



Hunter Street Weekday

Parent Handbook

2024-2025 School Year
Hunter Street Baptist Church



Welcome to Hunter Street Baptist Church Weekday Program!

We look forward to the beginning of each school year with anticipation of the chatter of little voices and glimpses of smiling faces coming through our doors. We believe that each child is created uniquely by God and is developing and growing rapidly at this stage. We consider it a privilege at Hunter Street Weekday to be part of your child's early formative years. Thank you for entrusting your precious child to us. Our goal is to provide a Christ-centered environment where you feel safe and comfortable leaving your child in our care, while providing experiences that will enhance their development mentally, physically, socially, emotionally, and spiritually.

This handbook should provide the necessary information regarding our program and our policies and procedures. Please know that we welcome any questions or concerns. The Weekday Office is open Monday-Friday from 8:30 am to 1:30 pm. Our goal is to assist you and your child in any way we can, so that your family has a positive experience at Hunter Street Weekday.

We are looking forward to a great 2024-2025 school year!

Jennifer Raybon
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***"And the child grew and became strong, filled with wisdom.
And the favor of God was upon him." Luke 2:40***

Contact Information:

Weekday Office: (205)985-0116

Email: weekday@hsbc.org

Website: <https://www.hunterstreetacademy.com>

Facebook: Hunter Street Weekday

Instagram: [hunter_street_weekday](https://www.instagram.com/hunter_street_weekday)

Admission Policy

Hunter Street Baptist Weekday Program operates as a ministry of Hunter Street Baptist Church and is a developmentally appropriate program for children ages 4 months through K5. We value all children and would love the opportunity to serve every child, however, we are not equipped to provide the necessary support for children who may require special accommodations. Our K2 through K5 classes are designed with only one teacher managing the classroom and daily activities with the children. If our program is not suitable for your child, we would be happy to assist you in finding the best placement. Even though Hunter Street Weekday is not able to serve children with special needs, we would welcome them in our church program called "Special Connections" on Wednesday evenings and Sunday mornings.

Children with English as a second language must be able to communicate their basic needs and understand basic commands in English. This promotes a more positive adjustment to their classroom and limits incidences due to language barriers. We do not have translators on our staff at Weekday, therefore it is the responsibility of the parents to reinforce the use of basic needs and commands in English with their child.

We require all children enrolling in the K3, K4 or Kindergarten classes to be completely potty-trained before the start of school. The child should be able to alert the teacher they need to go to the restroom, enter the restroom on his or her own, and use the restroom with limited assistance from the teacher. Most of the toilets are standard size toilets, however, we do have a step stool to assist them. K4 and Kindergarten classes must be able to use the restroom independently without any teacher assistance. Our classrooms for these ages are not equipped for changing diapers or managing accidents. We understand there may be an occasional

occur, a plan will be discussed with parents which may include the child remaining at home until potty training is mastered. Children are not to wear pull-ups in the K3, K4 and K5 classes. All children must wear underwear.

Hunter Street Baptist Weekday does not discriminate based on race, color, creed, sex, national origin or ancestry.

Preschool Children Learn By. . .

Each child is important to us and we want to ensure that he/she has the best opportunity for learning. Preschool children learn through a variety of ways. The following are areas teachers use to provide instruction:

- **Routine**
- **Exploring**
- **Curiosity**
- **Imitation**
- **Play**
- **Senses**
- **Relationships**
- **Repetition**
- **Movement**
- **Motivation**
- **Problem Solving**
- **Hands-On**

Goals

We seek to provide a nurturing environment for children in a Christian atmosphere. All of our teachers are Christians and have a love for caring and teaching preschoolers. Our teachers must have a high school diploma or equivalent, including experience in the field of childcare and/or in a preschool setting. Many of our teachers have college education within the field of Elementary Education and Early Childhood Education. Teachers strive to provide hands-on, play-based learning experiences where each child is eager to learn, while mastering developmental goals and objectives. We work to provide growth in all areas:

- **Physical** - Gross motor skills are developed through activities inside the classroom, indoor playroom, indoor movement room, outdoor play, gym, and our Movement & Motor Class. Fine motor skills are cultivated through a variety of age-appropriate activities inside the classroom.
- **Cognitive** - Academic development is enhanced through developmentally appropriate centers, games, activities, art, writing, and dramatic play to support literacy, math, and science.
- **Social** - Social behavior is developed through interaction with other children during teacher-directed activities, free play, social stories, dramatic play, and modeling by the teacher.
- **Emotional** - An environment is cultivated allowing children to feel safe and loved while learning to express their emotions

in appropriate ways. Our character skills education and social skills curriculum aims at teaching children to be responsible for their behavior and manage their behavior in positive ways.

- **Spiritual** - Children learn they are created uniquely by God and He loves them. They learn this through Bible stories, Bible verses, weekly chapel, and teacher interaction.
- **Music Class** - Children of all ages participate in a weekly music class where they engage in basic movements and motions, dancing and singing, as well as instrument basics and seasonal programs.
- **Magical Milestones** - Children in our nursery, toddler, and 2s classes will participate in activities focusing on gross motor, fine motor, dramatic play, social skills and sensory exploration.
- **Missions Class** - Children in our K3, K4, and K5 classes focus on defining a missionary, the role of the missionary, and about the areas where they serve. Our curriculum focuses on mission partners supported by Hunter Street Baptist Church. They explore the culture where they serve, their language, and how they serve the people there. Our theme verse is Matthew 28:19-20, The Great Commission. This verse teaches how each of us can make disciples by sharing the love of Jesus in our school, home, community, and around the world.
- **Movement & Motor Class** - **Children in our K3, K4, & K5 classes meet every other week to experience a jump-start on crucial movements, lay the foundation for sport skills, and make being active fun. The curriculum will include sports, fitness, games, and motor skills, specifically designed for preschool children.**

A Day at Weekday

A typical day at Weekday is planned to provide a balance between structured and non-structured activities. These activities are determined by your child's chronological and developmental age. Preschoolers function best following a daily schedule that is created by their teacher. Daily activities that your child may experience are:

- **Large Group** - Teachers engage and interact with the entire class for activities such as the Pledge of Allegiance, calendar skills, weather, units of study, Bible verses, Bible stories, music, reading, and creative movement.
- **Small Group** - Children participate in a variety of centers and teacher-directed activities for reading, math, language arts, writing, science, social studies, socialization, dramatic play, and art.

- **Individual** - Teachers assess children individually and provide reinforcement for specific skills as needed.
- **Free Time** - Children have opportunities to choose from a variety of manipulative activities, games, blocks, dramatic play, books, hands-on activities, writing, and art.
- **Quiet Time** - Children spend time enjoying books, creative play, and listening to music.
- **Active Play** - Children engage in games, socialization, movement, free play, and teacher-directed activities outdoors and indoors.
- **Enrichment** - Children learn about specific topics through presentations by special guests, such as Community Helpers (Hoover Police Department, Hoover Fire Department, Local Dentist), Weather Anchors, Hoover Public Library Story Time, Alabama Symphony Orchestra, McWane Center, and other Community Programs. Children will participate in Chapel, Music, Missions, Movement & Motor, and Magical Milestones weekly.

Hours

The Weekday Program hours are 9:00am to 1:00pm. Carpool/Drop Off will begin at 8:55 each morning. Carpool/Pick Up will begin at 1:00pm each afternoon. If you know you will be late due to an unforeseen circumstance, please contact the Weekday Office at (205)985-0116 or email at weekday@hsbc.org. A fee of \$25 per child will be charged for children picked up after the completion of carpool each day. Recurring tardiness can result in a higher late fee.

If you need to contact your child's teacher during their school day, you may call the Weekday Office and leave a message for them. Teachers can respond to messages at the end of the school day unless an emergency. The Weekday Office is open from 8:30am to 1:30pm Monday-Friday.

Child/Staff Ratios

- **Nursery** (4 month-11 months) - 6 children: 2 teachers
- **Toddlers** (12 month -23 months) 8 children: 2 teachers
- **2 Year Old Classes** - 8 children: 1 teacher
- **3 year old Classes** - 10 children: 1 teacher
- **4 Year Old Classes** - 12 children: 1 teacher
- **K5 Classes** - 16 children: 1 teacher

2024-2025 Calendar

Hunter Street Weekday generally observes the same holidays as Hoover City Schools.

*Indicates families are invited to attend

August 19	Parent Orientation (NO CHILDREN - ONE PARENT MANDATORY) 6:00pm Worship Center / 6:45 Classroom
August 20	Meet the Teacher - 9:00-11:30am (Class Specific Time)
August 21	First Day of School
September 2	Labor Day - Hoover Schools & Weekday Closed
October 11 & 14	Fall Break - Hoover Schools & Weekday Closed
October 15, 16, 17	Fall Pictures
October 22	Open House @ 6:00pm *
October 30 & 31	Character Parades & Fall Class Parties at 11:30 am*
November 11	Veteran's Day - Hoover Schools & Weekday Closed
November 19	Four-Year-Old Thanksgiving Program & Feast @ 11:30 am*
November 21	Team Spirit Day - Wear Favorite Team Attire
November 25-29	Thanksgiving Break - Hoover Schools & Weekday Closed
December 18 & 19	Christmas Class Parties @ Noon *
December 19	K5 Christmas Program @ Noon*
Dec. 21 - Jan. 7	Christmas Holidays - Hoover Schools & Weekday Closed
January 8	Weekday Returns from Winter Break
January 15	Kindergarten Information Meeting 9:30am/Registration 10:00am
January 20	MLK Day - Hoover Schools & Weekday Closed
January 22	Currently Enrolled Registration for Fall 2025 @ 10:00am
January 29	Public Registration for Fall 2025 @ 10:00am
February 12 & 13	Valentine's Class Parties @ Noon *
February 13	K3 Valentine's Program @ Noon*
February 17	Winter Break - Hoover Schools & Weekday Closed
March 24-28	Spring Break - Hoover Schools & Weekday Closed
April 8, 9, 10	Spring Pictures
April 16 & 17	Easter Class Parties @ Noon *
April 18	Good Friday - Weekday Closed
April 21	Hoover City Schools Closed & Weekday Closed

April 24	Spring Program - Music & Art Show @ 6:00pm *
May 5-9	Teacher Appreciation Week
May 6	Four-Year-Old Spring Fling - Students Only
May 6	Ice Cream Day with The Whole Scoop - Students Only
May 7	Kindergarten Awards Day @ Noon *
May 8	Four-Year-Old Graduation @ Noon*
May 9	Last Day of School

Tuition

Monthly tuition is charged and collected one month in advance and due on the 1st of each month. Tuition paid after 1:00pm on the 10th will incur a late fee of \$25.00. Your first tuition payment is due in August for September tuition. You will pay your regular monthly payments beginning August 1 through April 1.

SmartCare must be verified with both parents on the account prior to setting up payment. All payments will be made on-line through SmartCare with a debit or credit card (a convenience fee will be added to your transaction) or ACH (fee paid by Weekday). Once the monthly payment has been made, there will be no refunds. No cash or checks will be accepted.

Please do not allow tuition payments to be delinquent. The Weekday Program is a ministry of Hunter Street Baptist Church and functions solely on the income provided by tuition and supply fees. Accounts not paid by the 3rd week of the current month will result in your child not being able to return until your account is paid in full for the delinquent month and the following month. All delinquent accounts not paid in full at the end of the school year will be turned over to the Finance Department of Hunter Street Baptist Church.

Monthly Tuition

Tuition is set for the school year, taking into consideration days off and holidays, then divided by 9 months in the school year. This provides a tuition rate equal to the same amount each month. The monthly fees are:

Babies & Toddlers	2s	4s
1 day/week. . . \$160	2 days/week. . . \$225	3 days/week. . . \$256
2 days/week. . . \$223	3 days/week. . . \$266	4 days/week. . . \$276
3 days/week. . . \$279	5 days/week. . . \$332	5 days/week. . . \$320
4 days/week. . . \$338		
5 days/week. . . \$415		
	3s	
	2 days/week. . . \$227	K5
	3 days/week. . . \$257	5 days/week. . . \$342
	5 days/week. . . \$322	

Families with multiple children in the Weekday Program receive a discount. If two children are enrolled, a 10% discount will be applied to the second child's tuition. If three children are enrolled, a 20% discount will be applied to the third child's tuition. All discounts apply to the tuition of the youngest children.

What Your Child Needs

Backpack - We ask that each child bring a backpack with them each day. We require a regular-sized standard backpack versus the cloth backpack. The regular backpack is sturdier and easier for the child to maneuver the zippers independently. The backpack should be large enough for their lunch box, folder, and Ziploc bag of extra clothes. Ziploc bags should be marked with their name and include a complete change of clothes.

Label - Label all items your child brings to school. Children bringing diapers/pull-ups should have their name on at least 3 each day.

Folder - Please check your child's backpack daily. Folders will come home daily and may include important notes from their teacher or the Weekday Office.

Lunch - A lunch box with the child's name on the outside should be sent each day. Lunches should include food items children can eat independently and a drink. Please include an ice pack if necessary. We cannot refrigerate food items with the exception of Nursery classes. No carbonated drinks. Teacher notes should be placed in the folder, not in lunch boxes. A small water bottle or extra cup of water is recommended for the playground. Label all containers your child brings in their lunch boxes. Please routinely clean your child's lunch box.

Clothing - Children should wear comfortable clothing that is appropriate for active play. Shoes with rubber soles are best. Remember, we go outside for play every day, if weather permits. Messy accidents can happen, so please do not send your child to school in special clothing.

Toys - Please do not allow your child to bring toys from home, unless it is share day or a special occasion. Children are never allowed to bring toy guns, knives, swords or ropes. Avoid sending anything of great value to school to alleviate lost or broken personal toys. Children are prohibited from wearing play masks at any time that could impede their vision and become a safety hazard.

Special Diet/Food Allergies - If your child has special dietary needs or food allergies, please alert their teacher. You will also need to provide alternative food on days where a snack or lunch is provided. You can refer to your class calendar for these special days. In the event of severe allergies, the teacher will alert the class of food restrictions.

Safety & Security

Your child's safety and security are of utmost importance to us. All entrance and hallway doors will be locked at the conclusion of carpool. Please be prepared to present your ID card upon arrival at the Children's Building door as we want to provide the most secure environment possible. We will gladly assist you in any way using the video system at the Children's Building Door. You will notice our Safety & Security Director, Chris Blackerby, present during carpool and special occasions.

Visitors - Each family will be provided with 4 ID cards with a security number assigned to your child. It is the responsibility of the parent to give any authorized adult an ID card for pick-up and entrance to special events. Visitors must present this ID upon entering the Weekday Building. If you or someone you designate needs to pick up your child from school prior to carpool, this ID card will be required at all times. We can provide additional ID cards upon request. Please contact the Weekday Office at (205)985-0116 or email at weekday@hsbc.org to inform us if you are picking up your child early from school. We will have your child at the Children's Building door for pick up at the designated time.

Social Media - Photos and video may be taken periodically for use in the Spring Program video, Hunter Street Baptist Church publications or on the Hunter Street Weekday Facebook or Instagram or Hunter Street Baptist Church Preschool Ministry Facebook. If you do not want your child's image to be used, let us know by submitting a letter to the Weekday Office for our records.

Car Safety - In order to ensure the safety of each child who attends our program, please make sure you have a car seat that is installed properly and in proper working condition.

Mandatory Reporters of Abuse or Neglect - Hunter Street Weekday Staff are required by law to report any suspicion of abuse or neglect. All information will be reported to the proper authorities.

Weekday Facebook or Instagram, an email, or notification from the teachers.

Inclement Weather

In cases of inclement weather or an emergency, we will generally close early or start later (following the Hoover City Schools). In the event that Hunter Street Weekday closes, dismisses early or starts late, we will notify you via Hunter Street

Discipline

Weekday uses a Character Education & Social Skills Curriculum for Little Learners. This program is a positive approach to behavior and universal support from all students in the classroom to learn and teach students expected behavior. Feelings & Emotions will be discussed such as happy, sad, mad, frustrated, etc. and how each child should manage these emotions in a positive manner. The goal will be to teach children to be aware of their emotions and how to handle them appropriately.

- “Red and Green Choices” - Green choices are appropriate behaviors, which are the choices we expect from students. Children will be introduced to “red choices” and “green choices” by flash cards and modeling, then discussed with the class. The teaching and modeling of these choices will also be implemented throughout the day as these green and red choices occur. We have individual and class incentives to encourage green choices.

This program focuses on the choice rather than the child. If a child makes a red choice, a teacher or another student may point it out quietly or simply ask if that’s a green choice. The child at that point can change their behavior to a green choice. We will use positive language while at school to promote green choices.

- When a situation occurs where the child cannot calm down or needs to be removed from the situation, they will be invited to a “safe place” or “cozy corner”. There will be tools there to promote regulation of their emotions, such as deep breaths, books to read, supplies to draw, sensory bottles, squeeze balls, etc.

Aggressive Behavior would include, but not limited to the following: biting, pushing, hitting, and kicking. Behaviors are considered “aggressive” when:

- The student initiates the behavior and it is not in retaliation or response to other students’ actions.
- Their behavior results in physical injury to any other student or teacher.
- We understand and realize that children are growing, learning, and experimenting with many emotions and ways to handle these emotions; but we do not allow continued, uncontrolled aggressive behavior.
- Listed below are the steps taken concerning our response to

- If your child has uncontrollable separation anxiety and will not willingly go with the Weekday Staff, please park and escort your child to the Children’s Building Entrance at the conclusion of carpool. At that time we will have staff to assist getting your child in the building and to their class.
- Please drive slowly and carefully in the parking lots and carpool routes and avoid using your cell phone. This will help ensure the safety of everyone.
- Please refrain from using carpool time to have a discussion with a staff member. They each have important duties to ensure the safety of each child. You are welcome to schedule an appointment with any staff member to discuss concerns if necessary.
- Carpool begins at 8:55am.
- We strongly encourage you to arrive on time, however, we understand an occasional late arrival. If you arrive after the completion of carpool, please park in the parking lot and bring your child to the entrance of Weekday. A Weekday Staff member will escort your child to their class.
- Afternoon carpool begins at 1:00pm. If you arrive before 12:30pm, check in at the Weekday Office and a floater will bring your child to you.
- Please review the following instructions for your child’s carpool area/route and refer to the map at the back of the handbook.

Nursery, Toddlers, & 2s

- Parents must park in parking lot closest to Hwy 150 across from the fountain. Please avoid the parking lot closest to the playground due to our kindergarten route exiting through that lot. Please avoid parking along the curb which can block carpool routes or emergency vehicles.
- Enter the door for Walk-Ins, follow the signs, and walk your child to their classroom. Reverse to exit.

K3 & K4

- Children are dropped off and picked up in carpool at the covered drive of the Children’s Building.
- Carpool Route - Enter from Stadium Trace Drive/Emery Drive/Emery Way/ first right into back parking lot of Hunter Street/second left turn (not into back parking of student building)/right at the stop sign.
- Carpool Procedures - Weekday Staff members will direct you into two lanes. All should remain in their vehicle until all vehicles are stopped. Staff will direct you to unload your child/children. Backpacks should be on and holding their hand while walking to the sidewalk to meet the Weekday Staff. They will escort them into the building to their teacher.

- Afternoon carpool begins at 1:00 pm.
- Carpool tags must be hanging from the rearview mirror when entering carpool. Additional tags or tags for families wishing to carpool can be requested from the Weekday Office.

5K

- Kindergartners dropped off/picked up in carpool located in the back of the building at the Recreation Outreach Center (ROC).
- Carpool Route - Enter the back parking lot from Stadium Trace/Emery Drive (Near the Big Blue Marble Academy (formerly Odyssey Daycare). Go straight and turn at the third right turn, turn at next right turn then left onto the narrow shuttle path, bear to the right behind the church, go straight past the ROC and bear left to make a u-turn through the covered portico, then straight ahead to the kindergarten drop off at the next covered portico. After drop off, exit to the right, straight ahead to turn left at the parking lot (past the playground), turn at the first right turn to stop sign, turn left and out the back entrance to Stadium Trace. Refer to the map for the K5 carpool route at the back of the handbook.

Early Pick Up

If you need to pick up your child early, please do so before 12:30pm. Please contact the Weekday Office at (205)985-0116 to notify the staff of early pickup. They will bring your child to the door to meet you upon your arrival.

Pick Up by Others

If your child will be picked up by another family member or friend, you must provide an ID card for them. If it is an emergency, you must email the Weekday Office at weekday@hsbc.org by 12:30 PM. Please make prior arrangements for ID cards/hang tags & car seats before carpool time. Any individual picking up your child must be on your approved pick-up list created at registration and provided an ID card. If you need to make any adjustments to that list, please contact our office. If at any time a Weekday Staff member is unsure about an individual picking up a child, they will be asked to park, wait until carpool is over, and see the Director/Assistant Director.

such behavior:

1. First and Second Offense: Redirect unacceptable behavior and a behavior report is sent home to be signed by a parent and returned to Weekday.
 2. Third offense: Redirect unacceptable behavior and a behavior report is sent home to be signed by a parent and returned to Weekday. A conference will be scheduled with the parent, teacher, and the director.
 3. Further offenses: The parents will be called immediately to meet with the Director. Other options will be discussed at that time, such as a behavior modification program. When all efforts have been exhausted, the child may be asked to remain at home until the behavior has improved and it is safe to return to the classroom.
- Each case will be handled on an individual basis, but otherwise this general policy will stand.

Weekday Wonder

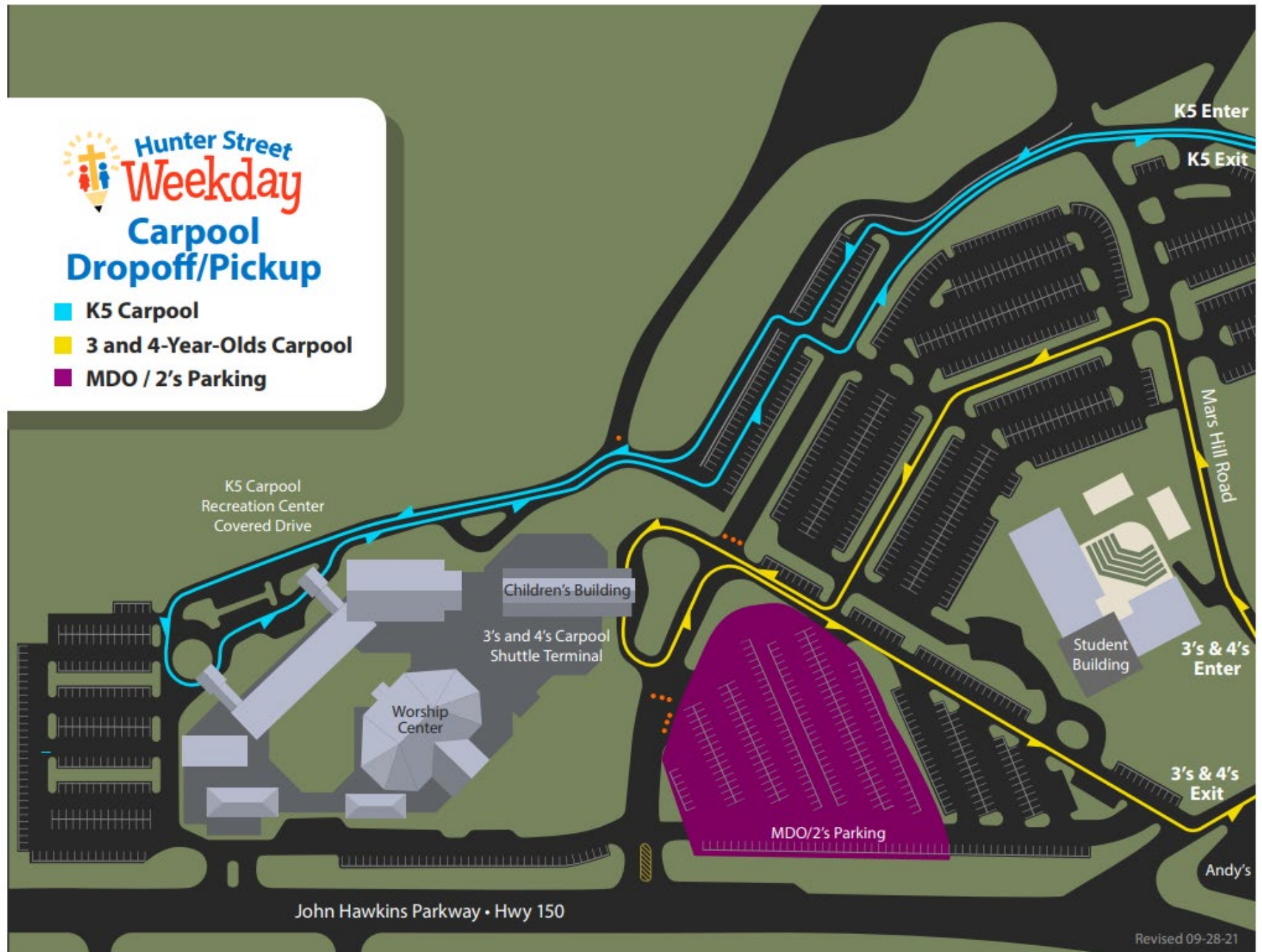
This is an incentive program to highlight and reward all children who have excelled in any way at Weekday (ex. kindness, academics, behavior, etc.). They will receive a Weekday Wonder sticker to wear, a note to take home, and their name on a star placed on the Weekday Wonder Wall in the office. We want to celebrate each child as they meet goals, strive for excellence, make green choices, and express kindness to others. Celebrate your child with us when they are our Weekday Wonder!

Immunizations

Hunter Street Weekday advocates each child submitting an Alabama Certificate of Immunization to have on file for enrollment. The Jefferson County Health Department performs audits of our files to ensure we have updated forms. If we do not have a valid immunization form, your child will not be able to attend Weekday. We will send reminders when your child's immunization form is nearing expiration to allow you time to secure an updated form from your pediatrician or the Health Department. Hunter Street Weekday does not advocate a Religious Exemption Certificate, due to the risk it poses to our

Hunter Street
Weekday
Carpool
Dropoff/Pickup

- K5 Carpool
- 3 and 4-Year-Olds Carpool
- MDO / 2's Parking





We would like to invite you to participate in the Preschool Activities at Hunter Street Baptist Church.

Sunday Morning Small Group @ 8:00/9:30/11:00am

Worship @ 9:30/11:00am

Wednesday Night Preschool Music & Missions @ 6:00pm

Wednesday Night Adult Classes @ 6:30pm

Please visit HunterStreet.org for more information.



Hunter Street
Baptist Church

2600 John Hawkins Parkway • Hoover, Alabama 35244

Weekday: 205.985.0116 • www.weekday@hsbc.org