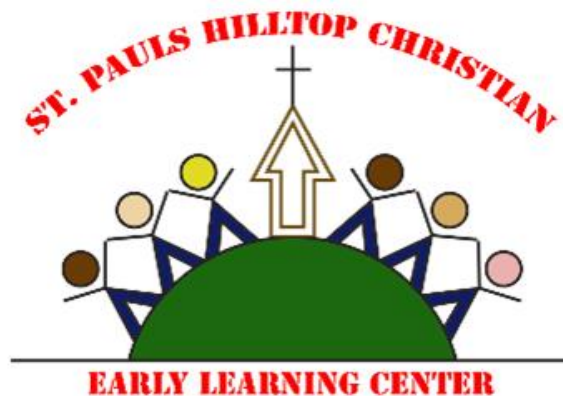


St. Paul's Hilltop Christian Early Learning Center
837 Charles Street
Torrington, CT 06790
860-482-3727

Suggestions for Transitioning to a New School Experience

- *Be positive when you talk with your child about School. Say something like: "We've met your teachers, and we've visited the school. The teachers love children, and I know you'll have a fun time there!"*
- *Let your child know that you understand that he / she is sad about leaving you, but just like Dad or Mom goes to work, you go to school!*
- *Keep your explanations short, simple, and positive. If you talk about school too much, your child may become more anxious or nervous.*
- *Make sure you have visited before the first day of school. This will help in the transition process. Reinforce that the teachers are here to take care of them.*
- *Visitation Day at the beginning of school will allow time for you to be in class with your child. This will help in the transition process.*
- *The first few days of school, make your goodbyes brief and positive. If you look sad, or if you linger, it reinforces sadness or insecurities.*
- *Give a kiss, say goodbye, and leave. The teachers are skilled at helping the children acclimate and redirecting their thoughts to activities in the classroom. The teachers have loving arms and are exceptionally good at comforting children if there are separation problems. You may message the school later to check in.*
- *Read books this summer about going to school. One of my favorites is The Kissing Hand by Audrey Penn. Check out the library for more ideas!*
- *As suggested in The Kissing Hand, create a goodbye routine or tradition with your child.*
- *Your child may bring a picture of their family or a special lovey for the first few days of school. We ask you to keep toys at home unless we have a special occasion. We don't want toys lost or broken! This is a suitable time to illustrate that home toys are for home, and school toys are for school.*
- *Bring your child by in the summer months for a visit. The Play yard is available for use. We only ask that you are sure it is left in the same condition you found it and be sure the gates are closed! Also, I expect to be in the office on Tuesdays, Wednesdays, and Thursdays so you may come inside for a visit too!*

Barbara J. Mazzei
Director/Head Teacher



Financial Agreement

Child's Name: _____

I agree to pay the monthly tuition in advance. Failure to return after an absence or failure to pay will leave me liable for further action. The Board of Directors reserves the right to collect payment for tuition and any collection fees incurred.

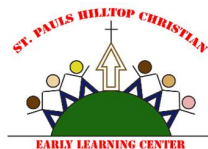
I understand that should Hilltop experience closure due to epidemic, pandemic, or other emergency events, I will be expected to pay ½ month tuition and participate in distance learning activities provided by Hilltop staff.

Parent Signature: _____

Date: _____

There is a \$20.00 return check fee for any check that cannot be processed by Torrington Savings Bank. The party who is paying the tuition will be responsible for reimbursing St. Paul's \$20.00 for each occurrence.

Grn



Participation, Discipline, and Emergency Care Agreement

Child's Name _____

PARTICIPATION

Hilltop Christian Early Learning Center uses photos, videos, and voice recordings throughout the school year primarily for assessment and educational purposes. I give consent for my child to be photographed, videotaped, and recorded for assessment and educational purposes **ONLY**.

Please circle one response for consent: **YES** **NO**

I give consent for my child's photo to be used for promotional purposes including but not limited to the Hilltop website and Hilltop Facebook page.

Please circle one response for consent: **YES** **NO**

I give consent for my child to take part in walking field trips and other activities under proper supervision of the staff. I am aware that these walking field trips may take place on the Hilltop property that is not licensed by the OEC. (i.e., field outside the fenced in area, or a walk around the parking lot.) I will be notified in advance of field trips that are planned off site.

Please circle one response for field trips: **YES** **NO**

Hilltop Helping Hands is a group of parents who support Hilltop through volunteer opportunities. They meet once a month throughout the school year and help with organizing, maintenance, publicity, special events, programs for parents, and fundraising for the Tuition Assistance Fund.

I want to be a part of Hilltop Helping Hands: **YES** **NO**

DISCIPLINE AGREEMENT

I have been informed of the Discipline Policy and it has been discussed with me as part of a group during Parent Orientation night, on Visitation Day, or individually while on tour, or upon enrollment.

Please circle one response for Discipline Agreement: **YES** **NO**

EMERGENCY CARE

I give my consent, in case of accident or injury, for emergency medical care by the staff. In the event that I cannot be reached immediately, my child may be taken to the closest hospital's emergency room. If time allows, I prefer that you call

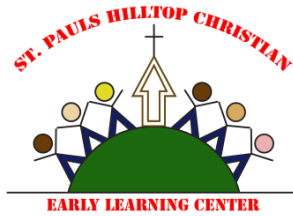
Dr. _____, phone number _____ instead of the staff doctor in the emergency room.

I agree that Hilltop Christian Early Learning Center and St. Paul's Lutheran Church shall not be responsible for the sickness or injury to my child while in attendance at the school or in transit to and from the school unless caused by negligence of the school or church.

Parent Signature _____

Date _____

Ppl



837 Charles Street
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EMERGENCY PICK UP LIST

Child's Name _____

Person(s) picking up child (Full name) _____

Relationship _____

**IN CASE OF EMERGENCY AND PARENTS CANNOT BE REACHED, PLEASE CONTACT AND
ALLOW MY CHILD TO BE PICKED UP BY:**

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Signature of Parent _____

Date _____



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There are often requests from families who want to be able to contact other friends at school for play dates and birthday parties. Please fill in the information below, sign to be added to the school directory.

Child's Name _____

Parent's Names _____

Address _____

Phone Number _____

Email _____

I give Hilltop Christian Early Learning Center permission to share the information provided above for a School Directory. I understand that all Hilltop families will receive a copy of the directory.

(Parent's Signature)

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TUITION SCHEDULE FOR THE 2025-2026 SCHOOL YEAR

PLEASE POST WHERE YOU WILL SEE THIS!

St. Paul's Hilltop Christian Early Learning Center's Board of Director's set the tuition for the 2025-2026 school year.

Part-Day Options

Two part-days: 2's ONLY \$1850.00 per year, payable in 10 monthly installments of \$185.00

Three part-days: **3's ONLY** \$2800.00 per year, payable in 10 monthly installments of \$280.00

Full Day Options

****Three Full Days** \$3800.00 per year, payable in 10 monthly installments of \$380.00
****NEW**** Available to three-year-olds

Four Full Days \$4900.00 per year, payable in 10 monthly installments of \$490.00

Five Full Days \$6200.00 per year, payable in 10 monthly installments of \$620.00

NOTICE! Priority will be given to the students selecting the four or five full day options.

ALL INVOICES ARE SENT ON THE 17TH OF THE MONTH PRIOR
DUE BY THE FIRST OF THE CURRENT MONTH.

****PLEASE NOTE:** Should Hilltop experience closure due to epidemic, pandemic or other emergency events, families will be expected to pay ½ month tuition and participate in distance learning activities provided by Hilltop staff.

For online payments:
Download the "Brightwheel" App
Please make checks payable to:
"St. Paul's"

If the person's last name is different from the child's, please put the child's name and class he/she is enrolled in on the memo line of your check.

THANK YOU!!!