



Spring Hollow Early Learning Center  
4207 Arno Road, Franklin TN 37064  
www.springhollowschool.com  
615.794.9343

## Information for the 2020-2021 School Year

### **ADMISSION:**

All children, regardless of race or creed, will be admitted to our program as space permits. Forms must be completed for personal information, registration, release of liability, emergency release, health, emergency contact numbers, parent involvement agreement, and policy acceptance.

The admission process required is:

1. Tour the school
2. Submit an application form, policy agreement, and application fee.
3. Upon being offered a place in our program, submit the enrollment contract within the timeframe given.
3. All paperwork, including ACH auto-draft form and immunization records (or exemption form), are required before children may begin attending.

Re-Enrollment: Currently enrolled families may enroll for the next year (2021-2022) during the month of January.

Open Enrollment: Placement for new families for the following school year (2021-2022) begins February 1<sup>st</sup>. Applications are accepted on a rolling basis and families may apply at any time. A non-refundable application fee of \$100.00 is required with each application. Siblings & alumni receive priority; however, an application must be on file at the time of Open Enrollment for priority status to be maintained. 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 15<sup>th</sup> to enroll. Children turning 6 years old before May 25<sup>th</sup> are not eligible.

### **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 assure the child's positive attitude toward school. It is required that the children get to school between 9:05 and 9:30 and are picked up from school between 2:45 and 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 arrive and leave.

**LATE FEES:**

A late fee in the amount of \$1.00 per minute will be charged beginning at 3:05. If you are late, the fee will be drafted from your ACH account.

**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/ILLNESS:**

Spring Hollow is a smoke & tobacco free facility.

In order to promote a healthy learning environment, please do not send your child to school on days when any of the following symptoms of contagious illness are present:

- fever (temperature at or above 100 degrees) or rash
- cough or discharge of discolored or profuse amounts of mucous from nose or eyes
- diarrhea or vomiting
- sore throat
- Skin rashes (such as hand, foot, & mouth disease, scarlet fever, scabies, chicken pox, etc...)
- unusual fatigue

Please see the full Illness Policy (included in your enrollment email) for details. Your child should be symptom free before returning to school or have completed at least 24 hours of antibiotics. It is our policy that the child must be fever free (without the use of fever-reducing medications) for 72 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...). If your child becomes ill at school, you will be contacted to pick up your child. He/she will be kept in the classroom or office with a teacher until you arrive. Please make every effort to pick them up with in 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, or otherwise needs a break, please consider keeping them home. They will have a much happier and successful day when they are feeling 100%!

DHS requires that the following communicable diseases be reported all families (in the interest of confidentiality, the affected student would not be identified):

1. Hepatitis A
2. Food borne outbreaks (food poisoning)
3. Salmonella
4. Shigella
5. Measles, mumps, and/or rubella
6. Pertussis
7. Polio
8. Haemophilus influenza type B
9. Meningococcal meningitis; and
10. Any other illness identified by the state or local Department of Health (including lice, scabies, etc...)

**EMERGENCY:**

Spring Hollow staff will call you immediately if your child becomes ill or is injured. If urgent treatment is necessary, 911 will be called, and the child will be transported to Williamson County Medical Center if not otherwise specified in your child's paperwork. In the event that parents and alternate contacts cannot be reached, 911 will be called if the teacher feels the child needs a physician's assistance. Inform the teachers on days you have temporary emergency contact numbers if they are not listed on your permanent emergency sheet.

In the case of emergency evacuation, children will be carpooled to Epworth United Methodist Church at 4241 Arno Road.

We may be unable to answer the main office line during the day. If you have an emergency or urgent situation and need to talk to a staff member during school hours, call our classroom line at 615-791-8354.

**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's full-time staff have received Stewards of Children training from the Darkness to Light organization. For further information regarding the training, visit [www.darknesstolight.org](http://www.darknesstolight.org).

**MEDICATION:**

Medications, both prescription and non-prescription, must be kept in the school lock box. A medication form, completed by both parent and staff, must be on file. Spring Hollow does not keep medications for pain or 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). A specific form is provided for the parent to complete. The parent must also train the teachers when and how to administer the medication.

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, if it is not already on file at Spring Hollow. All sunscreen and bug spray should be turned in to a teacher for locked storage. These items cannot be stored in your child's bag.

**DIAPERING/TOILETING:**

We do NOT require our students to be out of diapers before attending. Children wearing diapers will be changed prior to lunch, 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 must be kept in the school's lockbox and is not permitted to be stored in a child's belongings.

The teachers support potty training and will work with parents to make the adjustment a positive and happy

experience for their child. Please confer with a teacher to talk about potty training plans. Children who are actively potty training should have an ample supply of extra clothing—including socks and shoes.

**CELEBRATIONS:**

We have a strong belief at Spring Hollow that every day is a reason for celebration and a journey in working toward our goal of "NOTHING WITHOUT JOY." We do not have adult-initiated parties, but as with other parts of our curriculum, we extend upon parties initiated by the child. Parents are welcome to bring treats to share with your child's classmates for birthday celebrations if it is the child's wish. While food items are permitted, other ideas include bringing a favorite book to read or bringing an activity to share.

If a food item is going to be shared, the parent must email the specifics to the director 48 hours in advance. We will then notify all parents as to what food and/or drink will be shared so that those with allergies and food restrictions have ample time to prepare. Food must be pre-packaged and cannot be home-made.

**CALENDAR:**

A Spring Hollow calendar will be provided. This calendar includes scheduled closings as well as special events occurring throughout the year. Spring Hollow's calendar and the decision for school closure closely follows the Williamson County School Calendar for the school year. Spring Hollow reserves the right to close due to any unforeseen event affecting the school building (example: water main break, gas leak, 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.***

When Williamson County Schools open late or close early due to inclement weather, the Spring Hollow schedule will be as follows:

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 early, Spring Hollow will close 30 minutes before WCS:

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

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

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

In the event that WCS announces schools closing early, it is highly encouraged that you pick your child up as soon as possible.

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

**FEES:**

Days per week	Monthly tuition	Volunteer Discount	Monthly Tuition (post discount)	Semester Discount	Required Volunteer Hours/Semester
5 days	\$850	\$42.5	\$807.50	\$212.50	12 hours
MWF	\$510	\$25.5	\$484.50	\$127.50	10 hours
TTh	\$340	\$17	\$323.00	\$85.00	8 hours

The chart above lists the 2020-2021 tuition rates followed by a 5% discount available to any family who satisfies the volunteer requirements. The discount will be applied following each semester in the form of a check. Volunteer discounts cannot be pro-rated; the entire requirement must be fulfilled to receive discount.

All tuition is auto-drafted. The 10 installments are drafted via ACH on the 1<sup>st</sup> of each month, beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>. In order to withdraw your child from Spring Hollow a 30-day notice is required.

You may choose to pay per semester to receive a 2% discount.

Upon initial application there is a one-time non-refundable application fee of \$100.

We cannot credit days in which the child is absent.

### **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 Supplies list provided in your welcome email!

- **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 wonderfully as well! Backpacks are NOT permitted. The bag should include:
  - Child-sized facial mask, stored in a sealed bag (please see Covid-19 addendum for details regarding mask usage).
  - Refillable water bottle - we recommend an insulated bottle as they're often kept outside for easy access. These can be refilled as needed throughout the school day.
  - Full change of weather-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, scarf).
  - Comfort item (if applicable)
  - 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: simple non-perishable items, such as granola bar, crackers, piece of fruit, or shelf-stable milk in a small bag separate from lunch (reusable Velcro bag, Ziploc bag, etc..). Children will have an opportunity for snack each morning & afternoon.
  - Lunch: We do not provide refrigeration or heat lunches, so please pack accordingly. Food jars and/or ice packs are recommended to keep food at an appropriate temperature. Children should practice opening and closing their lunchboxes and containers before coming to school, although teachers will gladly assist as needed. All children must be able to feed him/herself. Bento-style containers are ideal because there are fewer containers/lids to manage and children can see all of their options at once. We have disposable forks/spoons & napkins available, but packing real utensils helps us cut down on waste. We strongly encourage a waste

free lunch! **Please label everything.** We encourage you to work together with your child to identify the foods they will have in their lunch. The children's lunches should follow the guidelines recommended by the USDA. Spring Hollow is assessed every year for license renewal, and lunch components are part of our rating scale. Spring Hollow is marked down for lunches lacking these required components. Children cannot share food with each other.

- Spring Hollow will provide each child with a reusable, wipeable placemat for use at snack & lunch. This should be kept in your child's bag.
- Diapers & wipes: Every child who wears diapers/pull-ups will need a full supply, including wipes, which will be stored in the bathroom.
- Rain suit: We play outside in the rain so long as there is no thunder or lightning. Rain suits are kept on hooks on the front porch.
- Rain boots: Boots are used regularly for rain, mud, and creek walks. Boots are stored on the porch and need to be sturdy to survive the elements. Both boots should be labeled inside & out. Remember to bring new boots when your child's shoe size changes!

### CLOTHING:

Children should always wear comfortable play clothing that can be dirtied or stained, since exploration and discovery play is often messy! They should wear sturdy, closed-toed shoes that are comfortable for running & climbing. (Flip-flops are NOT permitted.) Children will remove their shoes to come indoors; simple fasteners are required. Shoes with laces should not be worn unless your child can tie them independently.

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. **NEW THIS YEAR:** Spring Hollow will provide Babyganics Kids Spray Sunscreen (50 spf) and Repel Lemon & Eucalyptus DEET Free Insect Repellent for those who sign the release form. A facial sunscreen stick (no creams or sprays) should be provided by the family and turned in to a teacher for locked storage. These items cannot be stored in your child's bag.

### DAILY ROUTINE:

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

**9:05-9:30** Arrival

**9:30-11:40** Morning Exploration: Invitation tables, playground, atelier, & porch activities

**10:00-10:40** Small group snack & Morning Meeting rotation

**11:40-12:30** Small group lunch rotation

**12:00-2:20** Afternoon Exploration: small group rotations to indoor classroom, playground, atelier

**1:40-2:20** Small group snack rotation (optional)

**2:15-2:30** Clean up

**2:30-2:45** Quiet Time (quiet tray activities, books, journaling)

**2:45-3:00** Dismissal

9:05 Arrival begins at playground gate

- Answer Covid-19 screening questions and perform temperature check
- Sign your child in on the mobile app
- Children head to classroom to put away their things, use the restroom, and wash their hands.
- Children begin their day outdoors at the morning invitation tables, play areas on the porches, or any other area of the playground.

- Teachers are available to facilitate the transition process as needed.
- Please help us keep this a child-focused time by saving adult conversations for another time.

#### 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 children on the playground. If you are going to be late (such as for a doctor's appointment, etc... please call or email ahead of time to make drop-off arrangements).

#### 9:30-11:40 Morning Exploration

- Play continues on the playground and porches. Children may choose where they would like to play, moving freely between choices. The porch areas include blocks, art, books, music, and home living.
- The atelier may also be open during this time.
- Teachers facilitate play and document during this time.
- From 10:00-10:40, children may have snack with their small group. Morning meeting will happen during their snack rotation. This is a time for books, storytelling, share time, reflection of the past day's events, making plans for the day, and Big Idea discussions.

#### 11:40-12:30 Lunch

- Lunch rotations begin while other groups continue playing. Children will eat with their small group.
- Children and teachers enjoy lunch together. Children are given as much time as needed to eat their meal. Respect for the child and their food is given at all times. Teachers promote a positive attitude toward food. Food will never be used as rewards for children.

#### 12:00-2:30 Afternoon Exploration

- After cleaning up from lunch, children are free to return to their play.
- During this time children will visit the indoor classroom with their small group. Here they can visit the light table, sensory table, art area, blocks, dramatic play, etc...
- The atelier may also be open during this time.
- Teachers use walkie-talkies to communicate with each other when needed. Teachers facilitate play and document during this time.
- From 1:40-2:20, children may have snack with their small group.

#### 2:15-2:30 Clean up

- Teachers provide a 5-minute alert before clean up time. Everyone works together to clean up.
- Children prepare their quiet time spot.

#### 2:30-2:45 Quiet Time

- Lights are dimmed and children are encouraged to give their bodies a chance to be calm and quiet.
- Quiet activities will be available, such as a book, quiet tray activity, drawing, watching photos from the day, or resting quietly.
- We end Quiet Time and prepare for Dismissal by singing our Green Circle song!

#### 2:45-3:00 Dismissal

- Children will be escorted to the gate to meet their caregiver. Caregivers must sign them out on the mobile app. The caregiver assumes responsibility for the child once a child has been signed out.
- 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.

### **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 is used primarily for reviewing the photos 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/>

We do not watch movies or cartoons. In inclement weather, we may offer children's yoga, as seen here:  
<http://www.cosmickids.com/>

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

### **COLLABORATION AT SPRING HOLLOW:**

It is important for our entire community to build relationships and get to know each other, as well as collaborate to make Spring Hollow grow in quality. Parent involvement and communication are crucial to achieving the goals of Spring Hollow. To understand and accomplish your role at our school, and be an asset to your child and all the children at Spring Hollow, you must first take time to educate yourself. Study of recommended reading material, collaborating with others in our school community, and reflecting on the ongoing documents of our journey with our children are important ways we prepare for learning at Spring Hollow.

### **COMMUNITY EMAILS:**

If communication is needed with all Spring Hollow families and staff, an email can be sent to [director@springhollowschool.com](mailto:director@springhollowschool.com). Staff will distribute the communication to all families. This is used for notifying about birthday treats, special Spring Hollow events and other community news. Please use discretion regarding sending group emails and contact the director if you are unsure about the content.

### **ORIENTATION MEETING:**

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

### **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 will also post documentation about the children's learning, and display their artwork, outside the playground gate as we are able. We may also send newsletters or other memos home via their tote bag.

A private facebook page will be utilized as a place for families and teachers to collaborate and discuss classroom happenings. Participating is a great way to stay involved!



### **CHILD JOURNEY BOOKS:**

Each child should have a one-inch three ring binder with a clear cover. This binder contains photos, portraits, reflections, and other forms of documentation reflective of their Spring Hollow journey. This hard copy will be sent home with each child when they graduate, and digital versions will be made available throughout the school year. It is encouraged that you look through these and discuss them with your child.

### **ASSESSMENT:**

In addition to ongoing informal assessment through the children's journey books, our classroom Big Idea book, and regular conversation with parents, an assessment will take place for each child per semester. Additionally, there are three opportunities for virtual parent-teacher conferences during the school year. The first is immediately following the fall assessment. The second is at the beginning of the spring semester. The third, a required conference, will be scheduled at the end of April. A copy of assessment results will be given to the parents of each child. You will be notified of each conference opportunity.

### **MENTOR PROGRAM:**

At the beginning of each school year, each new family is 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.

### **GET-TOGETHERS:**

While our in-person community events are temporarily halted, we will introduce some virtual events instead. Stay tuned for more info on those opportunities!

### **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 is made up of a Board President, Treasurer, Secretary, Parent Liaison, the Committee Chairs of Spring Hollow committees, and at-large members. Board meetings are currently being held virtually. If you would like to attend, please contact the parent liaison, board president, or school director.

### **GUIDANCE:**

Spring Hollow teachers strive to interact with the children, facilitate healthy relationships and interactions, and structure the day and environment in a way that guides the children's positive behavior. However, there are times in which children need direct guidance related to their behavior. The following steps take place upon recognition inappropriate behavior:

- Remove the child from the situation (if it is physical in nature)
- Label the behavior
- State the desired behavior
- Follow through with a logical 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 calm down 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 in the quiet corner or using the listening center. Under NO circumstances may any individual (including parents) use corporal punishment for any child on school grounds.

### **CHILD BEHAVIOR PLAN:**

In the situation of an ongoing challenging behavior, this plan is meant 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. If necessary, the child may be withdrawn from enrollment at Spring Hollow.

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 suggested. Options such as reducing the number of days the child attends may be considered.
4. Over the next 3 weeks, the teacher will implement the discussed interventions. The classroom teacher and director will meet with the parents to discuss outcomes.
5. If the interventions planned by the teachers with the parents are not working, withdrawal may become necessary.

### **DISENROLLMENT (Expulsion or suspension):**

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

### **PARENT LIAISON:**

The Spring Hollow staff selects a parent liaison. The parent liaison is a parent willing to be a board member and devote additional time beyond the required volunteer time for the welfare of Spring Hollow. The parent liaison helps heighten communication between parents and teachers and parents and other parents. When parents have suggestions, they may come to their committee chairs and/or the parent liaison. Further, if a parent has specific questions or concerns, they may speak with the parent liaison, director, teachers, or they may address the school board. It is also the role of the parent liaison to keep record of parent volunteer hours and send reminder emails.

### **COMMITTEES:**

At least one parent per family is required to participate in committee work. Committee responsibilities may carry into the summer as long as the child is enrolled. Parents may change or renew their committee obligation at the beginning of the school year. Committee work is recorded as part of required volunteer hours.

#### **COMMITTEE CHAIR:**

The chair of each committee communicates with school staff to report on committee progress. They are responsible for providing an update for the monthly newsletter, and may notify the director if items need to be purchased. The committee chair term is for one school year. The committee chairs of the Environment and Development committees also serve as members of the board of directors.

#### **ENVIRONMENT COMMITTEE:**

The members of this committee benefit the school by being astute to assess and complete minor

repairs for environmental upkeep as well as identify potential risks in the environment. Any identified areas of concern are to be relayed to the school staff, which will collaborate with the committee to create a solution. This committee also assists in the planning, implementation, and recruiting of help from the school community for environment workdays.

#### GARDEN COMMITTEE:

The garden committee is an extension of the environmental committee. They help plant and maintain the garden area.

#### HOSPITALITY COMMITTEE:

The members of this committee help the school to coordinate school functions such as potlucks and other community gatherings. These members have the important task of acknowledging the sorrows and the joys of the community (i.e. coordinating meals after the birth of a baby, etc...). School stationery is available for letter writing.

#### DEVELOPMENT COMMITTEE:

The fundraising and marketing committees make up the Development Committee and work closely with the Director and School Board.

- Fundraising: The members of this committee collaborate to create fund raising ideas for the school. They work with the Director to determine a yearly fundraising plan that includes goals and a budget.
- Marketing: The members of this committee assess yearly marketing needs in line with the goals and vision of Spring Hollow Early Learning Center. The marketing committee collaborates with the School Board to create a yearly marketing plan that is in line with the approved annual budget.

#### **ONGOING FUND RAISING:**

Additionally, there are several ongoing ways of fund raising, which benefit the school and give Spring Hollow the extra means to maintain a quality program. They are simple to incorporate into your daily shopping.

- Publix cards: automatically gives the school one percent by merely being scanned by the cashier before Publix groceries are purchased.
- Amazon Smile: shop Amazon's complete inventory via Amazon Smile and earn a percentage for Spring Hollow!
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#### **VOLUNTEER REQUIREMENTS:**

One parent or significant other in your child's life must fulfill a certain number of volunteer hours in and out of the classroom. Volunteer hours are calculated based on the number of days your child attends, as follows:

5 days/week: 12 hours per semester

3 days/week: 10 hours per semester

2 days/week: 8 hours per semester

Parents are welcome to exceed the minimum requirement. A relative or other family representative may serve volunteer hours for that family. A log is provided to record time volunteered. Volunteer hours can be achieved by helping with laundry or recycling, participating in work projects, donating materials, "visiting" virtually during our morning meetings, serving on committees, and participating in other ways as communicated by Spring Hollow staff. You may sign up for classroom volunteer hours via electronic sign ups. There are always volunteer opportunities available to improve our environment. Fulfilling these jobs shows

your children your value to them and their school.

**DOCUMENTATION:**

Documentation is visual and written representations of the child's nonverbal and verbal interactions with each other, adults, and the environment. The process of documentation 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 sit back, study, 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. 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 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, it is necessary to step in and help children over a hurdle that frustrates their thought process or behavior. Many times children will give signs that invite us to intervene. The process of documenting 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 express desires and joy.

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 her or his unique learning journey. We seek to create a free for all for the mind, not for behavior, and encourage role modeling and behavior that is conducive to living out and expressing love. Here's to a great year, and a journey of "Nothing Without Joy."

**SUMMER PROGRAM:**

Ages 3 to 7 are welcome. The program is Monday through Friday. Hours are from 9 a.m.- 2 p.m. and you may enroll for any combination of weeks.

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.

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