



Parent & Student Handbook
2018-2019

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. We are a Texas State Licensed Program. 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 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 healthy social relationships.
- To provide appropriate play experiences for the child's developmental needs and interests.
- 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 preschool 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 teacher 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

Our preschool program strives to reinforce prekindergarten guidelines daily. Our program curriculum is set up and planned for MWF and TTH days. Ridgeview Preschool has lessons in Bible, Language, Introductory Reading, Mathematics, Music, Art, Creative Movement, 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, Outdoor and Indoor Play Time, Memory Verses and On-Campus Field Trips. We provide a Bible based curriculum that focuses on a variety of enriched topics through daily lessons, and music.

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. Parents 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: Doctors may fax immunization records to: 972-771-2672. Forms must be updated annually and on file before the 1st day of school.

1. **Enrollment Agreement**
2. **Health Statement, Hearing / Vision Screenings Signed by Physician**
3. **Immunization Records**
4. **Parent Handbook Agreement Form with signature**
5. **Allergy Emergency Plan, if applicable**

Monthly Tuition Rates and Fees

If you choose to withdraw your child, we must be given **30 days advance notice**. Please contact the preschool to fill out a withdrawal form. **Annual Registration and Supply Fees are not refundable**. Tuition is refundable only if 30 days notice is appropriately provided. Registration and Supply fees are not refundable when decreasing days unless we are unable to fulfill requested days.

2 days a week

\$130 Annual Reg. (Due at Enrollment)
\$80 Supply Fee (Due Sept.1st)
\$165 Monthly Tuition

3 days a week

\$165 Annual Reg. (Due at Enrollment)
\$115 Supply Fee (Due Sept.1st)
\$250 Monthly Tuition

4 days a week

\$195 Annual Reg. (Due at Enrollment)
\$145 Supply Fee (Due Sept. 1st)
\$325 Monthly Tuition

5 days a week

\$225 Annual Reg. (Due at Enrollment)
\$175 Supply Fee (Due Sept. 1st)
\$400 Monthly Tuition

***Multi-child Discount**

15% discount applies to monthly tuition 2nd & 3rd child in the same family

The 1st month tuition (Sept) and Annual Registration fee is due at time of enrollment. Tuition is due one month in advance. 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. Tuition is considered late if payment is not made by the 10th of each month, and fees accessed on the 11th.

After Care Program and Fees

- Extended Care: 1:30p.m.-2:30p.m.
- Late pickup fee of \$5 applies at 2:35p.m.
- \$10 per session, per child paid daily or a card can be purchased at \$35.00 for 5 extended day sessions.
- Payments are made online for aftercare.

- 2 children after care card - \$50 for 5 days.
- Children are not allowed to attend aftercare if payment has not been made.

Drop-In Policy and fees

We offer a daily drop in rate for current students, only if space is available for the day. Daily space is also limited to the class. If we have space in one class for the day, we may not have space in another class. Parents will be notified for the days space is available. Parents must schedule in advance for a drop in day. Please do not assume space is available, and show up with your child for a drop in day.

- \$30 per day, per child
- Drop in fee must be paid prior to drop-in day
- For currently enrolled students only
- Notice will be emailed to parents when drop-in space is available

Tuition Policies

Tuition payments are due and payable the 1st of the month. Tuition is due one month in advance. Tuition is considered past due if not received in full by the 10th day of the month. An initial late fee of \$12.50 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.**

Monthly tuition may be paid online on the “Ridgeview Church” App and www.ridgeview.net. 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, breaks and holidays.

If you must remove your child from the program for any reason, you must give 30 days of notification. Contact the office for a withdrawal form. Without this notice you are responsible for all remaining tuition payments. Registration and Supply Fees are not refundable. No partial month tuition payments are allowed for withdrawing early.

School Hours

Class time starts each day at 9:00AM. Beginning the day with all the children together on time provides a smooth running program. Our school day ends at 1:30PM. If your child is not picked up by 1:35p.m., they will be placed in our extended care session and you will be charged the extended care rate.

School Schedule

Classes begin following Labor Day through Memorial Day. Please see our current school calendar at www.rockwallpreschool.net or request a current calendar by emailing preschool@ridgeview.net. The current school year calendar is typically set following the annual public school calendar distribution. Our calendar is based on the Royse City/Rockwall ISD school calendar, but we are not limited to follow their scheduled holidays. In the event of inclement weather, we follow the Rockwall/Royse City ISD schedule as reported. We are closed for the following Holidays: Fair Day, Thanksgiving break, Christmas/New Years break, M.L .King Jr. Day, Presidents Day, Spring break, and Easter break. Please refer to the preschool school calendar for the current year school closures. Parents will be reminded of closures via Ridgeview Preschool App, email, and student monthly calendar and notices.

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. If your child will be attending an extended day session, make sure to mark it on the sign-in book and sign-out your child on the aftercare card.

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.

Allergy Plan

Student's having restricted food allergies, must provide a "Food Allergy Emergency Plan". The form must be filled out and signed by the child's physician.

Hearing and Vision Screenings

Child care licensing requires that all child-care centers ensure that every child 4 years old and older must obtain hearing and vision screenings. Please 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

- Each child shall attend class only on their assigned days.
- The school shall provide the child with a snack each day.
- Children are required to bring a healthy and well-balanced lunch from home. No carbonated beverages or foods that need to be heated.
- The child shall be given assistance with personal care when needed.
- The child shall be involved in a program of play, learning experience, and religious instruction.
- The school shall assume responsibility for the child once he/she has been brought to class and deemed healthy.
- 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. All daily medication will be locked in Director's Office and not stored in child's backpack..
- The school shall give appropriate first aid to an injured child.
- An ill child shall be isolated and given the appropriate care until they are picked up promptly by their parent, guardian or designated provider.
- The school shall notify the child's parent or guardian of suspected exposure to a communicable disease.
- 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. Children should leave special toys at home.
- 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 (conjunctivitis 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 the child or 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:

- 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.
- We must have the child's physician medical plan on file for the child.
- The medication must be in the original container labeled with the child's full name and the date brought to the school.
- Medication will be locked in Director's Office and not in child's backpack.

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 and you will be required to pay for all emergency care. Please make sure hospital and insurance information is up-to-date on all your child's preschool forms and emergency contacts.

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, please notify your child's teacher and they will assist them if needed.

If your child is in diapers or pull-ups they will be changed during the two scheduled bathroom breaks and any other time needed. The child must be sent to school in a diaper/pull-up until free of accidents. Teachers will wear non-latex gloves when assisting a child in the restroom or changing a diaper.

Nutrition

Parents are required to provide a daily lunch. 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. We are not responsible for the nutritional value of the lunch provided by parents. The school will provide one snack each day. You are welcome to provide an alternative snack for your child due to allergies and dietetic needs. Teachers will wear non-latex gloves when assisting a child with their lunch or serving snack. Snacks and ingredients will be provided by request.

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. Do not send your child to school with frozen, microwaveable meals, gum, candy or soda cans. It is very important for you to make us aware of any food allergies that your child may have. Please make sure your child's lunch is easily accessible. If your child must require their lunch portions cut up, please do so ahead of time. Also, lunches provided in our toddler classes must be in a divided dish and drinks sent in spill proof cups.

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 as we encourage open communication between home and school to build a healthy relationship for your child's developmental needs and spiritual growth. Proverbs 22:6 Train up a child in the way he should go and when he is old, he will not depart from it.

Gang Free Zone

Ridgeview Preschool is a gang free facility. Any area within 1000 ft. of the facility is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Fire Arms and Weapons

Fire arms, knives, and other weapons are prohibited on site, unless authorized law enforcement officials who are trained and certified to carry a firearm.

Drug and Smoke Free

Ridgeview Preschool is a drug free zone. Persons must not consume alcohol, smoke, use tobacco products or controlled substance on the premises.

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 18 years or older designated by a parent. Parents must designate who is allowed to pick up on students form and a picture ID must be shown at front desk in order to pick up the child.

If there are any changes in your child's transportation home from school, please notify the preschool office indicating who will be picking up your child. At no time are parents allowed to pull in through the awning and leave their vehicle unattended to retrieve their child. Children must be walked to their classroom, signed into class and picked up and signed out by an authorized adult. If for any medical reason you are unable to leave your vehicle to assist your child to their classroom, please call the office to discuss alternative assistance.

Preschool Office Hours and Communication

In cases of an emergency, notify by phone at 972-771-2661. The church office hours are Monday through Friday from 8:30a.m.-5:00p.m. We are closed for all observed preschool calendar Holidays and breaks. Preschool Office emails may be sent to preschool@ridgeview.net.

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. Teachers may also be contact by email. 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, and due to state regulations will be escorted by a staff member. Parents need to observe the child in a discreet manner at the classroom door, 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. Please email any concerns to preschool@ridgeview.net. Communication with teachers email is limited as they are busy teaching your children during the school day, but if you need to contact their teacher during their break, please obtain a ridgeview.net email address from your child's teachers.

The state required minimum standards can be found on the web at www.dfps.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.dfps.state.tx.us or from the local licensing office. The Texas child abuse hotline number is 1-800-252-5400.

Field Trips

Periodically, throughout the year, we will have “on campus field trips”. Ridgeview Preschool does not participate in “off campus field trips”. 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.

Emergency Procedures

In the event of an emergency all employee personnel have been trained to follow the emergency procedure set forth for Ridgeview Preschool. Monthly fire drills and quarterly severe weather drills are practiced with staff and children. In the event that school will need to be closed parents will be notified to pick up their children. If the emergency does not allow time for parents to pick up children, children will be transported to a safe location as per state licensing emergency guidelines. Parents will be notified to pick up their children at the alternate location. Parents will be notified via Ridgeview Church App, Parents Email, and phone if necessary.

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. All volunteers must complete a state license back ground check through childcare licensing.

Birthdays & Class Parties

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, but must be store purchased and include all nutritional labeling due to allergies or allergic reaction guidelines. This is required by the local health department to follow current food and allergy guidelines. Please check with your child’s teacher regarding student allergies and to schedule a day to bring a special treat.

Ridgeview Preschool classes will participate in several class parties throughout the school year. Parents will be requested to provide food items and party favors for the events. All parties will be on a MWF and TTH and will be included on the school calendar unless a class awarded event party due to a fundraiser, etc... We try to offer the parties on different days throughout the year for children that attend different days. Due to max class numbers students are not allowed to attend if it is not their scheduled attendance day unless there is a drop-in day available. If you want your child to attend the extra party day as a drop-in, please contact the office to see if there is space available. A drop-in day fee will apply.

Overview of Parental Obligations

1. A parent or guardian shall provide requested medical information by 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. There is no smoking or drinking allowed on the school premises.
9. 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.
10. Parents or guardians shall give 30 days paid written notice to withdraw the child from the program.

Child Abuse and Neglect

Per Texas law, all persons are required to report suspected child abuse and neglect to the proper authorities. If you feel your child has been abused, neglected or a victim of abuse contact **1-800-252-5400** or www.txabusehotline.org.

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. Depending on student allergies, please check with your child's teacher to see if PEANUT or PEANUT BUTTER products are permitted.
- Divided dish with food cut up (Lamb and Frog classes).
- Toddler cup labeled (Lambs and Frogs class).
- Water Bottle labeled (Kangaroo, Giraffe, and Jaguar classes)
- Pacifier & Blanket if needed labeled
- Complete change of weather appropriate clothing in a labeled Ziploc bag.
- Diapers and wipes labeled, if applicable
- Jacket or coat (on cold weather days)
- Daily Folder (provided by Ridgeview Preschool)
- Please label all of your children's belongings.

Thank You

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

Ridgeview Preschool 2018-19
SIGN AND RETURN BY THE FIRST DAY OF SCHOOL

Please initial and sign the following:

- ____ Tuition: I understand the first month tuition is due when registering and on the 1st of each month. Tuition is considered late if payment is not made by the 10th of the month. A fee of \$12.50 will be accessed on the 11th and \$2.50 per day each additional day until paid in full.
- ____ Reg/Supply Fees: I understand the registration fee is due at the time of enrollment and the supply fee is due **Sept. 1st**. Supply Fee is considered late if payment is not made by the 10th of the month. A fee of \$12.50 will be accessed on the 11th and \$2.50 per day each additional day until paid in full.
- ____ Late Pickup: I understand and know that if I do not pick my child up by 1:35p.m. My child will be placed into the aftercare program beginning at 1:36p.m. An extended day charge of \$10.00 will be due at pickup unless my child has a prepaid aftercare card.
- ____ Aftercare: I understand that I will notify my child's teacher and/or the office if my child will be attending aftercare for the day. If my child attends the aftercare program it ends at 2:30p.m. I will be charged a late pickup fee of \$5.00 for every 5 minutes beginning at 2:35p.m.
- ____ Aftercare: I understand that my child will not be able to stay for aftercare if I have not paid for aftercare online or if I have a delinquent tuition or aftercare account.
- ____ Enrollment Forms & Immunization Records: I understand I must provide Ridgeview Preschool with current enrollment forms, dr. signature and immunization records for my child, within two weeks of enrollment. I also understand if I do not, my child will not be able to attend until all records are provided.
- ____ Allergies: I understand that if my child has any food allergies, I must provide a written Allergy Emergency Plan signed by my child's physician.
- ____ Withdrawing: I understand that if I choose to withdraw my child from Ridgeview Preschool, I must sign the withdrawal notice 30 days prior to withdrawing. If I do not, I will be charged for my child's regular monthly tuition. All Reg/Supply fees are not refundable.
- ____ Withdrawing: I understand that if I choose to withdraw my child and/or drop days enrolled, I will not be refunded registration and supply fees or receive a credit.

I have read the information in the Parent Handbook 2018-2019. I agree to abide by the rules, regulations and obligations. I agree to meet the expectations as stated in the Parent Handbook.

Parent/Guardian 1 (Print Full Name)

Parent/Guardian 2 (Print Full Name)

Parent/Guardian 1 (Signature)

Parent/Guardian 2 (Signature)

Parent/Guardian 1 (Date)

Parent/Guardian 2 (Date)

Child's Name