



ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

I _____ (Parent / Guardian Name) have received and read the Rolling Hills Covenant Church Preschool Parent Handbook. I understand the policies and procedures given to me and agree to adhere to all school policies.

Please note: RHCC Preschool's policies and procedures are subject to change to reflect the needs of the program, children, and families we serve. We may also make changes or modifications in our policies if required by our licensing agencies.

RHCC Preschool will inform parents of changes taking place whenever possible in a timely fashion.

Child's Name _____ Date _____

Parent Name _____ Date _____

Signature _____ Date _____

**Rolling Hills Covenant Church
Preschool**

2021-2022

Parent Handbook



RHCCPreschool.com

preschool@rhcc.net

(310) 521-2596

2222 Palos Verdes Dr. N

Rolling Hills Estates, CA

90274

Licensing # 191609328

WELCOME

Welcome to Rolling Hills Covenant Church (RHCC) Preschool. We are thankful that you have chosen to share these special years in your child's life with us. We hope that our relationship with you will be one of mutual respect, support, and loving care as together we strive to provide the best possible first school experience for your very precious child.

PURPOSE

It is the purpose of RHCC Preschool to provide: a loving, accepting, Christ-centered environment that will allow each child to grow spiritually, mentally, emotionally, physically, socially, and creatively, fostering a sense of accomplishment, self-worth, and independence. Our program reflects our belief that young children learn primarily through play and "hands-on" experiences.

GOALS

1. To help children come to know Jesus Christ.
2. To help children understand they are unique in the eyes of God.
3. To help children become aware of others as they develop relationships with peers as well as adults.
4. To help children gain a sense of accomplishment from their growth in language and vocabulary skills, their ability to listen and follow directions, through fine and gross motor skills, through increased cognitive thinking skills and from the ability to make decisions.
5. To broaden children's learning experience in the six areas of development: spiritual, mental, social, emotional, creative, and physical.

Curriculum

Since our Lord Jesus is the centerpiece of RHCC Preschool, Biblical integration naturally occurs throughout every curriculum area. The day is divided between inside and outside activities with quiet and active play. The curriculum used at RHCC Preschool is a blend of developmentally appropriate pre-reading, math, and science, balanced by music, art, and physical activity. We hope to stimulate growth in physical, creative, and cognitive development, as well as encourage self-confidence and social interaction. Children learn best through play as they engage in real actions involving hands-on activities. Children learn best through direct experience with their world using all their senses. Play promotes growth in all areas of development: spiritually, emotionally, socially, physically, intellectually, and creatively.

DAILY PROGRAM

A carefully supervised and balanced program is offered to assist the children in their learning process. Our program includes various hands-on activities that will help them become inquisitive learners and inventive problem-solvers. The preschool classroom is divided into learning centers that invite your child to explore and imagine while developing school readiness skills. RHCC Preschool's function, in cooperation with the home and Church, is providing a Christ-centered education. We desire to promote a strong relationship between family, Church, and school.

Class Placement

Class placement will be determined by chronological age yet is subject to change upon teacher and director discretion.

Student / Teacher Ratio

The student-teacher ratio at RHCC Preschool follows the 12:1 California State Guidelines. However, classes will usually have supporting staff, which lowers the ratio considerably.

Clothing

Preschool is a place for your child to experiment with sand, water, and messy art media. Therefore, we ask that you send your child to school in clothing that is washable, allows for freedom of movement, and enables the child to take care of bathroom needs with a minimum of assistance. Please do not send your child in shoes that make playing outside uncomfortable. Rubber-soled shoes are best for preschool. Backless shoes and platform shoes are not allowed. Shorts should be worn under dresses.

Many children who have been toilet trained sometimes have accidents when they are distracted in an activity, or for various temporary health reasons. Each child must have a complete change of clothes in their cubby at all times. A change of clothes includes a shirt, pants, underwear, socks, and diapers if necessary (**for 3 years old extra shoes are encouraged**). It is the parent's responsibility to replace the clothes as needed and to bring enough clothes. Occasionally, a child will be sent home in the center's emergency clothes. If this happens, parents are asked to wash and return those items as soon as possible. Clothing **should** be marked with the child's name.

Discipline

All discipline at RHCC Preschool will be of a positive, affirming nature. We have found that in an atmosphere of love and acceptance, with a balance of structured and free time, minimal formal discipline is necessary. Usually, a simple change of scenery or re-directing of attention will diffuse most problems. Children are encouraged to solve relational conflict among peers by using their words and their reasoning abilities. Our credo here at RHCC Preschool is, "you may not hurt yourself, another person, or any equipment." Teachers are trained to help each child adhere to this philosophy. If we reach an impasse with a child, we will enlist your help before taking further steps. Please refer to our Behavior and Discipline Policy for details.

Birthdays

Birthdays are an essential event in a preschooler's life. We want to make sure that every child has his/her special day of celebration at preschool. At the beginning of your child's birthday month, your child's teacher will let you know the date scheduled for your child's classroom celebration. The preschool will provide a bouquet of balloons for the birthday student. The school will not pass out birthday treats for in-class consumption, however, if you choose to give a birthday treat for each member in your child's class, you can send them individually bagged, and we will send the treat home with each student.

Napping

Students that stay until 5:00 P.M. will have a regularly scheduled group nap time per California State Licensing. Every child is expected to at least rest during nap time. Families may send a special blanket, pillow, or soft toy for nap time. Children will not share these items and use them only during the nap. No child is forced to sleep or to stay awake. You will be asked to take home any personal belongings to be washed during the weekend and brought back to school when your child returns.

ADMISSIONS REQUIREMENTS

Your child must be at least three years old by December 31, 2020. The following forms need to be returned before your child may start our program:

1. Registration Form
2. Identification and Emergency Information
3. Health History Form
4. Physician's Report (requires a Doctor's Signature) with Immunization Record
5. Authorization of Consent to Treatment of a Minor.
6. Admissions Agreement
7. Parent's Right's Form
8. Child's Rights Form
9. OPTIONAL: Consent to Administer Over-the-Counter Medications Form
10. Behavior and Discipline Policy
11. Photo Waiver
12. **Guidelines during Covid-19**

ARRIVAL AND DEPARTURE TIMES

Our Hours of Operation are:

7:00 A.M. – 6:00 P.M. ***during Covid-19 shorten times are 8am to 4:30pm***

3 Hour Program: 9:00A.M. - 12:00P.M. or 12:00 P.M. – 3:00 P.M.

5 Hour Program: 9:00 A.M. - 2:00 P.M.

Full Day Program: 9:00 A.M. - 5:00 P.M. ***(4:30 PM)***

Early Bird Program: 8:00 A.M. – 9:00 A.M.

Children must arrive no later than **9:30**, and picked up no later than **10 minutes** of their contracted pick up time.

Attendance

Please call the center if your child will be absent or late 310-521-2596 . **Absent days may not be made up, because school license and daily activities are for a set number of children each day.**

Sign-In and Out Procedures

Signing in and signing out your child is required by law for the safety and supervision of the children and program fiscal accountability. Licensing requires that you or an adult (over the age of 18 years) authorized by you, sign your child in and out of the center each day using a full legal signature and the time of arrival or departure. If you forget to sign your child in or out, you will be called to come back and do so. **For your child's safety, always let a teacher know when you and your child arrive and before taking your child from the center.** Please carefully supervise your child **and their siblings** when entering or leaving the center. When you sign your child out, you are responsible for their safety and supervision.

Note: The school can be fined \$250 for missing or illegible signatures; RHCC Preschool reserves the right to pass fines on to those parents who incur these fines by not following directions to sign in/out properly.

Authorized Pick-Up

If someone other than a parent is to pick up your child from the center, you must list that adult on your child's Emergency and Identification Form (LIC 700). If the adult taking your child from the center is not on the form, we must have your written permission in advance. Adults listed on your child's Emergency and Identification Form must show a picture ID before they will be allowed to sign your child out of the center. Please speak to your child's teacher or the Director if there is a change in your routine pick up plan so that we can remind your child during the day.

TUITION AND FEES

For your convenience, your annual tuition fee is divided into ten equal monthly payments. Your first payment is due by your child's first day of school. The following nine payments will be due the first of each month beginning October and ending June. There is a tuition drop-off box located in the preschool office. If you choose to pay with cash, please hand-deliver the payment to an office worker.

Tuition - Monthly

	<u>3 Hour</u>	<u>5 Hour</u>	<u>Full Day</u>
2 Days	\$310.00	\$400.00	\$475.00
3 Days	\$385.00	\$500.00	\$680.00
5 Days	\$695.00	\$895.00	\$1,120.00

Federal Tax I.D. Number 952277820

Emergency/Special Events Fee

This \$100.00 annual fee is due with your registration fee. It is used to replenish our disaster preparedness supplies (we rotate the food regularly) and to pay for special events, such as our Pumpkin Parties, Thanksgiving Feasts, Christmas Performance, Dad's Day, Easter, and Mother's Day Luncheon.

Registration Fee

An annual, non-refundable Registration Fee of \$100 (New Student)/ \$85 (Returning Student) is charged to secure your child's enrollment spot.

Late Fees

Pick-up Late Fee: If a parent is more than 10 minutes late for pick-up (more than three times), a \$20.00 late charge will be assessed the following incident with \$5.00 added each day thereafter when the parent is late. Unexpected emergencies and delays do occur for all of us; we will be reasonable in our assessment of late charges. If you are unexpectedly delayed, please call and let us know.

Tuition Late or NSF Fee

Tuition payments received after the 8th of each month will be assessed a \$20.00 late fee. **There is a \$25.00 returned check service charge. If a check is returned, your personal check will no longer be accepted. After that, you will need to bring a cashier's check or money order for payment.**

DAYS OF OPERATION

RHCC Preschool follows a traditional school year calendar. Our school year runs from September through June.

First day of school:

Thursday, September 3, 2020 /Friday, September 4, 2020

Last day of school:

Tuesday June 14th /Wednesday, June 15, 2020 (Promotion/Graduation) Thursday June 16th

Class Schedule:

2 Day - Tuesday and Thursday

3 Day - Monday, Wednesday and Friday

5 Day - Monday through Friday

3 Hour Option (9:00 - 12:00, 12:00 -3:00)

5 Hour Option (9:00 - 2:00)

Full-Day Option (9:00 - 5:00)

Optional

Early Drop Off at 8:00 A.M.

Stay and Play 2:00 P.M. – 4 P.M.

School Holidays

The school will not be in session on the following holidays:

Labor Day

Veteran's Day

Thanksgiving Vacation (Monday-Friday)

Christmas Vacation

Martin Luther King Jr.'s Birthday

President's Day

Good Friday

Easter Vacation (Monday-Friday)

Memorial Day

Staff In-Service

There are several days throughout the year we clean and plan the curriculum as a staff. We will not have school for Staff In-Service the following days:

December 17 February 7 June 17

Early Dismissal

There will be no afternoon program or Stay & Play on days when parents are invited to Special Events. All students will be dismissed at noon on the following dates:

September 2 & 3 First Days of School (9-12 only)

April 14th Easter

EXTENDED CARE OPTIONS

Early Drop-Off

Early Drop-off is available daily from 8:00-9:00 AM. You can take advantage of an unlimited early drop-off for \$50.00 a month, or a \$15.00 daily rate.

Stay and Play

Once a month, students will have the option of staying in the afternoon from 2 p.m. – 4 p.m. for a themed event for \$30.00.

EMERGENCY PROCEDURES

Though we hope that we will never need to use our emergency procedures, we practice them monthly and have preparations in place for your children's safety. Each family is asked to provide an Emergency Kit at the beginning of every school year with extra clothes, snacks, supplies, and a letter from you.

Earthquake

Signal: The teacher says, "Rabbits in a Hole" and flashes classroom lights. Action: Children and teachers drop to their hands and knees and crawl under a table. They squat with arms over their heads until the teacher announces it is safe. Children will then be evacuated from the building to a safe area where they will remain until picked up.

Fire in Building

Signal: Fire Bell Action: Teachers escort children to a safe area and count them. Director moves through the building to determine everyone has been evacuated. The Director goes to receive count from teachers to match attendance count for that day.

Lockdown Drill:

Signal: Director says, "Goose on the loose." Action: Teachers will lock the doors, close the blinds, and have students hide in areas away from the windows until it is safe.

General Disaster Plan

The children will be kept at school as long as it is safe. Parents/authorized persons will come for them as soon as possible. It will be essential to sign the children out. A staff person will remain with the children until all have been released to an authorized person.

HEALTH SAFETY AND NUTRITION

The preschool maintains clean, safe, and healthy environments. Our goal is to protect and enhance the health and safety of all children and staff. Adults model good health and safety behaviors and promote good daily health routines. Teachers are trained in CPR and First Aid.

Daily Health Evaluation

State regulations require that a teacher evaluate each child's health when the child arrives at school. Teachers do not allow sick or possibly ill children in the classroom. Teachers use their discretion and best judgment when sending a child home. Please review the RHCC Preschool COVID-19 Guidelines for details on how the school will operate during the COVID-19 season.

Health

To ensure the safety and well being of all our students, children will be sent home if they show signs of illness such as fever, runny nose, watery eyes, stomach pains, vomiting, paleness, or flushed cheeks, abnormally tired behavior, or coughing. A daily health check will be made when your child arrives.

Please keep your child home if:

he/she has a fever (a child must **be fever-free/symptom free** for 24 hours before returning to school)

has a heavy nasal discharge

has a constant cough

has symptoms of possible communicable disease

has vomited within 24 hours

they have had Head Lice in the past 24 hours. The child may return when the hair is **NIT FREE**.

If your child becomes ill during the school day, he/she will be isolated from the other children and made as comfortable as possible until you or someone on your emergency list can be contacted. Please report to us if you suspect your child may have been exposed to a communicable disease.

Consent to Administer Medication

If your child is taking doctor-prescribed medication and there is a need to administer a dose during school hours, you will be required to fill out a Consent to Administer Medication form (available from the Director). THIS FORM MUST HAVE THE PHYSICIAN'S SIGNATURE. We will not be able to give a child medicine if this form is not completed correctly. Medication must be in an unaltered container in a Ziploc bag with a child's full name and medication's expiration date written on the bag.

Our school does accommodate children with anaphylaxis (severe, potentially life-threatening allergies), asthma (chronic lung disease that impairs breathing), seizure disorders (febrile seizures), or sleep/breathing disorders (sleep apnea). Community Care Licensing requires an "Incidental Medical Service" (IMS) plan to be agreed upon and completed by the parent, physician, and the Director. If you have a child with any of these conditions, please contact the Director for additional information and to formulate your IMS plan.

RHCC Preschool reserves the right to decline or terminate a child's enrollment with any of these above conditions if we believe the condition or treatment plan is beyond the scope of our staff's training and ability to perform in the context of a group setting. In addition, enrollment may be suspended or terminated if communication with the parent does not support full understanding of treatment needs, or if parents fail to provide medication/supplies, instructions, or any required documentation.

Sunscreen

Children spend a great deal of time outdoors most days. If you would like your child to use sunscreen, please apply it in the morning before coming to school. Parents who want children to have a second application in the afternoon will need to complete the OTC Consent form. If you are providing your own sunscreen, you must write your child's full name on the bottle, and it must have an expiration date on it.

Injuries

Minor injuries are treated with soap and water, bandages, and ice. The teacher observing the incident will write a band-aid report and place the original on your child's attendance sheet for signature. Parents will be called immediately if we observe a head injury or in the event of any severe or questionable injury. In an emergency, the staff will contact 911.

Snack ***During Covid guidelines we will NOT be providing snack until further notice***

The school will provide the children with a mid-morning snack that is varied and nutritious. Snacks may change according to the weather and according to what the children are studying. Weekly menus are posted on the Parent Communication Board.

Typical Preschool Snacks (Subject to change):

- Snack Mix (goldfish, pretzels & raisins) and Oranges
- Chex Mix and Oranges
- Graham Crackers, Yogurt, and Raisins
- Tortillas, Butter and Apples
- Club Crackers, Ranch Dressing, and Carrots
- Bagels, Cream Cheese and Apples
- Sliced Turkey, Crackers and Apples
- French Bread, Marinara Sauce & Carrots
- Graham Crackers, Applesauce and Raisins
- Ritz Crackers, Cheddar Cheese and Apples
- Filtered Water

Lunch Guidelines

To help parents make lunchtime during the 5 Hour Option nutritious and enjoyable, RHCC Preschool has the following guidelines:

- Portion sizes should be age-appropriate. Our children have already eaten a mid-morning snack, so lunch portions should be on the small side.
- Be conscious of nutrition.
- No soft drinks.
- If you're sending a treat, make it small.
- Please do not pack anything that needs to be refrigerated or heated.

Please note that RHCC Preschool is NUT FREE, which means that no peanuts, peanut butter, or tree nuts (such as almonds and walnuts) may be brought into or served at the center.

PARENT-CENTER COMMUNICATION

Daily Communication

Each classroom has a ClassDojo page, which will be used to post a weekly email update, pictures, and videos. Parents are responsible for checking ClassDojo regularly for updates.

Director

The Preschool Director has an Open-Door Policy. We encourage open communication between the school and parents. The Director is available to assist you with confidential issues concerning your child, family, or problems that may arise in the classroom or the center.

Teacher Communication

Check-in with your child's teacher every morning at drop off time. We need to be aware of any information that may affect your child's day at school. You may occasionally receive a call from the teacher to advise you about an incident during the day or to ask for your input on an issue that has come up during the day. Always feel comfortable to call us any time to check on your child. Please take a moment at pick-up time to find out how your child's day has been.

Monthly Newsletters

RHCC Preschool will send newsletters and reminders home by email or by putting them on sign-in sheets to keep families informed about the program, parent events, classroom activities, and general information and reminders of interest to all families.

Termination/ Withdrawal

This Agreement shall be terminated if any one or more of the following occur:

1. The school year has come to an end.
2. Death of the child.
3. Serious illness of the child, preventing school attendance.
4. The parents or guardians of the child allow their account to become delinquent.
5. Failure of the parents or guardians to honor the obligations listed in this Agreement or any rules, regulations, or manual promulgated or provided by the preschool.
6. In its sole unfettered discretion, the preschool determines that it is not in the interest of the preschool or other children enrolled at the preschool to have the child in attendance.
7. In its sole and unfettered discretion, the preschool determines that it is unable to meet the needs of the child.
8. Failure of the child's parents or guardians to cooperate with the preschool, which the preschool determines in its sole and unfettered discretion, is severe enough to warrant termination.
9. Failure to Adapt - Most children adapt to a new program within a reasonable time frame. If a child fails to adapt to our program, even though an effort has been made by parents and the staff to integrate him/her, the child may be dismissed so his or her parents can find alternate care for their child.
10. Failure of the parent or guardian to cooperate with an individual behavior management plan and/or failure to obtain necessary services through referrals made to outside agencies that are in the best interest of the child.
11. Abusive/disruptive behavior by parents – RHCC Preschool reserves the right to dismiss any child

whose parent behaves in a manner that is destructive, disruptive, abusive, or malicious through their statements or actions toward the staff, their own child or other parents/children in the center.

12. Irreconcilable differences – Every parent has expectations regarding the care and education of their child. If it occurs that RHCC Preschool is unable to meet a parent's expectations, RHCC Preschool reserves the right to dismiss the child to allow the parents to find an environment that better meets their needs and expectations.

Termination Procedure

In exercising its discretion under numbers 5 through 12 above and RHCC Preschool's Behavior and Discipline Policy, the preschool may require the child and or the child's parents or guardians to attend a conference(s) with preschool personnel regarding the matters that potentially warrant termination of the Agreement. The child's parents or guardians may request a meeting with school personnel regarding the matters that potentially warrant termination. Still, the preschool shall not have an obligation to grant any such request. The preschool's Director or staff shall have the sole right and responsibility to determine any disputed factual matters regarding the termination of this Agreement.

Rolling Hills Covenant Church Preschool reserves the right to terminate enrollment of any child, at any time, when we believe it is in the best interest of the child and the program. Our priority is to provide quality care and early education for all children enrolled in our program, but on rare occasions, there may be a need to dismiss a child.

Withdrawal Procedure

Thirty-day advance written notice for withdrawal must be dated and placed in the tuition box or personally handed to the Director. If you choose to drop without notice, you will forfeit all fees and ½ of your tuition payment.