



Preschool Operational Policies

***Please return the acknowledgement page and all required forms
to your child's teacher or the director on or before the 1st day of school.***

Thank you for choosing RCS for your child's early childhood classes. RCS is accredited through ICAA and SACS-CASI and follows Texas' State Guidelines for Licensed Child Care Centers.

If you would like to review the minimum standards guiding our program, you may view them at www.dfps.state.tx.us. If at any time you wish to contact a member of Administration, you may do so by calling 281-351-8114 X212. All suspicions of child abuse and neglect must be reported by calling 1-800-252-5400.

Parental involvement is very important to us and to your child. You are welcome to visit the school at any time during operating hours without having to inform us prior to your visit. We also welcome any volunteers who would like to serve at RCS! We do require that you check in at the front office upon arrival.

Prior to admitting your child into our program, the following information must be provided:

- Application to RCS
- Completed Tuition Contract
- Completed FACTS forms
- Up to date Immunization records (cannot attend without these)
- Emergency Medical Authorization Form (including statement of child's health)
- Name, address and phone number of your child's physician
- Information on who to contact in case of emergencies
- Names of persons who the child may be released to, along with their driver's license numbers

Once your initial paperwork is complete, it is essential that you notify the Director of any changes as soon as they occur.

Hours of Operation:

PreK 3 (2 day)	Tues./Thurs.	8:30-3:00
PreK 3 (5 day)	Mon.-Fri.	8:30-3:00
PreK4 (3 day)	Mon/Wed/Fri	8:30-3:00
PreK4 (5 day)	Mon.-Fri.	8:30-3:00
Bridge Class	Mon.-Fri.	8:30-3:00

Morning Extended Care:

Extended care is available at no charge in the morning. Preschool children must be walked into the building & checked in with the teacher on duty. Students will be accepted for morning extended care between 7:30 & 8:00 a.m. If your child arrives between 8:00 & 8:15 a.m., a parent is asked to stay to supervise your child in the hallway by the Lower School Front Office until the 1st school bell of the day rings (8:15 a.m.)

Afternoon Extended Care:

Afternoon extended care is available until 5:00 at a cost of \$10.00 per afternoon. Younger siblings are not charged for extended care until 15 minutes after the oldest sibling has been released from school (3:15 for Preschool, 3:45 for all other grade levels).

Volunteers will not be charged for extended care provided their child's reservation has been received in advance. Volunteer child care reservations may be made by emailing afroelich@rcseagles.org.

Students participating in extended care because they are riding home with someone else will be charged based on their own family's oldest sibling. (This also pertains to students remaining to ride home with RCS employees).

Children are expected to be picked up by 5:00. The time set on RCS phones will be considered the official time of record. Regardless of the reason, a \$30 late fee per child will be assessed for children picked up after this time. Should a student remain after 5:15, an additional \$5 per minute, per child will be charged. If you find that you are going to be late, please call the school prior to 4:30 to notify the care provider. This will allow for alternate plans to be made to ensure the appropriate number of staff members will remain on campus until your arrival. Continued tardy pick ups will result in a conference with a member of Administration.

THE EXTENDED CARE CELL PHONE NUMBER IS 281-259-8766.

Procedures for release of preschool children:

A laminated flyer with your child's name and the name of the school on it will be provided to you on your child's first day of school. This must be displayed in the front windshield of your car when you come through the carpool line to pick up your child.

Carpool pickup begins at 3:00 and will cease at 3:15. Please line up along the sidewalk of the front buildings. Students will be released through the gate located between the Preschool & Lower School Buildings. **Please do not get out of your car.** A staff member will assist your child into your car. If you need to assist your child with his/her seatbelt, please pull forward to allow other cars to proceed through the line.

During inclement weather, carpool will be pushed back to allow for dismissal through the Lower School's double doors (under the covered entrance).

If you prefer to come in to pick up your child and/or after 3:15, please bring your laminated sign or a photo ID to show the teacher releasing your child. Children must be signed out on the sign out log by either an RCS employee or the adult picking up the child.

When you are having someone else pick up your child, we must have a written note signed by you. The individual picking up your child must be on your pick-up list. Please ask them to have their picture ID ready for us to match to the pick up list.

Students will not be released to anyone other than their parent without written authorization.

If you desire to check your child out early, please come into the building, show a picture ID to the front office, and sign them out in the office. The Front Office Receptionist will call for your child at that time. If you would like to go to the classroom, please sign-in as a visitor & place a visitor tag on your shirt. Upon departure, please sign your child out in the front office.

When your child stays for extended care, please park & come into the building to pick up your child. Proceed to the extended care area to sign your child out with the extended care supervisor. A photo ID will be required after carpool is over.

Medication and Medical Emergency Policies:

You are asked to keep your child at home if he/she seems to show any signs of illness (fever, sore throat, upset stomach, vomiting, diarrhea, rash, watery eyes, etc.—Please refer to the Emergency & Illness section of this handbook). This is for his/her protection as well as for the protection of the other students. His/her doctor must confirm a child who has been absent because of a contagious disease is non-contagious before returning to school.

A designated staff member will treat minor cuts and scrapes.

Medication Policy:

NO PRESCHOOL STUDENT SHOULD CARRY MEDICATIONS OF ANY TYPE ON THEIR PERSON NOR SHALL POSSESS ANY MEDICATIONS OF ANY TYPE ON THE SCHOOL CAMPUS. (This includes cough drops.)

Rosehill Christian School's policy regarding the administration of medication is as follows:

1. RCS will not provide over-the-counter (OTC) medications for students' use. Students who have need of occasional medications such as Tylenol or other OTC medications, (allergy medications, antacids, etc.) MUST bring the medications to school in a NEW, UNWRAPPED, SEALED original container. The container/package must be labeled with the child's name. Dosage amounts will be determined by manufacturer's recommendations based on the child's weight, unless otherwise noted by the parent. OTC medicines may not be dispensed without a signed authorization form on file. RCS employees may not "borrow" medicine from someone else's box for your child at any time.
2. All students who must receive prescribed medications at school must have on file with the Director's office a Request for Prescription Medication Administration form. No medication will be administered without this form on file.
3. Medications prescribed or requested to be given three times a day or less will not be given a school unless the physician prescribes a specific time during school hours.
4. All prescription medications must be in their original container. The container must state the patient's name, the name of the medication, the dose to be administered, and the name of the prescribing physician. The parent must hand deliver the medication to the Director who

will provide a carbon copy documenting the name of the medication, quantity, and date received.

5. RCS employees will not administer herbal medications, home remedies, or dietary supplements unless accompanied by a doctor's note. Such medications must also come to school in labeled, original containers.
6. NO STAFF/FACULTY PERSON, other than a member of Administration or an appointed representative may dispense medications of any kind to a student other than their own child.
7. A student with asthma is required to have a backup inhaler in the locked medicine cabinet. Prescribed breathing treatments may be administered provided the family supplies the equipment & child specific tubing (cleaned & in a zip loc bag). The doctor's specific written orders must accompany the nebulizer/medicine.
8. A student with severe food allergies is required to give the Director the appropriate medicine to treat a reaction. RCS employees cannot be held responsible for any complications resulting from an allergic reaction.
9. RCS will attempt to assist with food allergies. However, students must be able to be mainstreamed in a normal classroom. RCS cannot be held responsible for the contents of student lunches.

No Rosehill Christian School employee may be held responsible if the child does not receive his scheduled dose of medicine or if the child takes an overdose of medicine. If the daily dose of medicine is lost, stolen, spilled, or if the child refuses to take it or spits it out, a reasonable attempt shall be made to reach the parents. If the parents cannot be reached, the school personnel shall not be held responsible. These particular situations shall be documented and signed by the person involved.

The provisions stated here shall not preclude the administration of first aid by the school in the event of injury or accident.

Emergency and Illness:

If your child becomes ill or is injured at school, you will be notified and a first aid procedure will be provided. For the health and safety of all students, a child obviously ill or with a temperature of 100

degrees or more will not be allowed to remain at school. Children must be free of symptoms and untreated fever for twenty-four (24) hours before returning to school.

EMS will be called immediately if a student is presented as follows:

- Loss of consciousness
- Excessive bleeding
- Severe allergic reaction
- Seizure activity
- Difficulty breathing

EMS may also be called at the discretion of a member of Administration. Should EMS be called, your child will need to be checked out prior to EMS departing the campus, or your child will be transported to the nearest hospital. (RCS insurance is secondary to your primary insurance and only pertains to accidents occurring on campus).

RCS Immunization Requirements:

The following immunizations are required for all students. All immunization records must be validated by a physician or public health clinic.

Recommended Childhood and Adolescent Immunization Schedule



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Vaccine ▼	Age ►	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	24 months	4-6 years	11-12 years	13-14 years	15 years	16-18 years
Hepatitis B ¹	HepB		HepB	HepB ¹	HepB			HepB Series							
Diphtheria, Tetanus, Pertussis ²			DTaP	DTaP	DTaP	DTaP			DTaP	Tdap	Tdap				
<i>Haemophilus influenzae</i> type b ³			Hib	Hib	Hib ³	Hib									
Inactivated Poliovirus			IPV	IPV	IPV			IPV							
Measles, Mumps, Rubella ⁴					MMR			MMR	MMR						
Varicella ⁵					Varicella			Varicella							
Meningococcal ⁶						MPSV4			MCV4		MCV4				
Pneumococcal ⁷			PCV	PCV	PCV	PCV			PCV	PPV					
Influenza ⁸					Influenza (Yearly)			Influenza (Yearly)							
Hepatitis A ⁹						HepA Series									

This schedule indicates the recommended ages for routine administration of currently licensed childhood vaccines, as of December 1, 2005, for children through age 18 years. Any dose not administered at the recommended age should be administered at any subsequent visit when indicated and feasible. Indicates age groups that warrant special effort to administer those vaccines not previously administered. Additional vaccines may be licensed and recommended during the year. Licensed combination vaccines may be used whenever

any components of the combination are indicated and other components of the vaccine are not contraindicated and if approved by the Food and Drug Administration for that dose of the series. Providers should consult the respective ACIP statement for detailed recommendations. Clinically significant adverse events that follow immunization should be reported to the Vaccine Adverse Event Reporting System (VAERS). Guidance about how to obtain and complete a VAERS form is available at www.vaers.hhs.gov or by telephone, 800-822-7967.

Range of recommended ages
 Catch-up immunization
 11-12 year old assessment

Communicable Disease Policy:

In an effort to protect the health of all children, it may be necessary to exclude from school children that are suffering from a communicable disease. The following policy stands in compliance with the Texas Civil statutes, Article 4477. More common communicable diseases included chicken pox, pink eye, fifth's disease, ringworm, impetigo, streptococcal infections and pediculosis (lice). Children excluded from school because of a communicable disease may be re-admitted:

1. When the school has received a letter from the attending physician, stating that the student is no longer contagious; and/or
2. When the child is free of symptoms and infection.

The following is a guideline for some of the more common diseases:

Chicken Pox: Exclude until six days after last crop of blisters appear or until temperature is normal with no complications or moist lesions. **(Incubation 14-21 days)**

Conjunctivitis (Pink Eye): Exclude until 24 hours of antibiotic drop therapy is complete or released by a physician. **(Incubation 1-3 days.)**

Impetigo: Exclude until adequately treated and/or released by physician. **(Incubation variable.)**

Mononucleosis: Exclude until free of symptoms and released by physician. **(Incubation 4-10 days.)**

Mumps: Exclude until temperature is normal for 24 hours and swelling has disappeared. **(Incubation 12-26 days.)**

Pediculosis: Exclude until under treatment and free of live organisms and nits. There are now medications available over the counter at pharmacies. **(Incubation 1-2 weeks.)**

Rubella (Measles): Exclude until 7 days after appearance of rash or released by a physician. **(Incubation 7-14 days.)**

Rubella (German Measles): Exclude until free of symptoms. (Incubation 14-21 days.)

Streptococcal Infections: Exclude until released by physician or after 48 hours of antibiotic therapy and child has been free of fever for 24 hours and feels well enough to attend class. (Incubation 1-3 days.)

Health Screenings:

As per Texas law, RCS will conduct yearly vision, hearing, and spinal screenings for selected grade levels. Parents will be notified prior to testing dates. In the event your child needs additional testing, you will be contacted and additional testing with your child's physician will be recommended.

Suspected Abuse:

If any child shows evidence of abuse, the Department of Human Services will be notified.

Discipline and Guidance Policies:

At times, student behavior may be deemed unacceptable. In those situations he/she will be guided to a more acceptable means of expression. If the child continues to misbehave, he/she will move their pin which may result in forfeiting their chance to pick a prize from the treat box. Continued misbehavior will result in director intervention and communication with the child's parents. In the rare instance when unacceptable behavior persists, the child will be placed on behavioral probation, with the possibility of being asked to withdraw from RCS.

All 3 & 4 year old classes will begin with daily discipline charts. All children will begin each day on green. At the mid-year point, 4 year old classes will move to weekly discipline charts. Bridge class students will utilize a weekly discipline chart throughout the year.

Based on the State of Texas' Minimum Standards, any form of corporal punishment is prohibited.

Rest Time at School:

Per State guidelines all children are required to have the opportunity to rest. RCS employees create an environment that fosters adequate rest during the school. Teachers are not allowed to keep children awake. Children who do not go to sleep are expected to rest quietly on their mat. (Please purchase the

"kinder-mat" brand of nap mat, a body pillow cover to cover the mat, a small blanket and if a pillow is needed, it must be travel sized.) Bridge class students do not nap, therefore nap mats, etc. are not needed.

Sleeping Recommendations:

Sleep is very important to your child's well-being. The link between a child's lack of sleep and his or her behavior isn't always obvious. When adults are tired, they can either be grumpy or have low energy, but children can become hyper, disagreeable, and have extremes in behavior.

As parents, we sometimes make the mistake of thinking that keeping a child up will make him or her sleepier for bedtime. In fact, though, our children can have a *harder* time sleeping if they're overtired.

Establishing a bedtime routine helps children relax and get ready for sleep. For a preschooler, the routine may be from 15 to 30 minutes long and include calming activities such as reading a story, listening to soft music and saying his/her night time prayers.

Whatever the nightly ritual, your preschooler will probably insist that it be the same every night. This is a very important time and should not be used as incentive/punishment. It is important that rituals do not become too long or too complicated. Whenever possible, allow your preschooler to make bedtime choices within the routine: which pajamas to wear, which stuffed animal to take to bed, what music to play. This gives your little one a sense of control over the routine.

Nutrition:

Please ensure your child eats a good breakfast prior to arriving at school. A good breakfast includes protein and minimal sugar. (Instead of Pop-tarts, donut holes & chocolate milk, provide an apple with peanut butter, a cheese stick and a glass of milk...if you are blessed with extra time, eggs and/or oatmeal are great too!)

At school, students are given a morning snack. Parents rotate turns bringing healthy snacks for a 2 week period at a time. A list of acceptable healthy snacks will be provided on the first day of school, as well as the rotation roster. (New ideas are welcomed provided the snacks are healthy in nature).

Afternoon snacks are given at the end of the day. Parents will be asked to provide a specific item by class at the beginning of each semester. A list of your child's contribution will be provided on the first day of school.

RCS will provide both morning & afternoon snack the first partial week of school.

Students are to bring their lunch to school. Please help foster your child's independence by supplying easy to open packaging. Microwaves are not available for preschool use. When packing your child's lunch please remember to provide a balanced lunch. Your child will need to complete the majority of the healthy part of his/her lunch prior to being allowed to eat a sugary desert. Carbonated beverages are not permitted for preschoolers during school hours. Please do not send candy in your child's lunch box.

Preschool Pizza Fridays will be offered on select Fridays at an additional charge. A pre-order form will be provided on the first day of school for those families wishing to participate. Drinks will not be available for purchase, please provide your child's drink from home.

Please note that children are not to chew gum at school. Please have your child discard his/her gum in a trash can prior to entering the classroom.

Dress Code:

Students should wear comfortable play clothes. We are very busy in preschool & need to move easily as we explore God's creation. As we often get to participate in "messy" activities, please do not send your child in clothes that restrict your child's participation.

For the safety of your child, closed toed shoes & socks are required. (If your child comes to school in sandals/flip flops, he/she will not be able to play on the playground or participate in P.E.)

Please provide a seasonally appropriate change of clothes & undergarments in a zip-lock bag to your child's teacher. All clothing should be labeled with your child's name.

Field Trips:

RCS Preschool students will participate in on-campus field trips. From time to time, special visitors will be invited to come to us so that we will not have to travel to them. There will be an additional charge assessed for these events, not to exceed \$10/child/event.

Program Events/Parties:

August	Preschool Orientation
September	Teddy Bear Picnic & Trike-a-thon
October	Grandparent's Day
November	Thanksgiving Parties
December	Christmas Program/Party , Community Service Project
January	Pajama Day
February	Valentine's Breakfast
February	Western Day
March	Preschool Easter Picnic
April	Dads & Donuts
May	Mother's Day Tea
May	Splash Day

Birthdays:

If you are interested in celebrating your child's birthday at school, please make arrangements in advance with your child's teacher.

Invitations to Personal Parties:

Invitations to personal parties may be distributed in weekly folders provided all children in the class are invited. If all children are not included in a party, please mail them to the child's home.

Sleeping bags & overnight bags are not allowed at school unless previously arranged with the Preschool Director.

Fundraising at RCS:

Currently, tuition & fees covers approximately 80% of our operating costs. The remaining 20% (Annual Fund) and additional wish list items are graciously donated to RCS. All gifts are eligible for a tax benefit as RCS is a 501 c 3 organization (non-profit). Please notify the director of any physical gifts to the school/classroom to ensure a donation receipt is generated.

RCS holds 2 major fundraising events each year...save the dates:

September 13, 2007 Annual Fund Dinner

Free dinner, state of the school address, prizes & fun!

Donations & commitments are received at this time.

More information to follow.

April 2008 Gala and Live/Silent Auctions

This formal event is enjoyed by all! Live entertainment, a fabulous meal & great auction items.

More information to follow.

Volunteering:

RCS relies on its parent & grandparent volunteers. Please contact the Preschool Director if you would like to assist our efforts. All volunteers must agree to a background check to assist in the classroom.

Methods of Payment:

- Payment in Full. Payment directly to the school by check or cash by June 1st.
- Payments through FACTS. For all deferred payments, tuition may be paid through one of the following methods:
 1. Automatic Bank Payment (ACH) budgeted through FACTS. Payment date may be either the 5th or the 20th from checking or savings account.
 2. Automatic billing to MasterCard, Discover, or AMEX with a convenience fee. Payment in full may also be made this way if you wish to collect credit card reward points for paying your tuition.

Withdrawals & Late Enrollees:

- In the event of withdrawal, the student's family is responsible for the tuition due up to and including the official withdrawal date.
- Tuition paid during the summer months is non-refundable/non-transferable.
- Students that enter once the school year has begun will have their annual tuition prorated for the number of months they actually attend.

Conflict Resolution:

Occasionally, misunderstandings occur. In keeping with Matthew 18:15-17 the following procedure is followed at Rosehill Christian School.

- All questions, problems or complaints should be brought promptly to the teacher/parent involved. (Please do not take this to another teacher, as our teachers have been instructed to redirect concerns to the teacher/parent involved).
- If the situation can not be resolved, the Preschool Director will be asked to become involved
- If there is still no resolution, the issue should be taken to the Head of School
- If resolution is still unattained, the Board of Directors may be contacted following the guidelines listed in the Teacher/Parent Handbook.



Preschool Operational Policies Acknowledgement

I acknowledge that I have received and read a copy of the written operational policies for Rosehill Christian School's Preschool Programs. I understand and support the contents therein. I understand that additional policies, procedures & guidelines are available in the student handbook, which may be found on-line at www.rcseagles.org.

Parent's signature/date

****Please return this page to the Director on or before your child's first day of school.**