



Half Day Preschool General information and Policies

Our half day preschool program will provide a play to learn environment for children ages 2 years through 3 years old (Birthday after September 1 cutoff for schools, the children will be turning 4 through out the school year). We will provide an atmosphere where young children can grow spiritually, socially, emotionally, academically and physically.

We will follow Rock Springs Christian Academy school calendar and will observe the same holidays and school closings for inclement weather.

The program is not required to be licensed by the Georgia Department of Early Care and Learning. This program is exempt from state licensure requirements.

— Clothing —

Your child will be involved in many activities while in attendance. Your child may be using paint and glue, eating snacks and playing outside. We will make an effort to keep your child clean but we want each child to be able to participate in all activities. We recommend that children wear play clothes.

All children need to have a complete change of clothes at school. They may be left in your child's book bag. All clothing needs to be marked with your child's name. This bag will need to be brought and taken home daily.

— Discipline —

It is important that a child feel good about himself/herself. A child grows through learning to handle situations on his/her own. In handling these situations he/she learns self control, how to make choices, and responsibility for these choices.

It is our desire to offer a nurturing learning environment for each child. If behavior problems arise the teacher or assistant will handle the situation as positively as possible. Directions will be given in positive statements. The child will be given choices to correct the problem. Redirection may be used in helping a child move on to a more appropriate activity.

“Time Out” is used to give the child time to be away from a problem that has arisen. An appropriate time is one minute for each year of age. After this period of time, the child and the teacher will talk about what has happened and the child may re-enter the play situation and try again.

If inappropriate behavior continues the teacher may either:

- Call the parents at home and discuss the problem.
- Request a conference with the parents and the Director.

Appropriate steps after these interactions will be taken to maintain the integrity of the program. At no time will corporal punishment be used.

— Health —

Immunization Forms: To meet state regulations, all children in our Preschool program must provide the church with a current Day Care certificate #3231 at time of registration. This form is available from either your own physician or from the county health department. The church is required to have the original form, not a copy or fax. If your child's form expires during the school year, you will be notified 30 days prior to the expiration. If you do not provide the church with a new form within the 30 days, by state law your child cannot attend until a new form is obtained.

The health of your child is of utmost importance to us. Please do not bring your child if they show any signs of illness, such as: runny nose, coughing, earache, skin rash, red eyes, fever, sore throat, diarrhea, etc.

A child should be free of fever **without** the use of medication for 24 hours before returning to RSKids Preschool. For your child's sake and the protection of other children, we must insist that they be kept home under these conditions. If any of these symptoms appear while in attendance parents will be notified to come pick up your child.

If your child has an allergy of any kind, please see that we have this information on their registration form. Explain the allergy and the symptoms/reactions as well as the proper treatment.

Communicable diseases, such as chicken pox or pink eye, should be reported at once so we may notify other parents. Lice should also be reported immediately so we can treat the classroom.

Children in our 3's class must be completely potty trained. Children in our 2 year old class do not have to be potty trained. We will help your child during the potty training process, but the child must remain in pull-ups until they are completely trained. This is due to sanitary reasons. Diapers or pull-ups must be provided by the parent on a daily basis.

—Personal Items—

We ask that no toys be brought in with children. Comfort items such as pacifiers and blankets must be labeled with child's name. Your child will need a leak proof water bottle or cup that is labeled with first and last name. This will need to be brought and taken home daily.

Hours of Operation: May only choose one session

M/W/F 8:30 - 12:15 (3 day 3's)

T/TH 8:30 - 12:15 (2 day 2's)

— Tuition and Fees —

One time non-refundable registration fee: \$75

Yearly Tuition

2 day 2's \$1,400 (\$140/month)

3 day 3's \$2,100 (\$210/month)

For your benefit, the yearly tuition is prorated over a ten-month period. The fees are due and payable on the first day of each month beginning in August and ending in May. Payments are late after the 5th of the month and a late fee of \$10 is charged after this date. First month of tuition is due upon acceptance in program to hold the child's spot.

Drop off will begin at 8:30, you will need to bring your child into the church and check them in on the 2nd floor of the RSKids building. Dismissal will begin at 12:00pm. Your child will need to be picked up by coming into the church and signing them out. For your child's protection, anyone who picks up your child must be on the Pick Up Authorization form or you must give us written permission in the morning. Children become upset when parents are late therefore please be on time for pickup. Anyone picking up a child that is unfamiliar to us will be required to show a picture ID. If that person is not on the pick up list and we do not receive a written note from you granting permission for the child to leave with that person, we will call you to come and pick the child up. He/she will NOT leave with that person. Children become upset when parents are late therefore please be on time for pickup. There will be a \$10.00 fee for any child picked up after 12:15.

— Withdrawal —

If you find that you need to withdraw your child from our program for any reason, after the school year begins, a two week notice is required. Parents should give notice of their intentions to the Program director. One full weeks tuition will be required for any portion of a week in which your child has attended. Since our class numbers and budget are limited, compliance with this request will give us time to make arrangements for another child to enter our program as soon as your child leaves.

Please sign below to acknowledge that you have read and agree with, and you understand all the rules and regulation of RS Kids Half Day Preschool.

Signature

Date