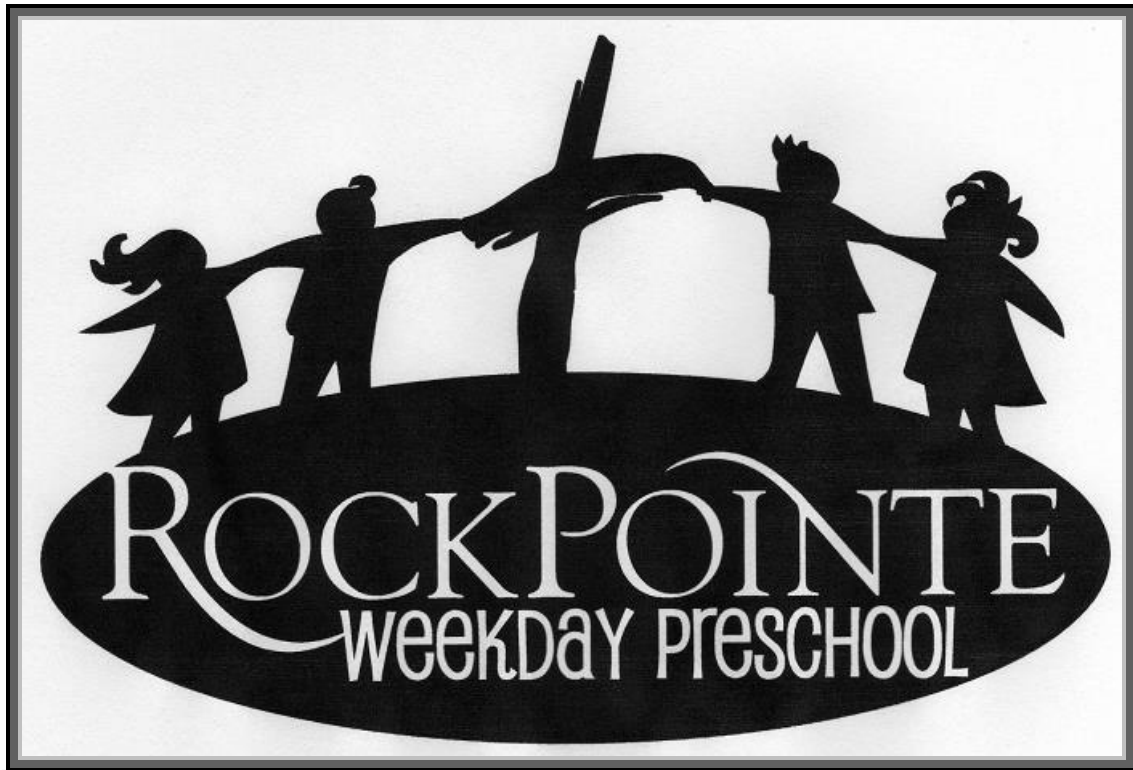


# RockPointe Weekday Preschool



## 2017-2018 Parent Handbook

A Ministry of RockPointe Church

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# **Our Ministry**

**"Planting Seeds - Nurturing Growth"**

*Seeds are planted and watered, but God makes them grow. I Cor. 3:6, paraphrased*

The mission of RockPointe Church is to love God with all that we are, while making more and better followers of Christ. RockPointe Weekday Preschool is a non-profit ministry that supports the church's mission by providing a safe and nurturing environment where children learn of God's love. Our desire is to partner with families, building a strong academic and spiritual foundation into the life of every child. We strive to accomplish this through creative and age-appropriate Bible and academic teaching, where children can be secure and have happy early learning experiences.

## **General Information**

### **Enrollment Fees 2017/2018**

Registration begins in January and is ongoing until all openings are filled. Enrollment fees include registration fee, supply fee, and last month's tuition:

**Enrollment costs include registration fee, supply fee and last month's tuition (for May 2018):**

- Registration fee - \$100 per family
- One-time supply fee for all classes - \$250
- Last month's tuition - \$195/month

**All of these enrollment fees are non-refundable.**

Yearly tuition has been calculated and divided by nine to determine the monthly fee. Tuition for preschool is \$195 per month, and is due in full the first school day of the month from September through April. A grace period is extended to the following preschool day.

### **Late Tuition Fee**

A \$25 late fee will be applied to your bill after that grace period. You are responsible for tuition whether or not your child is in attendance.

### **Hours & School Calendar**

Hours of operation are Tuesdays and Thursdays from 9am-2pm. Preschool will be in session from September until May. The first day of school will be the first Tuesday after Labor Day. A detailed calendar with holidays and spring break will be given out at Parent Orientation on the first day of school.

### **Inclement Weather**

If the LISD schools are either closed or have a delayed start due to inclement weather, the preschool will be closed for the day. Tune in to local radio or TV stations for a list of school closings.

### Sign In and Pick Up Procedures

Classes begin at 9:00 sharp; children are not allowed in the classrooms until that time. Parents will sign in their child in the lobby before going to class. A phone number where a parent will be certain to be reached during the day must be provided at that time. Children will be signed out in the afternoon at the child's classroom door. Parents should not linger at the classroom at either drop off or pick up time.

The school must be notified ahead of time if a child is to be picked up by someone other than the parents. Positive ID will be required from the person before they will be allowed to take your child.

### Late Pick Up Fee

Children should be picked up promptly at 2pm. If a child is not picked up on time, a late fee of \$10 will be charged.

### Items Needed for Preschool

**-Full size backpack** (not a smaller toddler-sized backpack)

**-Lunch box**

**-Extra change of clothes**, including socks and underwear, in a gallon-size zip lock bag. This should be brought to school **every day** in your child's backpack, and be updated with seasonal clothes as the weather changes.

**-A toddler nap mat with blanket and pillow attached.** These roll up and have a handle for easy carrying; these roll up and have a handle for easy carrying. They are available online at Target & Walmart and cost about \$20. This will come to preschool and go home every school day. *This is not required for Pre-K students.)*

### Labeling

All possessions of your child should be clearly labeled with his/her name. This would include backpacks, extra clothes, pacifiers, sippy cups, diaper bags, lunch boxes, coats and all other items brought to school.

### Directory

A directory of RWP students and their contact information will be supplied to each family in the fall. The directory is to be a help in arranging play dates, sending invitations to birthday parties, etc. Information in the directory is to be kept private and is not to be shared with anyone besides RWP families.

Parents and staff members have a one-time opportunity to promote personal businesses by purchasing advertising space in the preschool directory. Any other promotion or solicitation through the preschool is not allowed.

# Sickness and Disease Policies

## Medical Records

A copy of each child's current immunization records must be provided before he can attend preschool. Please notify the school office of any updated information concerning immunizations or change of doctor. If a child's immunization records are not current, the records must be updated within 30 days of notification, or the child will not be admitted to class. A Medical Authorization for Emergency Medical Treatment must be on file for each student.

## Illness

No child is to be brought to school with a fever, vomiting, diarrhea, unexplained rash, cold symptoms, or a communicable disease. Even extreme cases of allergies can make a child feel too badly to participate at school. If your child is to be absent from school, the parents are asked to call giving the reason for the absence.

Parents will be called if their child develops symptoms of illness during the school day. Parents are to pick up their child as quickly as possible after being notified. RockPointe Weekday Preschool reserves the right to refuse admittance to a child who does not appear to be capable of performing the activities of the day.

Children must not return to school after an illness until they have been free of fever and other symptoms for 24 hours.

## Infectious Diseases

We define an infectious disease as any disease that spreads from one person to another person. This includes, but is not limited to, common childhood diseases such as chicken pox, measles, mumps, and conjunctivitis as well as more serious diseases such as meningitis, hepatitis-B, HIV and tuberculosis.

If a child is known to have an infectious disease, the parents or guardians are expected to inform the Director and the child should remain home. When it is known that a group of children have been exposed to a disease which is easily spread from person to person, teachers and parents of the children will be notified.

A written release from a physician is required for readmission to school if a child has been absent due to an infectious disease.

## Medications

**No medication will be administered to children at any time.** Medications should not be placed in a child's backpack. Medications for emergency treatment of severe allergic reactions requiring epi-pens or inhalers must be registered with the Director.

# Safety and Health Information

## Fire Drills

Fire drills are held monthly. Evacuation plans have been developed in case an emergency situation arises.

Children are expected to wear shoes at all times, due to the possibility of a fire drill or a real emergency.

## Potty Training Policy

**3's and Pre-K Classes** Children enrolled in these classes must be potty trained before attending preschool. We realize that accidents will happen, but accidents are by definition an unusual incident and should only happen infrequently.

Potty trained children:

- 1) no longer wear diapers or disposable underwear (pull-ups).
- 2) can tell the teacher when they need to go the bathroom.
- 3) can attend to their own hygiene which includes wiping themselves. This is an issue which protects all concerned.
- 4) can undress and dress themselves as needed. Fastening on clothing should be simple enough so the child can use the bathroom with a minimum of assistance. Keep in mind that teachers have other children to attend to in the classroom.

If a three-year-old child is not completely potty trained as described above when preschool starts, you may choose one of the following options:

- You may withdraw your child from preschool and place their name at the top of the waiting list. Registration and supply fees are non-refundable; however, if your child is placed in a class at a later date, you will not need to pay additional fees.
- You may continue to pay tuition to hold your child's spot until potty training has been accomplished.

**18 months and 2's classes** If your child is in the process of potty training and is wearing pull-ups, we ask that you send the kind that can re-fasten. Do not send your child in underwear unless he/she is completely potty trained, which includes being able to tell the teacher every time they need to go to the bathroom without being reminded. (See #2, #3 and #4 above.) Remember that the classroom is full of friends, activities, toys and other distractions for your child---a very different environment than home, where one-on-one monitoring is possible!

## Behavioral Guidance

It is our policy to reinforce all appropriate behavior to promote the child's self-esteem and to only reprove inappropriate behavior, never the child. If an

inappropriate behavior continues to occur after the teacher has spoken to the child and has tried to redirect their behavior, the child will be removed from the activity and required to have a "thinking time." The adult in charge will help the child to verbalize his/her behavior. The child will be given a few minutes to regain control and then a plan will be discussed for the child to rejoin the group.

If there is a reoccurring disciplinary problem, there will be a conference scheduled to discuss possible solutions. A student with excessive discipline issues or one who is unable to adapt to a group situation may be dismissed permanently.

### **Biting Policy**

If biting occurs more than once, the child will be placed on a two week in-school probation. If the child bites again within that time period, the child shall be required to stay home for a one week period. If a repeated biting incident occurs, the child shall once again be required to stay home for one week. At that time, a decision will be made by the administration as to whether the child will be allowed to remain in the preschool program.

### **Clothing**

Children should wear comfortable play clothes to preschool. An extra change of clothes (including socks and underwear) should be brought to school every day in your child's backpack in a gallon-size zip-lock bag, and be updated with seasonal clothes as the weather changes. Clothes can be soiled at school from paints, food spills and potty accidents, so this change of clothing should always be available.

Fastening on clothing should be simple enough so the child can use the bathroom and re-dress with a minimum of assistance.

Please dress your child appropriately for cold weather. Classes will go outside **all winter** except when it is raining/sleeting/snowing or if temperatures are below freezing. Please send a jacket even if the weather is questionable.

*Athletic tennis shoes are required for participation at preschool;* boots, shoes with slick soles, sandals, Topsiders, Crocs or flip-flops are not appropriate. Velcro closures are preferred by teachers and highly recommended. 😊

### **Toys**

Toys from home are not allowed at preschool. These can cause major disruptions in the classroom. The only exception to this is teacher-directed "show and tell."

### **Rest Time**

All children will observe a rest time appropriate for their age. A toddler nap mat with blanket and pillow attached is required. These roll up and have a handle for easy carrying. This will come to preschool and go home every school day. *(This is not required for Pre-K students.)* If you do not want your child to rest with the class, you must pick him up before the class rest time. No discounts or refunds will be given for early pick-ups.

## Food

A snack is provided mid-morning for each child. If a child has dietary restrictions due to allergies, please notify the child's teacher. The snack provided will be nut-free; any child with different/additional food allergies will need to bring his/her own snack from home.

Each child needs to bring a lunch that does not require either refrigeration or heating up. Finger foods cut in bite-size pieces are appropriate for younger children. Avoid sending any drink with red coloring. Grapes and other foods that pose a choking risk should be cut in half. Only send spoon-fed items if your child is able to feed himself, and please enclose a disposable spoon.

## Nut Allergies

Because nut allergies have become more prevalent in recent years, RWP will make lunchtime accommodations for those students on a class by class basis. In classes with a student who has a nut allergy, the parents in that class will be notified of the nut allergy. Those parents will be asked to avoid sending lunches that contain nut products, and they will be given a list of suggested alternative menu items. While this is a helpful remedy, it is impossible for the weekday preschool to guarantee that nut products will never come into the classroom.

The safety of our students is our primary concern; however, RWP cannot claim to be a nut-free environment. In addition, the RockPointe campus is used by multiple groups and the weekday preschool cannot be responsible for nut contaminants that might be left in any classrooms.

## Birthdays

Birthdays may be celebrated with the class by sharing special treats: Rice Krispies treats, donuts, cookies, etc., but not cake or cupcakes, which are crumbly and get ground into carpet. Please consult your child's teacher to schedule this event, and take into consideration any food allergies that are present in the class. No party favors or gifts should be given at school. Private party invitations can be distributed at school only if the entire class has been invited.