, each new family may be paired with a returning family. The parents in each paired mentor group are encouraged to contact each other so that returning parents can familiarize new parents with our school.

COMMUNITY EVENTS:

Join us for our Annual Fall Bonfire, Spring Picnic, Art Fundraising, and Family Work Days! Other events may be held throughout the year.

SCHOOL BOARD:

The school board helps to make decisions that will benefit Spring Hollow. There is a formal meeting every two months, and additionally when necessary. The board consists of Spring Hollow current and/or former parents who serve as Board President, Treasurer, Secretary, Parent Liaison, and at-large members. Board meetings are

held virtually. If you would like to attend, please contact the parent liaison, board president, or school director.

PARENT LIAISON:

The role of the parent liaison is to facilitate communication between parents and teachers, and parents and other parents. When parents have suggestions or concerns, they may come to the parent liaison or program director, or they may address the school board.

COMMITTEES

There are Environment Committee and Hospitality Committee. These are committees that are organized by parent volunteers, and helmed by the Parent Liaison board. The Environment Committee is to help with our campus ground and structure. This committee organizes Family Work Days (normally twice a year) and other environment needs as they arise. The Hospitality Committee's responsibility includes helping organize events, celebrations, and providing any assistance in our community. The committees will promote building a harmonious, supportive, and joyful Spring Hollow community.

VOLUNTEER OPPORTUNITIES:

There are a number of volunteer opportunities for which we truly rely on parent assistance. These simple tasks are a great way to be part of our Spring Hollow community and go a long way towards keeping our school running smoothly! These include washing our laundry, taking our recycling, cleaning/organizing in the classroom, and participating in outdoor projects (small playground tasks, minor repairs, environmental upkeep, etc....). Family Work Day(s) will be held throughout the school year where the sense of community is strengthened and many tasks, other than the regularly happening kinds, could be accomplished.

Parents may also sign up to volunteer in the classroom. Classroom tasks include supervising snack tables, sharing a book or special topic at meeting time, playing an instrument, sharing family or cultural traditions, bringing special art, cooking, or other activity, organizing/cleaning, gardening, etc. We would love for you to share your talents, skills, or expertise with us. Classroom sign-ups will begin after Labor Day.

Other tasks may be announced as they come available. We appreciate your participation!

FUNDRAISING:

Currently, we offer Mabel's Labels as a passive fundraising option. You can purchase labels for your child's school supplies, and earn a percentage for Spring Hollow!

In addition, there may be special fundraising efforts throughout the school year. One of our favorites is our Watercolor Art Sale, which happens in the spring! We may also offer opportunities to support specific improvement goals (such as our recent playground renovation).

Here's to a great year, and a journey of "Nothing Without Joy."