



Preschool Operational Policies

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

A child is a gift to parents, directly from the hand of God. "Behold, children are a heritage from the Lord, the fruit of the womb is a reward" (Psalm 127:3). Our prayer is that the time your child spends with us results in a confidence that comes from trusting that Jesus loves each and every one of us and designed us to accomplish great things for Him! We are so thankful that you chose us for your child's early childhood classes.

Parental involvement is very important to us and to your child. We see our role as a partnership with you as we support you in the awesome responsibility to bring them up in the training and instruction of the Lord (Ephesian 6:4b). 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 and / or prior to the first day of school each year for returning students, the following information must be provided:

- Signed Application to RCS (1st year only)
- Completed Tuition Contract
- Up-to-date Immunization records (If immunizations are not given, RCS only accepts immunization waivers that are medically necessary)
- Physician's Statement authorizing participation in the 2018-2019 preschool program. Note: per state guidelines, the student will not be able to attend school until this document has been signed by the doctor and has been submitted to the Preschool Director. This is an annual requirement that **MUST** be fulfilled **PRIOR** to the 1st day of attendance.
- Student Emergency Information Form
 - State required information: Name, address and phone number of your child's physician
 - State required information: Contact information in case of an emergency.
 - Names of people who the child may be released to, along with each person's driver's license number
- Signed acknowledgement form for the RCS Preschool Operational Policies

RCS is accredited through ICAA and AdvancEd. In addition, RCS complies with the Texas' State Guidelines for Licensed Child Care Centers (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. All suspicions of child abuse and neglect must be reported by calling 1-800-252-5400.

Contact Information for your Preschool Team for the 2018-2019 School Year

Director: Ms. Aimee EM: afroelich@rcseagles.org W:281-351-8114 X4451 C:713-478-4852
 Director: Ms. Donna EM: dcox@rcseagles.org W:281-351-8114 X4451 C:713-927-8306
 Sub-Coordinator: Ms. Donna EM: dcox@rcseagles.org W:281-351-8114 X4451 C:713-927-8306
 Ext. Care: Mr. Ron EM: rhenderson@rcseagles.org

Preschool/MDO/Nursery Team:

Ms. Cathy Dobbs (PK-3)
 Ms. Cayla Smith (Nursery)
 Ms. Crystal Metz, R.N.
 Ms. Gerri Edmundson (Specials)
 Mr. Jess Barber (PE)
 Ms. Jo Lim (Nursery)
 Ms. Kitty Edwards (Nursery)
 Ms. Lindsey Mayton (MDO)
 Ms. Melissa Henderson (PK-4)
 Ms. Nicole Friedel (Library)
 Ms. Nicole Nicholson (Aide)
 Ms. Rosemary Martin (Bridge)

Extended Care Team:

Ms. Alyssa King
 Mr. Anthony Froelich
 Ms. Hilary Bedford
 Ms. Jackie LaRovere
 Ms. Jo Lim
 Karen Campbell
 Ms. Kateena Hook
 Ms. Kelley Swank
 Ms. Kitty Edwards
 Ms. Rhoda Thomas
 Mr. Ron Henderson

Hours of Operation*

PreK (2 day)	Tues./Thurs.	7:55-3:00
PreK (3 day)	Mon./Wed./Fri.	7:55-3:00
PreK/Bridge (5 day)	Mon. - Fri.	7:55-3:00

THE EXTENDED CARE CELL PHONE NUMBER IS: 832-953-9218

EXTENDED CARE:

Free Morning Extended Care (7:30 a.m.-7:50 a.m.)

RCS provides morning extended care beginning at 7:30 a.m. at no charge to our families (excludes MDO/Staff Nursery). Preschool children must be walked into Building "E" and checked in with the teacher on duty. (Please enter through the gate on the West side of the campus). Students will be accepted for morning extended care between 7:30 & 7:50 a.m. As students have already begun the dismissal-to-class process, arrivals after 7:50 are to proceed through carpool or parents are asked to park and walk their

child(ren) in. The time listed on any cell phone may serve as the official school time. Please refrain from bringing your children prior to 7:30. The doors to building E will remain locked until we are ready to receive children into our free extended care service. Our employees are required to notify Administration of a child's drop off prior to 7:30.

Designated Late Start Extended Care (7:30-8:55)

Please note the following days as late start days: 9/4, 10/2, 11/6, 12/4, 2/5, 4/2, and 5/7. The late start days are scheduled a maximum of once per month to allow our Head of School to communicate with the entire staff. In most cases, families are able to make arrangements for the occasional late arrival time.

In the event you are unable to find care on these mornings, you may make a reservation by contacting Ron Henderson (rhenderson@rcseagles.org). He will make arrangements that will allow you to bring your child with the staff children. This service will cost \$25/child per reservation, even if the child is absent on a reserved day. Children that arrive without a reservation will incur a \$50/child drop off charge as we are staffed to the number of children planned to be in our care.

Afternoon Extended Care (3:15 p.m. - 5:00 p.m.)

Afternoon extended care is available until 5:00 at a cost of \$12.00/child/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). PK-5th grade students will enjoy extended care on the playground or inside building "C". NOTE: Please send a hearty after school snack & drink, as students are "starving" after school.

Volunteers who are serving on a given afternoon at the school will not be charged for extended care that day provided their child's reservation has been received in advance. Volunteer child care reservations may be made by emailing Mr. Ron Henderson (rhenderson@rcseagles.org), who will confirm no charge is to be applied with Ms. Aimee. Please put "extended care" in the subject line.

Students participating in extended care because they are waiting on a sibling involved in school related extracurricular activities will not be charged the extended care fee provided an email reservation is submitted in advance to rhenderson@rcseagles.org (Mr. Henderson will confirm this authorization with Ms. Aimee). Failure to provide a reservation in advance will result in an extended care charge being charged to the family's account. Examples of approved extracurricular activities include 4H, recurring tutoring (paid) and school coordinated free activities: athletic practices, choir/drama practices, parent conference, and academic competition practices. Activities that would not be approved include extra-curricular activities

that have a payment associated with them (i.e piano lessons, private coaching, sessions Soccer Tots, clubs of any type, etc.)

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 the extended care cell phone 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 (832-953-9218). 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.

Extended Care Guidelines:

- Students may bring their own breakfast to eat (prior to 8:00), provided they clean up after themselves. No microwaves are available for early morning students.
- Toys, cell phones, computers and other electronic devices are not permissible in extended care for grades PreK-5th grade.
- Students are expected to comply with normal school day rules. As students will be already aware of playground guidelines, consequences will be applied immediately for rule violations. Repeated infractions will result in a conference with Mr. Ron or Mrs. Aimee.
- All extended care charges are direct billed to the family's account.

Carpool and Procedures for Release of Preschool Children

Please do not park in the carpool line or in Reserved / Handicapped / Visitor spots. We ask that our families only utilize designated parking locations. **Note:** Fines may be issued for parking violations.

A carpool tag with a family identification number will be provided to you at the preschool orientation or will be sent home with your child on the first day of school. Returning families who have misplaced their carpool tags may contact Casey Herring (cherring@rcseagles.org) for a replacement. Your carpool tag is to be displayed on the bottom corner on the driver's side above the registration sticker.

Our carpool team and off duty officers have been given the following rules and are expected to be in compliance for the safety of all the children. Should any of the following exist, you will be directed to drive around the school to get back in line or to park in front of building B and to proceed through the building to pick up your child after carpool.

- A vehicle must be in the park position before a car door may be opened.
- Preschool children may only enter/exit on the sidewalk (driver's) side of the vehicle.
- Preschool children must hold a youth helper or adult's hand while outside the preschool gate.
- The driver is to be off any electronic device prior to putting the child into the car.
- Any driver observed during carpool to be on their phone (even hands-free) is to be reported to the director. This is also required for the safety of our officers who are directing traffic.
- Officers have been directed to notify the director of any cars driving in excess of 10 miles per hour or of drivers not facing forward and visibly watching the road.
- All preschool children must have a car-seat that is securely buckled prior to shutting the car door.

Carpool pickup begins at 3:00 and will cease at 3:10. Please proceed from the entrance, around the campus to the west side of building "A". Form a line along the sidewalk in preparation for dismissal. Students will be released through the gate at the west end of building "A". If you need to assist your child with his/her seatbelt, please pull forward to allow other cars to proceed through the line. Families utilizing another child's car seat on the driver's side may not use the carpool service and will be asked to pull forward, park and enter the building to pick up their child.

If you will also be picking up older students, it is suggested that you participate in the regular 3:30 dismissal to pick up your older child, then pull forward to pick up your preschool child. Weather permitting, your child will enjoy playing with his/her friends on the playground until you arrive. You will not be charged for this later pick up time as extended care charges are based on the oldest child in a family.

If you prefer to come in to pick up your child prior to 2:45 or after 3:15, please bring your Texas Driver's License to the front office for verification. Your child will be called at that time. Please note: Students will not be called between 2:45 and 3:15, as teachers and students are participating in the carpool process. 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. Without a note, the individual picking up your child must be on your pick-up list. Please ask this individual to have his/her Texas Driver's License ready for us to match to the information on your pick up list. Please also understand we may call for additional verification.

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 building “B”. You will be asked to provide your Texas Driver’s License and to sign your child out on the appropriate log. Once you are cleared, your child will be escorted to the front office. 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. Please note; we do not dismiss from the classroom between 2:45 and 3:15. If your child is needed during this time, we ask that you check them out before 2:45 or for you proceed to carpool for a 3:00 dismissal.

When your child stays for extended care, please park and enter the campus through building “B” to pick up your child. After 4:00, the reception office will be closed. Please proceed to the Extended Care supervisor to sign your child out. The extended care supervisor will note the time of pick up and ask for your initials upon release of your child from extended care. In the event of inclement weather, extended care will be held in building “C”.

A photo ID will be required after carpool is over until the staff on duty has become familiar with you. Please note that any substitutes in extended care and/or the classroom may ask for photo I.D. at the time of pick up.

Home Communication

Your child’s teacher will send home a school-provided weekly folder. Please review the contents as your child will have school work & crafts they will want to show you. You will also find your teacher’s weekly newsletter and any important information sent by the school staff.

Should you desire to speak with your child’s teacher, please contact her via email first. This will allow her to respond to you promptly, without taking her away from her class. We ask that parents refrain from “hanging out” in the classroom as this disrupts the class’ ability to get their morning started. If you would like to see how your child is doing, feel free to observe the classrooms at the monitor located in the hall of building “A”. Parents are to exit the classroom by the 8:30 bell.

Due to privacy laws, teachers may not disclose any information about your child to anyone other than yourself, without specific written documentation. If you have any questions or extenuating circumstances, please contact the director (afroelich@rcseagles.org). Please put “Preschool” in the subject line.

Parent Alert and/or School Closings

On occasion, it may become necessary to cancel school due to flooding, ice, or other inclement weather conditions. RCS will communicate through Ren-Web's Parent Alert system. If possible, we will change the school's phone message and/or update the website. *It is essential that there are valid cell phone numbers and email addresses in the Ren-Web system at RCS. In the event these numbers / email are not valid, you will not receive urgent school communications.*

Generally, RCS will follow Cy-Fair I.S.D. decisions regarding school closures.

Should it become necessary to close school once the school day has begun, parents will be notified via the Parent Alert System for immediate pick up. If you are unable to pick up your child, other arrangements must be made by you.

FYI-if your child carools with a High School student, specific permission must be granted for him/her to ride with the High School student. (High School students are required to contact their parents to let them know of the early dismissal before they leave campus.)

Parent / Teacher Conferences

Parent / Teacher Conferences are scheduled twice per year. Preschool is not in session on these days; however, we will be happy to provide childcare for enrolled students at no cost during the conference time. (Please refrain from bringing siblings.)

During the conference, your child's teacher will review your child's progress and share developmental successes and any areas of opportunity that have been observed in the classroom. Some conferences may include the director for teacher observation purposes, or for the purpose of clarification.

In the event you cannot attend on the designated conference day, it is expected that you reschedule with your child's teacher.

Application to Kindergarten

Admission to preschool does not guarantee admission to Rosehill Christian School Kindergarten. While we will work to prepare your student for the academic rigors of our K-12 school, admissions standards to our kindergarten and lower school are rigorous. For more information on admittance to Kindergarten, please contact the Preschool Director or the Lower School Principal.

Assessments & Testing

At the mid-year point, we begin looking at Kindergarten readiness for our PreK 4 and Bridge students. Teachers will discuss your child's progress and any areas that he/she will need to focus on prior to May. Children desiring to progress to Kindergarten at RCS will be tested with a diagnostician. The testing includes

age appropriate games that determine a child's ability to be successful within our rigorous academic program. Results of these tests are provided to administration only as they are given at a discounted rate for internal use. Should you desire to see the results of your child's testing, you may contact the diagnostician to schedule an appointment. There will be an additional cost for this appointment.

In addition to formal testing, your child's teacher will provide a standard assessment based on both classroom observation and an individual, pull-out assessment of skills that have been taught in the class. The results of these assessments are communicated to you at your parent conferences and are forwarded to the director as part of the kindergarten application process.

Interview

Once the formal testing results are in, the pastor's questionnaire received, and the assessments have been completed, a recommendation is made by the Director to the Elementary Principal. At that time, an interview will be scheduled for your family. During your interview for enrollment into our K-12 program, you will discuss your goals for your child, any questions you may have, and any questions administration may have. In addition, you will need to be prepared to share your testimony and information about your involvement with your local church, as we do require that at least one parent of our K-12 students be a born-again believer. Should you have any questions about this, please feel free to discuss it with your child's teacher or the director, as we will be happy to assist you in any way possible.

Classroom Visits

In the spring, the Bridge Class may visit the Kindergarten classrooms to learn about Kindergarten. Also in the spring, the PreK 4 classes may visit both the Bridge classroom and Kindergarten classrooms to learn about both programs.

Bridge Class

This class has been highly successful for RCS. It was created to fill a need for our students who just weren't quite ready for Kindergarten yet. The students, who have benefited from the gift of an additional year, have consistently performed at the top of their class as they move forward in our rigorous academic program. Completion of PreK 4 is a prerequisite to this class.

Medication and Medical Emergency Policies

Upon recommendation of the Committee on control of Infectious Diseases of the American Academy of Pediatrics, a child should remain at home when any of the following exist:

- Fever (to return-must be fever free without medication for a full 24 hours)

- Vomiting or Diarrhea (to return-must be free of symptom for a full 24 hours)
- Pink eye (must have received prescribed antibiotics for at least 24 hours)
- Any symptom of childhood diseases, scarlet fever, German measles, mumps, chicken pox, or whooping cough (to return-doctor's release is required)
- Common cold-from onset through one week (to return-must be free of colored drainage and deep cough)
- Sore throat (please see a physician if this symptom persists)
- Croup (to return-must be free of barky cough)
- Any unexplained rash (to return-doctor's release is required)
- Any skin infection-boils, ringworm, impetigo, etc. (to return-doctor's release is required)

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 nurse'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 at 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.
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 ziploc bag). The doctor's specific written orders must accompany the nebulizer/medicine.
8. A student with severe 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. (Please see section on severe allergies.)
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.

FOOD ALLERGY POLICIES

RCS has adopted the following policies and procedures as they relate to food allergies.

1. Any student enrolled that has a severe food allergy will be required to meet with the Nurse and Director of Business / Preschool to discuss what the school can do to accommodate the student and what expectations or requirements the school has for the parents. A specific form will be provided that is signed by the parents to indicate that they understand the risks and they acknowledge that the school has not assumed a duty to protect the student from all exposure to the particular food allergen. A copy of this form will be provided to each of the student's teachers, the nurse and Administration.
2. The term "peanut-free zone", "wheat-free classroom", etc. may not be used on campus. (Either verbally or in written format). The use of similar terminology conveys the perception that the school is guaranteeing or warranting an unrealistic level of safety in the environment. RCS cannot serve as an insurer against all exposure to peanuts or other food allergens.
3. Parents will be required to provide documentation from a medical professional regarding the specific allergen that affects their child. With this documentation, the school can request information on the symptoms and the recommended procedures to address the symptoms. (For example, the school should know the signs that occur when the student is having a severe allergic reaction. The documentation provided by the medical professional should direct a lay person as to how to assist the student when a severe reaction is observed.) RCS will specifically address the accommodations that will / will not be made.
4. All policies that address an anaphylactic reaction will require parents to provide the antidote, including EpiPens (several for each student). Depending upon the age of the student and the circumstances presented, and to the extent possible, the school may consider requiring the student to self-administer the EpiPen. There will be several designated individuals trained to administer an EpiPen if needed. This list will be communicated by Administration.
5. All EpiPens must be clearly labeled with the student's name, which will be kept in several locations (i.e. health clerk's office, Administrative Asst. office, Athletic office, lunch room)
6. A note may be sent home to members of the student's class requesting assistance in minimizing the allergen's presence in the classroom. Compliance cannot be a requirement. This letter must be written by the student or parent and must be approved by Administration prior to going home. This letter may not go to any other class other than the homeroom class.
7. Teachers should attempt to eliminate the specific allergen from school supplied activities / snacks. However, the school does not guarantee a completely safe environment. Parents are assuming some risk by enrolling their child.

Diet Restrictions

As food is regularly used for instructional purposes in our classrooms, students will be expected to participate as directed by their teacher. Parents desiring to manage their child's diet are to provide a signed doctor's note stating the medical need to avoid certain food types. In these situations, parents are required to meet with the Director & the Teacher to discuss the details of their child's needs. Students with diet restrictions are expected to comply with these restrictions at all times, with the parent providing all snacks and instructional substitutions for the teacher. (i.e. "no cookies except for birthday or holiday celebrations" would not be an approved restriction)

Parents certainly have every right to control the food intake of their child. However, we do not staff to manage 12 different plans in each classroom. Due to our staffing ratios, specialized diets will be the full responsibility of the parent once the modification has been approved by the director.

Severe Allergies (please also see above "Food Allergies")

If your child has any serious allergies, (i.e. food, dyes, insect stings) or any chronic conditions (i.e. asthma, diabetes, seizures), the parent should note this on the student's emergency card and alert the teacher and the nurse. A conference shall be held and may include the parent, principal, teacher and nurse when deemed appropriate.

Minor Injury Reports

As preschoolers are active learners, minor bumps & scrapes tend to occur. Your child's teacher will include a note in your child's backpack should an incident occur during the school day; when possible, she will give it to you directly during carpool.

Due to privacy laws, when a notification of an injury comes home, you will not see the name(s) of any other children involved. Although we will handle any situations that may arise, we are not at liberty to share the names of any parties involved.

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. Should a child become feverish at school, it is expected that he/she will be picked up within one hour of communication with the school, please make the necessary arrangements to accommodate this requirement if needed.

- If a child is sent home from school, he/she must be free of symptoms and untreated fever for twenty-four (24) hours before returning to school.
- Regardless of the explanation, a child is to be kept at home until he/she has been free from vomiting or diarrhea for 24 hours. (I.e. if the last time your child got sick was 10:10 a.m. yesterday, he/she may return to school after 10:10 a.m. today).

Emergency Medical Services (EMS) will be called immediately if a student is presented as follows:

- Loss of consciousness
- Excessive bleeding
- Severe allergic reaction
- An Epi-Pen has been used
- Seizure activity
- Difficulty breathing

EMS may also be called at the discretion of the nurse or a member of Administration. Should EMS be called, your child will need to be checked out prior to the EMS team 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 and Authorization to Participate in Preschool

All preschool students must have a current immunization record for each child. This must be updated as immunizations are administered as well as at the beginning of each school year. Per Texas guidelines, preschool students must also have a release signed by a physician authorizing them to participate in a preschool program. In the event a family is unable to immunize their child for medical reasons, a current, original physician's note must be supplied prior to the first day of school.

PLEASE NOTE: the above referenced information must be on file by the first day of school to be able to participate in the RCS Preschool Program.

Immunization requirements may be found on the school's website on the nurse's page. All immunization records must be validated by a physician or public health clinic. Failure to have immunizations up to date will result in suspension from the program until proof of immunizations can be provided. For additional information, please go to www.ImmunizeTexas.com.

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 include 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 readmitted:

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

The following guidelines for some of the more common diseases will be followed:

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 annual health screenings for selected grade levels. 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 his/her 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.

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

Aggressive Behavior in Children

At RCS, we believe that early intervention is in the best interest of children, families and staff. Our school is committed to addressing development and behavioral issues as soon as they arise. If our staff identifies developmental concerns, the parents are promptly contacted. The staff will work with the family to share information, make recommendations, and strategize an individual program for meeting the needs of the child.

Our staff uses positive guidance techniques when working with children. Some behaviors, such as biting, tantrums, sharing issues or physical aggression are typical developmental issues that we see in the Preschool environment.

For safety and health concerns, we take aggressive behavior seriously. While biting, spitting, hitting, pushing, and kicking can be quite natural responses to frustration in the younger child, children over two years old are expected to have outgrown these behaviors most of the time. Once inappropriate behavior has been addressed, the Director will become involved. Continued aggressive behavior cannot be tolerated in the Early Childhood program and will be treated as a serious disciplinary breach by the teachers and Director.

Our policy for handling behavioral challenges is as follows:

- The parents will be contacted with detailed information.
- The teacher and/or the Director and parents will meet together to share information, strategize an action plan to support the child, and set a time for a follow-up meeting. While suspension seems like an extreme solution, it is actually a useful and common tool in handling preschool misbehavior. It should be regarded by the parent not so much as a punishment, but as an opportunity for the child to forget his/her old pattern and relearn a healthier one.
- During the follow-up meeting, the teacher and/or Director and parents will reflect and reassess the action plan and determine what, if any, future measures shall be taken to support the child. At that time, we may suggest collaborating with an outside childhood consultant.
- If all of our interventions as well as those made by the family outside of school have not been successful, we may determine that we are unable to meet the needs of the child. At that time we will ask the family to find an alternate placement for the child.

In the event that the child is exhibiting behavior that poses a danger to other students or staff, the Director will require that the child be picked up from school immediately that day.

Our program celebrates the individuality of each child. We are committed to responding to a wide range of learning styles and needs. It is only on very rare occasions that a child's behavior may warrant the need to find a more suitable setting for care.

Developmental Issues in Preschool Children

The rate of reported developmental issues has increased in recent years. Our Early Childhood team does our best to assist families with one or more children experiencing developmental issues or delays. Observations are communicated to parents as needed, at times with suggestions for home routine modifications and/or a suggestion to seek an evaluation by a professional trained in the area of child development. These suggestions will be provided based on classroom observations only.

As we believe that early intervention is in the best interest of the child, minor modifications may be implemented in the classroom in an effort to determine best practices for the child. Should it become apparent that the teacher/director initiated modifications are inadequate, a parent conference will be requested.

Parents who have received a diagnosis of a developmental issue, delay and/or disorder are asked to set up a parent conference with the teacher and the director. The purpose of the conference will be to create a working action plan which specifies what modifications the school can/cannot accommodate. Generally, our team will provide modifications that do not disrupt/detract from the learning environment.

Students disrupting the learning environment will be placed on a behavior modification plan for a specified period of time. During this time, both parents and teacher will be in regular communication. At the conclusion of the time frame, it will be determined as to whether the child's needs can be met by our program.

Inappropriate Parental/Guardian Behavior

Because our programs are based on developing partnerships and supporting families, it is only on very rare occasions that a parent/guardian's actions or requests may warrant the need to find a more suitable setting for their child. Examples of such instances include:

- The parent/guardian fails to abide by our program's policies.
- A parent/guardian demands special services that are not provided to other children and which our school cannot reasonably deliver, including requests that are outside the philosophy of our program.
- A parent/guardian is physically or verbally abusive to children, staff, or other RCS parents.
- A parent/guardian uses profanity within hearing distance of children, staff or other RCS parents while on the RCS campus.

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 cannot 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.

Rest Time at School

Per State guidelines all preschool children are required to have the opportunity to rest (excluding Bridge). RCS employees create an environment that fosters adequate rest during the school. (Nap-mats & blankets are provided by RCS.) Please note that teachers are not allowed to keep children awake. Following is generally what may be expected for rest time for 3's and 4's (MDO/Nursery refer to the posted schedule):

- August-December: 45 minutes rest time on mat. After this time if the child is awake on their own, they may play/read quietly on their mat with the items supplied by the teacher. When the majority of the children wake up, the lights will be turned on and gentle play / activities may resume. After 90 minutes, any children who are still asleep will be gently awakened.

- January-May: 3's have no change in the above schedule.
- January-May: 4's....30 minutes rest time on mat. After this time if the child is awake on their own, they may play/read quietly on their mat with the items supplied by the teacher. When the majority of the children wake up, the lights will be turned on and gentle play / activities may resume. After 90 minutes, any children who are still asleep will be gently awakened.

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 nighttime 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

Breakfast:

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 and 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!) In the event a child arrives to school with breakfast in hand, a parent will be asked to stay with him/her outside of the classroom until the child has finished eating. **Repeated arrivals with sugary breakfast associated with unacceptable classroom behavior will be brought to the parent's attention for correction.

Children arriving for morning extended care are welcome to bring their breakfast with them provided they arrive before 7:40 a.m. They will be asked to eat upon arrival and to clean up after themselves. Please ensure the breakfast that is packed is one that he/she can manage themselves.

Students indicating a stomach ache or headache prior to the morning snack will be asked if they have eaten breakfast. If they have not eaten, a light breakfast will be provided at a cost of \$2.50 per occurrence. This will be direct billed to the family account.

Water:

Children are required to have a sports-top water bottle each day. Water bottles should be labeled with your child's first and last name. Students coming to school without a water bottle will be given one by our staff. Water bottles will be charged to your family account at \$3.00 per water bottle.

Snack:

At school, students are given a morning snack. However, please note this is a light snack, not a substitution for breakfast. Afternoon snacks are given at the end of the day. Students staying for extended care will need to have a hearty afternoon snack packed in their lunchbox-please label this snack as "extended care".

Lunch:

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 dessert. Carbonated beverages are not permitted for preschoolers during school hours. Please do not send candy in your child's lunch box.

PLEASE NOTE: Gum is strictly prohibited for preschool students. Please have your child discard his/her gum in a trash can prior to entering the classroom.

Preschool "Fun Fridays" occur select Fridays. A hot lunch from Chick-fil-a or delivered Pizza may be ordered at an additional charge. A pre-order form will be provided at orientation for those families wishing to participate. Drinks will not be available for purchase; please provide your child's drink from home.

Nutrition-feeding my child is very difficult...what do I do?

Here are 6 common, unpleasant, and unhealthy childhood eating situations and tips to handle them. Also, remember that food should be used as nourishment, not as a reward or punishment. In the long run, food rewards or bribes usually create more problems than they solve.

Feeding Challenges and Solutions

Food Jags: Eats one and only one food, meal after meal

Solution: Let the child eat what he or she wants if the jag food is healthy. Make sure the child is hungry at mealtime and offer other foods at each meal before the jag food. Don't remove the jag food, but offer it as long as the child wants it. After a few days, the child likely will try other foods. Food jags rarely last long enough to cause any harm.

Food Strikes: Refuses to eat what's served, which can lead to "short-order cook syndrome"

Solution: Make sure the child is hungry when mealtime comes. Do not offer juices, sweetened drinks, or snacks too close to mealtime. Have whole-grain bread and rolls as well as fruit available at each meal, so there are usually choices that the child likes. Be supportive, set limits, and don't be afraid to let the child go hungry if he or she won't eat what is served.

"The TV Habit": Wants to watch TV at mealtime

Solution: Turn off the TV. Watching TV during mealtimes is a distraction that prevents family interaction and interferes with a child's eating. Value the time spent together while eating. Often it is the only time during the day that families can be together.

The Complainer: Whines or complains about the food served

Solution: First, ask the child to eat other foods offered at the meal. If the child refuses, have the child go to his or her room or sit quietly away from the table until the meal is finished. Don't let him or her take food along, return for dessert, or eat until the next planned meal or snack time.

"The Great American White Food Diet": Eats only white bread, potatoes, macaroni and milk

Solution: Avoid pressuring the child to eat other foods. Giving more attention to finicky eating habits only reinforces a child's demands to limit foods. Continue to offer a variety of foods from all the food groups. Encourage a taste of whole grains as well as red, orange, and green foods. Eventually the child will move on to other foods.

Fear of New Foods: Refuses to try new foods

Solution: Continue to introduce and reinforce new foods over time. It may take many tries before a child is ready to taste a new food...and a lot of tastes before a child likes it. A good starting point is to encourage the child to simply allow a small portion of the new food to sit on his or her plate. Don't force the child to try new foods. Also, remember that you are a role model—make sure your child sees you enjoying the food.

Note: Do not feed children younger than 4 round, firm food unless it is chopped completely. The following foods are choking hazards: nuts and seeds; chunks of meat or cheese; hot dogs; whole grapes; fruit chunks

(such as apples); popcorn; raw vegetables; hard, gooey, or sticky candy; and chewing gum. Peanut butter can be a choking hazard for children younger than 2.

Use of Electronics and Preschoolers

Below are releases on studies appearing in the August issue of Pediatrics, the peer-reviewed, scientific journal of the American Academy of Pediatrics (AAP).

Limit screen time (TV, smart phones, Ipad, Kindle, etc.) to no more than two hours daily for children 2 and older. The AAP does not recommend any screen time for children younger than 2 years of age. Never put a TV in a child's bedroom. Parents should watch along with older children and try to put the right spin on what their children are seeing. Young children should not be exposed to violence on TV, including on the news. TV should not become a babysitter.

As you are planning your child's screen time, please be aware that he/she may have a 20 minute center time with an educational activity on an electronic device. Your child may also enjoy group praise and worship with a praise and worship video (these are activity based and help us get our wiggles out!).

Video Games Linked to Attention Problems in Children

Below are releases on studies appearing in the August issue of Pediatrics, the peer-reviewed, scientific journal of the American Academy of Pediatrics (AAP).

Television viewing has been associated with attention problems in children. A new study, "Television and Video Game Exposure and the Development of Attention Problems," published in the August print issue of *Pediatrics* (published online July 5), found a similar effect for video games. Researchers assessed 1,323 children in third, fourth and fifth grades over 13 months, using reports from the parents and children about their video game and television habits, as well as teacher reports of attention problems. Another group of 210 college students provided self-reports of television habits, video game exposure and attention problems. Researchers found children who exceeded the 2 hours per day of screen time recommended by the American Academy of Pediatrics were 1.5 to 2 times more likely to be above average in attention problems. Furthermore, early adults showed a similar association, suggesting that early video game exposure may have lasting consequences.

Handheld Device Considerations for Young Children

1. Rapid brain growth in younger children. Stimulation to a developing brain caused by overexposure to technologies (cell phone, internet, iPads, TV) has been shown to be associated with attention deficit, cognitive delays, impaired learning, increased impulsivity and decreased ability to self-regulate (i.g. tantrums).
2. Delayed Development. Technology use restricts movement, which can result in delayed development. Movement enhances attention and learning ability.

3. Epidemic Obesity. TV and video game use correlates with increased obesity. Children who are allowed a device in their bedrooms have 30% increased incidence of obesity. These children run a higher risk of developing diabetes, early strokes and heart attacks.
4. Sleep Deprivation. 60% of parents do not supervise their child's technology usage, and 75% of children are allowed technology in their bedrooms. 75% of children aged 9 and 10 are sleep deprived to the extent that their grades are detrimentally impacted.
5. Mental Illness. Technology overuse is implicated as a causal factor in rising rates of child depression, anxiety, attachment disorder, attention deficit, autism, bipolar disorder, psychosis and problematic child behavior.
6. Aggression. Young children are increasingly exposed to rising incidence of physical and sexual violence in today's media. The U.S. has categorized media violence as a Public Health Risk due to causal impact on child aggression.
7. Digital Dementia. High speed media content can contribute to attention deficit, as well as decreased concentration and memory, due to the brain pruning neuronal tracks to the frontal cortex. Children who can't pay attention cannot learn.
8. Addictions. As parents attach more and more to technology, they are detaching from their children. In the absence of parental attachment, detached children can attach to devices, which can result in addiction. One in eleven children aged 8-18 are addicted to technology.
9. Radiation Emission. Currently, cell phone radio frequency is currently classified as a 2B (possible carcinogen), however emerging research has resulted in recommendations to reclassify this radio frequency to 2A (probably carcinogen).

Toys at School

Please do not allow your child to bring toys to school as they tend to be disruptive in the classroom. RCS provides plenty of age appropriate activities in the classroom that may be used by multiple children as we learn to share.

We respectfully request that any toys being played with in the car be put away upon getting in line. This allows for a more efficient car pool line as it is sometimes hard to part with that favorite car toy.

Many classes have show and tell days. Please only send items that fit in a lunch sack in their backpack. These items are to remain in their backpack until their teacher asks them to get their show & tell items. (If you have a larger item, no problem, just contact your child's teacher in advance.)

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.

Potty Training

As RCS is not licensed to change soiled garments, all preschoolers are required to be fully potty trained (to include wiping). As it is normal for children to regress from time to time, it is important that you let your child's teacher know when something is going on in your child's life.

If your child still sleeps in pull-ups, please let us know that prior to the first day of school. Provided your child can put their own pull-up on and change back after their nap, this is allowable.

Recurrent "Accidents"

After the 3rd consecutive accident, a parent will be contacted to come to the school to change their child. Continued accidents will result in a conference with the director. If it is deemed that a child is not potty trained, he /she will be asked to refrain from attending until potty training is complete.

Field Trips

Typically, 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. The cost for your child is included in the annual tuition.

RCS Preschool students may participate in an off-campus field trip. Specific requirements will be sent home relative to adult to child ratios & booster seat/car seat requirements. Students/parents must be in full compliance to participate in off-campus field trips.

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

Financial Information (Payments, Withdrawals, Late Enrollees, Past Due Accounts, etc.)

STUDENT TUITION AND FEES POLICY

RCS uses a continuous enrollment contract. This is a one-time enrollment process where your student stays enrolled until they either graduate or you opt-out of enrollment of enrollment for the next school year. As your child is enrolled, you will be asked to agree to the terms of the contract which states: "I hereby opt into continuous enrollment. This means that my RCS student will continue coming back to RCS every year unless I tell the school otherwise. I understand that I have until March 31st every year to notify Rosehill Christian School's Admissions Office of any changes in my plans of enrollment for my child(ren)."

TUITION INSURANCE

RCS provides optional tuition insurance through the Hanover Insurance Group. If selected, this insurance helps protect the investment you are making in your child's education. Your enrollment contract with the school financially obligates you to pay the full amount of tuition and fees for your child regardless of attendance. For a covered cause of loss, tuition insurance will pay the remaining portion of tuition up to the co-insurance percentage listed on the policy. Please contact Kendra Bissell (kbissell@rcseagles.org) for additional information.

FACTS

FACTS is a division of Nelnet, Inc. RCS uses their services for the remittance of all tuition receipts. FACTS is also used for the collection of incidental charges. If desired, a family can set up different payment methods for tuition and incidental charges. Families will be required to update their financial information each year. The cost of using FACTS is passed on to the payor on the account and is determined by the method and frequency selected. A one time fee is charged each year for all accounts. There is no additional fee when banking information is provided and drafts are pulled on the schedule set up by the customer. An additional fee is charge for each credit card transaction. FACTS automatically applies NSF / late charges as part of their service to the organization. Please pay close attention to deadlines.

In the event a payment schedule needs to be modified, please contact Kendra Bissell at least 5 business days prior to your scheduled payment date. This allows FACTS the time needed to make any adjustments with the

bank(s).

Family Account Charges (Student Incidental)

In an effort to limit the number of checks our parents write to RCS, approved incidental charges may be charged to a family's account. Each family is expected to pay their family account upon receipt of each bill.

General Guidelines for Family Account Direct Bill Charges:

- Approval is to be obtained from the grade level administrator and the business office prior to any fundraiser communication.
- No direct bill charges will be made after April 1st, as all monies need to be collected prior to May 31st (end of the fiscal year).
- Supporting documentation must be provided to the business office prior to posting to an account.
- Standard, school related postings do not require supporting documentation from the parent. These may include: parking fines, lost books, lost planners, class novels, extended care charges, etc.
- Trip charges (i.e. hotel) will be calculated upon return from the trip (only estimates are provided by the group sponsor prior to the event). Students who cancel their participation (due to ineligibility, changed their mind, illness, etc) will still be financially responsible for their portion of the trip. In some circumstances, substitutions can be made with minimal effort allowing the expense to be transferred to another participant. Once calculations have been made and communicated/charged, the student becomes financially obligated. It is the family's responsibility to notify the group organizer and the business office promptly when a cancellation is necessary.

Late Payments & Past Due Accounts

Account balances will be routinely reviewed. Payments arriving after the due date, will incur a late payment charge of \$50. To decrease this fee, families experiencing a financial hurdle are advised to set up a payment plan. The administrative cost for a payment plan is \$20/month. Late fees for the agreed upon plan are applied at the rate of an additional \$50/late payment. Families who are recipients of any type of tuition discount are expected to keep their account current. Failure to do so may result in the revocation of the discount previously awarded.

Families with a past due account will be ineligible to purchase optional items or to participate in optional activities. This list includes but is not limited to: hot lunch program, clubs, athletics, field trips, overnight trips, drama productions, purchases of spirit wear, etc. Notification will be sent via email.

It is important that parents tell their children about the ineligibility upon receipt of the email to avoid uncomfortable situations for their child(ren) and/or the employees of RCS.

NSF Payments

Payments that are returned as insufficient will be charged a flat fee of \$30 per occurrence. Please note, FACTS will automatically attempt to resubmit the payment on the 5th and 20th of each month following a returned payment. (Families making weekly payments are not eligible for the automatic second attempt by FACTS.)

Payment Plans

Payment Plan Applications for tuition and/or family account balances are available in the business office. Please contact Mrs. Kendra Bissell to obtain an application. Should a payment plan be desired, it is important that the application process be initiated as soon as possible to avoid the higher late payment fees.

Written payment plans are to be submitted to Mrs. Kendra Bissell for processing and approval notification. Once approved, the following monthly fee schedule applies:

Balance	below	\$2,000.00	\$20/month
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Balance over \$2,000 requires Head of School approval in addition to the monthly fee.

Failure to meet approved deadlines and/or insufficient payments will CANCEL the approved payment plan, resulting in the higher past due account fees being posted to the account.

With an approved, written payment plan, a student may or may not be approved to participate in extracurricular activities as determined by the Administrative Team. Your family will be notified as part of the payment plan approval process.

Delinquent Account Policy

An account is considered delinquent when an approved payment plan is not in place, not followed and/or an account is 30 days past due.

The following guidelines / procedures are implemented for all delinquent accounts:

- Students are ineligible to participate in any activities outside of attending classes until the debt is paid in full or an approved payment plan is in place.
- Eligibility for continued enrollment will be determined by the Administrative Team.
- Renweb will be disabled until the account is made current or an approved payment plan is in place.
- Records may be sealed until the debt has been paid in full.

Withdrawal Account Policy

Although we never like to see any of our school family withdraw from RCS, the following policies are in

place when a withdrawal becomes necessary.

- All tuition and/or fees paid prior to the first day of school are non-refundable/non-transferable.
- Most grade levels include trip payments that are paid out over the course of the year. As commitments are made well in advance, these payments are non-refundable.
- The family is responsible for tuition payments through the end of the school year, regardless of attendance.
- The family is responsible for all incidental charges that have been incurred (includes pre-ordered lunches).
- The family is financially responsible for any group commitments where an additional expense exists (i.e. cheer camp, choir uniform, etc)
- Families that have enrolled in the optional Tuition Insurance will need to complete the required documentation to initiate their claim. Please contact Kendra Bissell to begin this process
- Records will not be released until an account is paid in full for both tuition and incidental charges.

Financial Policy For Account Write-Offs Of Severely Delinquent Accounts

Occasionally, collection activity is necessary for severely delinquent accounts. The family file and all school documents will be frozen until the debt has been paid in full.

In the event collection activities are unsuccessful, information will be submitted that impact one's credit score. The business office will notify the family that a Form 1099-C has been filed and submitted to the IRS.

Fundraising at RCS

Currently, tuition & fees covers approximately 85% of our operating costs. The remaining 15% is donated through the Annual Fund, and additional wish list items are graciously given 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 or financial gifts to the school/classroom to ensure a donation receipt is generated.

Generally, there are three areas our Preschool families have chosen to financially donate to RCS:

1. Annual Fund: These gifts help offset general operating expenses which include teacher salaries, classroom supplies, building & ground expenses.
2. Capital Campaign: These gifts are directed to pay off our newest building (H). As funds are secured, these gifts will be used to improve our infrastructure and eventually towards additional campus expansion.
3. Preschool Gifts: These gifts directly impact the children in the RCS preschool program. Recently these gifts have paid for new doors for our building, playground equipment, classroom supplies & furniture.

This year we will enjoy the return of one of our favorite activities--Trike-a-thon. We are hoping to have a high level of participation the day of our event and in the securing of pledges for your little one. Proceeds from this year's Trike-a-thon will be directed towards security improvements in our area. Please save the date....October 7th. Look for more info to come home the first day of school!

Development Team

In addition to coordinating fellowship events, this team of RCS employees are charged with raising a specified amount each year. Typically these funds are raised with the generous help of our school family. This team has an unlimited number of fundraisers available to them as they secure funds for all areas of the school. Please feel free to contact any of these team members at any time.

Amy Hargrove (ahargrove@rcseagles.org)

Andrea Sharayha (andrea@hfrrf.org)

Development Events

The Development Team will not be utilizing product sales to be sold outside of our family for the 2018-2019 school year. We will continue to have items that are viewed as a service or convenience (i.e. pre-packed school supplies, Christian shirts, etc).

- Capital Campaign Gatherings with the Board of Directors
- Fellowship Activities
- Grandparent's Day (in coordination with the Academic team)
- Fundraising Events (i.e. Golf Tournament, Gala, etc)
- Organizations within the school may conduct fundraising projects to obtain funds for a specific purpose (e.g., choir, cheerleaders, sports booster club, etc.) provided they fall into one of the preapproved groups. Other groups will be considered by the Admin. Team in partnership with the Development Team on a case by case basis. Each fundraiser must be approved in advance by the Administrative Team. (There are a limited number of fundraisers that will be approved.)
 - If authorized, organizations are limited to a maximum of 2 fundraisers per year.
 - If authorized, groups with elected officers may sell items twice per calendar year without collecting taxes. There are very specific guidelines relative to this IRS guideline. Please contact the Business Office for additional information.
 - Collection of money must follow the procedures established by the Business Office. Please refer to the section titled "Collection of Money Outside of the Business Office" as well as the

section titled “Family Account Charges (Student Incidentals).” Please note: in all circumstances, checks should be written to the organization. (Checks should not be made to individuals as all funds must be reconciled through the business office.)

- Approval of projects must begin with the grade level principal and approved by the Administrative Team according to the following guidelines:
 - Fundraising must not interfere with the regular giving to the school for current operating funds or capital funds.
 - Fundraising activity must be pre-approved and added to the annual fundraising calendar. In the event the proposed fundraising effort is not a part of the annual calendar, a request must be submitted to the Administrative Team for approval at their next scheduled meeting.
 - The project has a particular purpose which will benefit the educational goals and programs of the school.
 - The funds raised will be used for areas not covered by the operating fund.
 - The project will be of benefit to and assist in the unity and cohesiveness of the school community and student body.
 - Money collected will be deposited into the appropriate school accounts for the intended purposes.
 - NO FUNDS MAY BE RETAINED OUTSIDE OF THE BUSINESS OFFICE.
 - Any commercial activity or any activity that requires the RCS name being used in a commercial advertisement is prohibited.
 - Door-to-door sales by children are forbidden without parent supervision.

Support for Good Causes and/or Other Non-Profit Organizations

While there are many good causes to be supported, Administration has determined that collection efforts are to be left to the church and local community organizations.

Following are the approved organizations for school affiliated service efforts (fundraising or the soliciting of items is not permitted):

- Boys & Girls Country
- Intercept Ministries
- Living Water
- Resale with a Purpose
- Ryan’s Rainbow
- Samaritan’s Purse (Christmas Boxes)
- Tomball and Waller Pregnancy Centers

Approval of projects must begin with the grade level principal and approved by the senior administrative team prior to any communication about the proposed project to parents, students or staff.

Donations to Specific Departments of the School

Frequently, individuals feel led to give to a particular effort within the school. We are very appreciative of your generosity! In order to assist you in maximizing your tax deductibility, as well as to ensure we are remaining within the school's guidelines, please contact one of the following individuals.

Athletics-Sponsorship Signs in the gym or on fields (Wade Sharayha)

Library-Scholastic Book Fair (Nicole Friedel)

Preschool-trike-a-thon (Donna Cox or Aimee Froelich)

Yearbook-Ads may be sold by the yearbook team(Kathleen Hughes)

Federal Requirements for Contributions

Receipting

All donation receipts must be generated by the Business Office to fulfill IRS requirements to qualify your gift for a possible tax deduction under IRS regulations. Please contact Aimee Froelich for additional information.

General Information re. Receipting:

- Year end receipts are generated by the business office in December after school has been dismissed for the holidays. Adjusted receipts are provided for gifts received after the processing date.
- Receipts will show both the amount given and the deductible portion. The deductible portion takes into account the value of any products/services that were received by the donor.
- Cash or Gift Cards will be reflected at the total value of the gift.
- Outside of cash or gift card donations, all donations will show a deductible portion of \$00.00 as required by IRS regulations. A description will be provided on the receipt for tax preparation purposes. Please keep your receipts for these items as your accountant may need them.
- Services may not be considered as a deductible gift per the IRS.
- The donation of stock will be reflected as a deductible portion of \$00.00. The number of shares and the amount for which it was sold listed on the receipt. Please retain all information for your accountant.

Memorial and Honorarium Gift Programs

Rosehill Christian School encourages its families to make use of its Memorial and Honorarium Gift Programs. An honorarium gift to RCS may be used to honor a relative or friend at such times as anniversaries, birthdays, and other special occasions. Memorial gifts are given to honor the memory of a friend or loved one. Your gift is tax deductible.

Volunteering

RCS relies on its parent, guardian, & grandparent volunteers. Please contact the Preschool Director if you would like to assist our efforts! In an effort to maintain a safe environment, we have a few requirements for our volunteers. Any adult desiring to serve in a volunteer capacity must complete a Volunteer Application, Background Check, and a Ministry Safe Online Course.

Ministry Safe Training

Ministry Safe was created by legal professionals who are sexual abuse experts. After decades of litigating sexual abuse cases, Gregory Love and Kimberlee Norris founded MinistrySafe to help ministries meet legal standards of care to reduce the risk of sexual abuse by creating preventative measures tailored to fit the needs of churches, camps and ministry programs. RCS has been using this program since 2016 to educate, train and assess the adults that come into contact with our children. This self paced online training occurs prior to any interaction with the children and takes approximately two hours to complete.

Please contact Casey Herring to have your personal link sent for your training and assessment. Your training is valid for three years.

Parent Led Organizations

Parent Teacher Organization (PTO)

Funds raised / donated to our parent-teacher organization are used to support the needs of the Students, Faculty, Staff & Administration of RCS. All expenditures from the PTO require a majority of the the PTO board to be in favor of the purchase. Purchases must also be approved in advance by the Administrative Team to determine appropriateness of the expense. PTO is limited to two fundraisers per year.

Contact: Courtney Monsive, PTO President

Approved fundraising activities to support Students/Faculty /Staff

- One product sale (i.e. Otis Spunkmeyer Cookies)
- Chick-fil-a Lunch Days
- Western Day
- Christmas request for donations
- Teacher Luncheon request for donations

RCS Booster Club

Funds raised by our booster club are used to support our athletic program. Funds raised by this group are carried forward from year to year until they are used for an approved purchase (see below).

Each year the Booster Club contributes to the Athletic Budget. This amount is determined with the

preparation of the school's annual budget (typically in the amount of \$20,000).

Booster Club expenses require a majority of the the Booster club board to be in favor of the purchase. Purchases must be approved in advance by the AD and a member of the Admin. Team to determine appropriateness of the expense. The Booster club is limited to two fundraisers per year.

Approved Fundraisers

- Reserved Parking Spots (available Monday -Friday after 4:00 p.m. and Saturdays when an athletic activity is scheduled.)
- The Athletic Program

The Booster Club is also permitted to support athletics through sales generated by the Spirit Store and home game concession sales.

- President- Clay Nicholson
- VP - Ashley Kelton
- Treasurer - Brent Kelton
- Secretary - Missy McGee



Preschool Operational Policies Acknowledgement

Child's Name (Print Legibly)

My child is in the following class group:

MDO/ Staff Nursery

PreK-3

PreK-4

Bridge Class

I acknowledge that I have received and read a copy of the written operational policies for Rosehill Christian School's Preschool Programs for the 2018-2019 school year. I understand and support the contents therein. I understand that additional policies, procedures & guidelines are available in the parent-student handbook, which may be found on-line at www.rcseagles.org.

Parent 1 Signature

_____/_____/_____
Date

Parent 1 Name (Printed Legibly)

Parent 2 Signature

_____/_____/_____
Date

Parent 2 Name (Printed Legibly)



Preschool Operational Policies Acknowledgement

Child's Name (Print Legibly)

My child is in the following class group:

- MDO/ Staff Nursery
 PreK-3
 PreK-4
 Bridge Class

I acknowledge that I have received and read a copy of the written operational policies for Rosehill Christian School's Preschool Programs for the 2018-2019 school year. I understand and support the contents therein. I understand that additional policies, procedures & guidelines are available in the parent-student handbook, which may be found on-line at www.rcseagles.org .

Parent 1 Signature

_____/_____/_____
Date

Parent 1 Name (Printed Legibly)

Parent 2 Signature

_____/_____/_____
Date

Parent 2 Name (Printed Legibly)