



Ridgeview Preschool
shaping little hearts to be the light of the world

Parent & Student Handbook 2012-2013



1362 East FM 552
Rockwall, TX 75087

972-771-2661

Welcome to Ridgeview Preschool

On behalf of Ridgeview Church, we welcome you to Ridgeview Preschool. We are privileged to offer you and your child an excellent preschool program. You have enrolled your child in a program that honors God. Our philosophy of education is to provide a Christian environment in which each child is encouraged and nurtured to grow spiritually, socially, physically and academically. All programming is designed to encourage growth in these four areas. With so many concerns and pressures on families today, we want you to be assured that your child is in a safe, loving, fun and nurturing environment.

Our Purpose Statement

It is our mission to teach children to be God's light in the world. Our program at Ridgeview Preschool provides a quality pre-school program of religious instruction that will benefit the child, the parent and the community. Our program is designed to help each child grow in his/her love and understanding of Jesus Christ, to provide a nurturing learning environment that will encourage each child to develop his/her uniqueness emotionally, intellectually, and spiritually, and to provide a solid foundation of skills on which the child can build.

Goals

- To teach each child that God is real and that a personal relationship with Him gives meaning to life
- To provide a safe, loving environment
- To be in a Christian environment with other children and to develop wholesome social relationships
- To provide appropriate play experiences that contribute to the child's developmental needs, interests, handicaps, and other abilities
- To help the child learn to utilize their intellectual and creative abilities in future learning tasks
- To provide opportunities for parents to meet with and work with other parents and teachers who have as their common concern, the interests and needs of the pre-school child
- To provide opportunities for parents to grow in the understanding of child development through a planned educational program
- To be able to reach out in God's love to the community, while shaping little hearts to be the light of the world.

School Staff

Our teaching staff at Ridgeview Preschool consists of experienced early childhood teachers and teachers' assistants. All of our staff members receive on-going training in child development and are CPR certified. Our school is licensed by the State of Texas.

Curriculum

Ridgeview Preschool will have lessons in Bible, Language, Introductory Reading, Mathematics, Music, Art and Life Skills. Indoor and outdoor playtime is provided every day (weather permitting) for development of large and small motor skills. Preschool features also include Daily Chapel, Educational Themes, Art Projects, Computer, Memory Verses and on-campus field trips. We utilize a well planned Bible based curriculum that focuses on a variety of enriched topics.

Admission Policy

Ridgeview Preschool is licensed by the Texas Department of Protective and Regulatory Services. A copy of the standards and Ridgeview's most recent licensing inspection report are available for review in the Director's office. You will be notified immediately of any policy changes.

Children between the ages of 18 months through 5 years will be admitted to Ridgeview Preschool. The school reserves the right to review the admission of a child after the first month and to make a decision as to whether a child is ready for our program. If for some reason you are asked to take your child out of the program, you will receive a refund for tuition and fees. This refund will be prorated based on the number of days class was attended.

We require that the following forms be on file for each child prior to the child attending class:

1. Enrollment Agreement
2. Health Statement, Hearing / Vision Screenings
3. Immunization Records
4. Parent Handbook Agreement Form with signature

Monthly Tuition Rates and Fees

Fees are non-refundable.

1 day a week:

\$50 Annual Registration & Insurance Fee

\$50 Supply Fee (Due by January 10)

\$75 Monthly Tuition

2 days a week:

\$80 Annual Registration & Insurance Fee

\$80 Supply Fee (Due by January 10)

\$150 Monthly Tuition

3 days a week:

\$115 Annual Registration & Insurance Fee

\$115 Supply Fee (Due by January 10)

\$225 Monthly Tuition

*If there is more than one child per family, a 15% discount applies to the monthly tuition (for the second and following children).

*** The 1st months tuition (Sept) and Annual Registration fee is due at time of enrollment. Tuition payments for the remaining 8 months are due September through April, beginning the 1st of each month. The 9th and final payment will be due in April with no payment due in May.**

Extended Care Program and Fees

P.M. – 1:30-2:30

\$7 per session, per child paid daily or a prepaid punch card can be purchased at \$25.00 for 5 extended days.

Drop-In Policy and fees

\$25 per day, paid daily

For enrolled students only

Please call the office to schedule a drop-in.

Tuition Policies

Tuition payments are due and payable the first of the month. Tuition is considered past due if not received in full by the 10th day of the month. An initial late fee of \$10.00 plus \$2.50 for each additional day must accompany your late payment. **If tuition is not current, please see the director before leaving your child for the day.**

Checks may be made out to "Ridgeview Preschool". Please write your child's name on the memo portion of the check. You may send checks to school in your child's folder or you may mail payments to Ridgeview Church Preschool, 1362 East FM 552, Rockwall, TX 75087.

Tuition is based on our nine month school-year and divided into 9 equal payments for convenience. Tuition is the same each month regardless of holidays or absences. Adjustments will not be made to monthly tuition due to circumstances beyond our control, including inclement weather.

If you must remove your child from the program for any reason, we ask that you give 30 days of paid notification. We ask this because we staff our school based on expected enrollment. Without this notice you are responsible for all remaining tuition payments. For example, should you withdraw on the first of April, April payments are still your responsibility. However, we do maintain a waiting list for all classes and if we are able to fill your child's spot quickly, we will refund you the difference.

School Hours

Class time starts each day at 9:00AM. You may drop your child off for preschool at 8:55AM. Beginning the day with all the children together on time provides a smooth running program. Our school day ends at 1:30PM. A late pick up fee of \$5.00 for each 5 minutes after 1:36PM will be charged to parents when children are picked up after the 1:30PM dismissal time. Please be prompt in picking up your child as this makes your child feel secure.

Sign-In and Sign-Out Logs

A sign-in/sign-out book is located in each classroom. Please sign your child in and out each day. It is mandated by the State of Texas that

Ridgeview Preschool keep a record of each child's time of arrival and time of departure.

Immunization Requirements

Each child enrolled or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements. Except as otherwise stipulated by the Department of Health, all immunizations required for the child's age must be completed by the date of admission.

Hearing and Vision Screenings

Child care licensing requires that all child-care centers ensure that every child 4 and older must obtain hearing and vision screenings. Please complete have your child's pediatrician complete this screening and have the pediatrician send verification. Proper verification may also be provided on the Admission Form.

If the need for follow up treatment or assessment is discovered at hearing and vision screenings, please communicate this information with the preschool director in writing with copies of the medical paperwork.

Admission Agreement

1. Each child shall attend class only on their assigned days.
2. The school shall provide the child with a snack each day.
3. Children are required to bring a healthy and well-balanced lunch from home. Please no carbonated beverages or food that needs to be heated.
4. The child shall be given assistance with personal care when needed.
5. The child shall be involved in a program of play, learning experience, and religious instruction.
6. The school shall assume responsibility for the child once he/she has been brought to class and deemed healthy.
7. We routinely avoid dispensing medications unless a unique situation arises or in the case of chronic illness (i.e. headaches, asthma attacks, or allergic reactions). The child shall be administered physician-prescribed medicine only with the written authorization of the child's parent.
8. The school shall give appropriate first aid to an injured child.

9. An ill child shall be isolated and given the appropriate care until they are picked up promptly by their parent, guardian or designated provider.
10. The school shall notify the child's parent or guardian of suspected exposure to a communicable disease.
11. The school shall make every reasonable effort to safeguard personal belongings brought by the child but shall not be responsible for lost or broken items.
12. The Director and/or other staff members shall report to the Children's Protective Services any suspicion of child abuse (sexual or otherwise) neglect or endangerment of which they may become aware.

Health and Safety

Healthy children learn easily and play well with others. Please do not bring your child to school if he/she is ill. The following are guidelines for keeping your child at home.

- A fever of 100 degrees or more (**your child must be fever free without medication for 24 hours** before returning to school)
- Any discharge from eyes (conjunction or pink eye)
- Diarrhea within the past 24 hours
- A runny nose with thick, yellow or green discharge
- If your child has vomited within a 24-hour period
- If your child has head lice, they may not return to school until all live lice are gone and all nits are removed.
- If there is the presence of a rash of contagious or unknown origin

Please keep your child home if there are any other conditions that may upset the learning environment for other students. Our goal is to keep all the children in our care as healthy as possible in a group setting. Sick children will not be permitted to attend and will be sent home.

Remember that other parents need to be notified if a child has a contagious disease. Please notify the school immediately if your child becomes ill so that we may give others notice.

At Ridgeview Preschool, safety is one of our top priorities. Your children are precious to us and we have implemented policies to make sure our school is a safe and healthy environment. Your child will be monitored from the time you drop them off until the moment you pick them up.

Medication

Medications will only be administered in the event of an emergency or if a child has a periodic or recurring medical problem, such as asthma attacks.

For children with recurring medical problems, the following must be done in order for Ridgeview Preschool to administer medication to your child:

1. Parents must sign an authorization and include times for Ridgeview Preschool employees to administer each medication according to the label directions. The authorization must include symptoms to be aware of.
2. The medication must be in the original container labeled with the child's full name and the date brought to the school.

Accidents, Injuries and Emergencies

We take every precaution to provide a safe environment for your child. However, accidents do happen. Minor injuries will be taken care of at the preschool and an accident report will be sent home. In the event of a serious injury, parents will be notified immediately and action will be taken if necessary. For this reason, it is extremely important that all of the information on your child's emergency card is up-to-date at all times. In a medical emergency, 911 will be called.

Bathroom/Diaper Changing Policy

We have daily scheduled restroom breaks for your child's class. The class is escorted to the restroom by their teacher or a staff member. The staff member will remain outside the restroom unless the child requires assistance. If your child is potty training and their classroom has an attached restroom their teacher will assist them if needed. If your child is in diapers or pull-ups they will be changed during the 2 schedule bathroom breaks and any other time needed.

Nutrition

Providing good nutrition is a very important part of your child's physical development needs during the preschool years. This is the

time to educate your child in making wise food choices. The school will provide one snack each day.

We suggest a balanced meal and a minimum of sugar in lunches sent from home. Limit your child to no more than one dessert item.

Please do not send your child to school with frozen, microwaveable meals, gum, candy or soda cans. In addition, it is very important for you to make us aware of any food allergies that your child may have.

Discipline and Guidance Policy

Good behavior is modeled, recognized, encouraged, and rewarded. Class rules are taught and emphasized daily. A positive system of behavior guidance is in place in each class. Children who are following along with tasks will be praised and encouraged. Verbal redirection will be given to those off task. A time out based on 1 minute per year of age will be given if necessary. Disruptive behavior is dealt with fairly, with loving concern for the child's growth and character development. Parents will be notified regarding discipline issues on a daily basis.

Dress Code

Dress is left up to the discretion of the parent. However, because school is a place for exploring and learning about many new things, we suggest that you dress your child in clothing that is suitable for school. Suitable clothing consists of play clothes that promote freedom of movement and freedom from worry about spills, splatters, and dirt. Some of the projects that your child will be doing can and will get messy at times. Clothing should also be simple enough for your child to get in and out of easily, with little or no help. Belts are discouraged because they can hinder your child's ability to use the bathroom quickly which can lead to embarrassing accidents. Clothing with fasteners that children can handle themselves builds confidence. Tennis shoes are recommended. Flip flops or open toed sandals can be dangerous and are not suitable for school. Also, girls are encouraged to wear shorts underneath dresses and skirts.

Each child is required to have an extra set of weather appropriate clothing in his/her backpack at all times. These extra clothes should be sent to school in a large zip-lock bag that is clearly labeled. In the event that these extra clothes are used, please replace them the

following day. Please label all of your children's clothing, backpack and jackets with their name.

Drop off / Pick Up Procedure

Parents are requested to leave their child only in the care of a staff member of Ridgeview Preschool. Children will only be released to their parent or to the persons designated by a parent and they must show their picture ID in order to pick up their child.

If there are any changes in your child's transportation home from school, please let the teacher know by placing a note in his or her folder indicating who will be picking up your child and a vehicle description when possible. In cases of an emergency, notify by phone at 972-771-2661 (voice mail is available 24/7).

Parent Communication

It is vital to the success of the preschool student that situations at school and at home be discussed between parent and teacher. It is also important that lengthy discussions do not take place during class time and within hearing of the students. To serve this end, most communication will take place via written notes sent home in your child's daily folder or during a scheduled conference time. Please review your child's folder daily. A dialogue with the director or a teacher can be scheduled by calling the preschool office to make an appointment. Parents are invited to come to the preschool at any time to observe their child in class. Ridgeview Preschool requires parents to first sign in at the office and make the director aware they are in the building. Parents need to observe in a discreet manner as to not disturb or interrupt their child, other children or the teacher.

Parents are invited to share their thoughts or concerns regarding the policies and procedures. Parents should call to discuss questions with the director, send a letter expressing concerns or questions or call to set up a conference time with the director/assistant director to discuss questions.

The state required minimum standards can be found on the web at www.tdprs.state.tx.us or at the local licensing office. The most recent

Department of Protective and Regulatory Services
Inspection/Investigation Report can be viewed on the web at
www.txdprs.state.tx.us or from the local licensing office. The PRS
child abuse hotline number is 1-800-252-5400.

Field Trips

Periodically, throughout the year, we will have "on campus field trips". Ridgeview Preschool will ensure that state required standards are maintained during an "off campus field trip" should one be scheduled. Our staff is CPR trained and will serve as chaperones and field trip leaders. A parent permission slip will need to be signed before a child is allowed to go on the field trip.

Parent Participation

Throughout the school year there will be numerous volunteer opportunities for parents. Please let your child's teacher know if you are interested in serving as a "room mom" or "room mom assistant". This individual or individuals will help in planning, coordinating and assisting the teacher for such things as parties and preparation work for projects.

Birthdays

Teachers will gladly send party invitations in students' folders. Please be sure to hand them directly to the teacher in the morning in order to prevent the students from becoming distracted. Also, make sure that you send enough for every student in the class to be invited. Parents are also welcome to bring cookies or cupcakes for a class party (no peanut products).

Overview of Parental Obligations

1. A parent or guardian shall provide requested medical information before the first day of school.
2. A parent, guardian, or designated representative of the child's parent or guardian, shall sign the child out on the appropriate register before taking the child from the premises.
3. The parent or guardian shall provide the child with a nutritious lunch.

4. The parent or guardian shall see that the child is dressed appropriately when brought to school, following the guidelines in this handbook.
5. The parent or guardian may notify the school when the child is absent.
6. The parent or guardian shall respect the Christian principles of our Program.
7. The parent or guardian shall refrain from reprimanding children of other families while on school premises.
8. The parents or guardians shall attend conferences when asked to do so by a member of the school's staff, at a time agreed upon by both parties.
9. Parents or guardians shall give 30 days paid written notice to withdraw the child from the program.

Items needed every day for Preschool

- Standard Size Backpack (large enough to hold a 9 x 12 folder)
- Lunch Box containing a well-balanced, nutritious lunch, drink (no carbonated beverages), only one dessert item, and an ice pack to keep lunch cool and fresh. We ask that you do not send food that needs to be heated or prepared, or food that is difficult for children to eat without assistance. Absolutely NO PEANUT or PEANUT BUTTER products permitted.
- Complete change of weather appropriate clothing
- Diapers and wipes, if applicable
- Jacket or coat (on cold weather days)
- Daily Folder (provided by Ridgeview Preschool)
- Please label all of your children's belongings including toddler cups, lunch box, backpack and jackets.

Thank You

Thank you for choosing Ridgeview Preschool. We are committed to making this early childhood education experience a great one for you and your child.

Ridgeview Preschool
For Your Records

I have read the information in the Parent Handbook 2012-2013. I agree to abide by the rules, regulations and obligations. I agree to meet the expectations as stated in the Parent Handbook.

Parent/Guardian (Please print full name)

Parent/Guardian Signature

Date

Child's Name

Ridgeview Preschool
SIGN AND RETURN BY THE FIRST DAY OF SCHOOL

I have read the information in the Parent Handbook 2012-2013. I agree to abide by the rules, regulations and obligations. I agree to meet the expectations as stated in the Parent Handbook.

Parent/Guardian (Please print full name)

Parent/Guardian Signature

Date

Child's Name