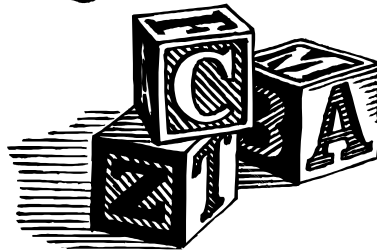




Rock Academy
PRESCHOOL

Family Handbook



"I am fearfully and wonderfully made"

Psalms 139:14

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“If heaven welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me does not welcome me but the one who sent me,”

Mark 9:37

Welcome to the Rock Academy Preschool

The Rock Academy Christian Preschool/Daycare exists to provide quality, developmentally age-appropriate, hands-on education to 18 month – 5 year old children in a secure, nurturing, spirit-filled environment in which children grow in love for Jesus and others. Our program incorporates Christian curriculum-based academics, physical movement, social and emotional development, and, most importantly, spiritual growth through the teaching of God's Word.

Thank you for making the decision to enroll your child here at the Rock Academy Preschool. We take seriously the fact that you could have chosen any other preschool for your child, so again we say, "WELCOME!"

We appreciate the opportunity to serve your family by caring for your child(ren) in your absence. We strive to provide the same quality care for your child(ren) that you give in your home. Our goals are to have "Excellence by Design" in all we do and to give you peace of mind while you are away, so you know that your little one is being cared for in a safe, nurturing, and fun environment!

Thank you for choosing the Rock Academy Preschool.

Who we are

As a ministry of the Rock Church, we are called to:

Save, Equip, and Send out soul winners for Jesus Christ.

We daily bring the Living Word to students in order to lead them into a personal relationship with Christ; we diligently equip them with the educational, spiritual, social, and physical tools needed to become Christian leaders; and we faithfully send them out to carry their faith in Christ to every place God leads them.

Rock Academy Mission:

The mission of the Rock Academy is to lead children into a life changing and productive relationship with Jesus Christ by providing a sustained academic environment coupled with a vibrant spiritual experience, so as to equip students with the tools necessary to become professionally and spiritually qualified Christian leaders.

ROCK ACADEMY VISION

**EDUCATE THE MIND
DISCIPLE THE SPIRIT
SEND THE LEADER**

Rock Academy Statement of Faith

Our Statement of Faith embraces the foundational truths upon which we base all other beliefs.

- **We believe** the Bible to be the inspired, infallible, and authoritative Word of God.
- **We believe** that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit.
- **We believe** in the deity of Jesus, His virgin birth, His sinless life, His miracles, His atoning death through His blood shed on the cross, and His burial and bodily resurrection on the third day. We believe in His second coming in power and glory.
- **We believe** that repentance from sin and acceptance of Jesus Christ as Lord and Savior is the only way to salvation.

Our goal is to have
EXCELLENCE BY DESIGN
in the following areas:

An Unwavering Passion for Jesus
Superior Academics
A Distinctively Christian Curriculum
Classic Moral Training (manners)
Warm and Nurturing Environment

- **We believe** in the ministry of the Holy Spirit through the exercise of His power in believers today through His gifts.
- **We believe** in the resurrection of both the saved and the lost – they that are saved unto the resurrection of life and they that are lost unto judgment. We believe it is important to uphold the Scriptural practices of the early church. Therefore, we hold to the practice of water baptism and the regular taking of communion.

"And all your children shall be taught of the lord, and great will be the peace of your children" Isaiah 54:13

Program Description

SCHOOL HOURS: 6:30 A.M. to 6:00 P.M.
Monday through Friday

AGES: Toddlers: 18 months – 30 months (Full Time Only)
Two-year olds: 24 months – 36 months (Full Time Only)
Preschoolers: 3 - 5 years, *Toilet trained children (Full Time or Enrichment Program)

18 months to 36 months old	June 1 st – May 29 th
3 to 5 years old	June 1 st – May 29 th

**children who are not fully potty trained by September of each year will remain in the toddler program @ the twoddler rate.*

Full Days - 6:30 A.M. to 6:00 P.M. Mon-Fri **Up to 10 Hours per day**
Enrichment - 7:30 A.M. to 12:00 P.M. Mon-Fri

SCHEDULE:

Our toddler and preschool daily schedule is as follows:

Morning

6:30-8:50 Before School Care, Greet children as they arrive
8:50-9:00 Line up/ Wash up
9:00-9:15 Morning Snack
9:15-9:30 Language Arts
9:30-9:45 Language Arts Activity
9:45-10:00 Centers
10:00-10:15 Music and Movement
10:15-10:45 Outdoor Education
10:45-11:00 Science or Math Activity
11:00-11:15 Dramatic Play
11:15-11:30 Clean Up Hand Washing
11:30-11:45 Lunch
11:45-12:00 Clean up/Dismissal of Enrichment



Afternoon

12:00-2:00 Nap/Quiet Time
2:00-2:30 Wake up/Clean up/Hygiene
2:30-3:00 Snack
3:00-4:00 Outdoor Activities
4:00-4:30 Centers
4:30-5:00 Story Time
5:00-6:00 After school Care

Schedule subject to change according to the needs of the children...

Summer Program: Our summer program runs from June 1 through August 31 each year.

Academic Year Program: Our academic year program runs from September 6 through May 28 each year .

Monthly Tuition Table

Please see your Financial Contract in this Family Handbook for details in regard to tuition payments.

Tuition Rates

Effective June 1st, 2011

New Student Registration Fee	Non-Refundable, One-Time Fee	\$150.00
	(Military Discount –must show proof)	\$75.00
Returning Student Registration Fee	Non-Refundable, Yearly Fee	\$150.00
	(Discounted re-enrollment paid by April. 16 th) And Summer Only Registration	\$75.00



“Twoddlers”



Our name for our Toddlers and Twos program ☺
18 months – 2 years and any non-potty trained children.
We only offer Full-Day care for these children.

Our ratio Teacher to children is 1:6

Schedule	Times	Monthly Rate
<u>Monday - Friday</u>		
Full-Day (No more than 10 hours/day)	6:30 A.M. - 6:00 P.M.	\$870.00

Preschool

Potty trained children 3 – 5 year olds

Must turn 3 prior to **12/2/08** and be fully potty trained (= no accidents; self-reliant).

Schedules	Times	Monthly Rate
<u>Monday - Friday</u>		
Full-Day (No more than 10 hours/day)	6:30 A.M. - 6:00 P.M. (Please arrive by 8:30)	\$745.00
Enrichment Only Program	7:30 A.M. - 12:00 P.M. (Please arrive by 8:30)	\$560.00

Special provisions:

Our guidelines state that the designated person must be at least 15 years of age or older. A parent may allow us to provide permanent or temporary permission for others in an emergency situation, but they will also be asked to show photo identification for the child's release.



It is for your child's safety that we ask for I.D. Many times family and friends get a little frustrated when asked over and over again to show I.D. We find that it's better to be safe than sorry with the care of your children!

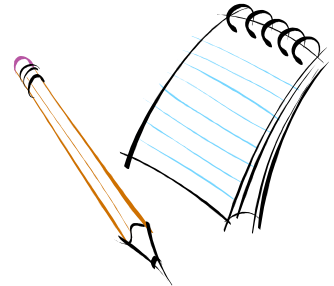
Sign In

The parents (or other designated guardians) are required to sign in and out when dropping off and picking up children. There is one attendance sheet per child. If picking up more than one child, each child must be signed in and out on their individual attendance sheet. A photo ID must be given to the attendant in order to gain access to the preschool area.

If a child is to be picked up by someone other than legal guardian, prior written notification must be given. A photo ID is again required for any one picking up a child.

If there is anyone not allowed to pick up or have contact with a child, a court order must be part of the child's file.

Please call the front office when your child will be absent from school or arriving late.



If Your Child Is Not Picked Up

When a child has not been picked-up after school hours and we have not received a call, the following steps will be taken as stated by **Community Care Licensing**:

1. The staff will try to contact the parent and everyone authorized to pick up the child.
2. If all efforts to arrange pick-up are unsuccessful, the San Diego Police Department will be contacted and assume responsibility for the child.

When the San Diego Police assume responsibility for a child, the child is taken to:

**Polinsky Children's Center
9400 Ruffin Court
San Diego, CA 92123
(858) 514-4600**



Late Fees

Our school hours are set to accommodate our families and staff. Everyone's time is valuable, so please make arrangements to have your child picked up on time. Additionally, due to staffing regulations, please do not drop off your child(ren) prior to your scheduled start time (whether in the full-time or enrichment program).

We understand that there may be times when incidents arise causing your child to have to be at school later than they normally stay. Please try to understand that children get sad when all of their friends are going home and they're the last one left at school. A phone call is necessary & late fees will occur regardless of reason.

Late fees are due upon your arrival. CASH, CHECK, OR MONEY ORDER!

Late fees are as follows:

Enrichment Program

12:00-12:05 = \$10
12:05-12:10 = \$20
12:10-12:15 = \$30
12:15-12:20 = \$40
12:20-12:25 = \$50
12:25-12:30 = \$60

Full Days

6:00-6:05 = \$10
6:05-6:10 = \$20
6:10-6:15 = \$30
6:15-6:20 = \$40
6:20-6:25 = \$50
6:25-6:30 = \$60

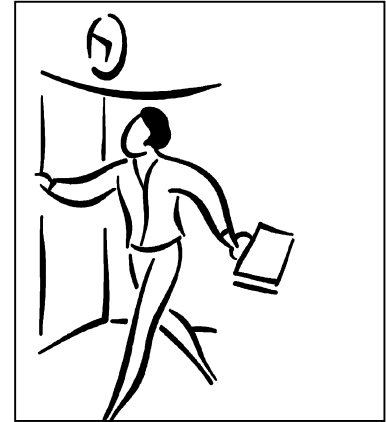
After 12:30 P.M. for Enrichment Students or 6:30 P.M. for Full Days, there will be a \$30 charge added above the incurred late fees for each child.

Enrichment pick up at:

12:31 = \$90

Full Day pick up at:

6:31 = \$90



In addition, after three (3) late pick ups, you will be placed on a *one-week probation period*. If within that week you are late again, we will double your late fees.

After your sixth (6th) violation, you will be put on a one-week suspension.

Again, we understand situations arise, but habitual offenders need to re-think their schedules or assign someone else to pick up their children on time.

We want your children and our staff to be with family and friends after school hours.

Holidays and Staff Development Days

Below is a list of days the Rock Academy Preschool will be closed throughout the 2010 – 2011 school year. Tuition costs reflect these dates. There is no refund of tuition due to the following list of school closure days and other days closed at our discretion. For example: Local fires, quarantine, etc. Parents will be notified via email should any major event occur.

Staff Professional Development Days- August 30th-31st , September 1st -3rd

Labor Day- September 6th

Vetrans Day- November 11th

Thanksgiving Day & the day after- November 25th -26th

Christmas Holiday – December 20th -24th

New Year's Eve- Closed

Martin Luther King Day – January 17th

Presidents' Day- February 21st

Easter – Good Friday April 22nd

Family Picnic- May 27th (3PM closure)

Memorial Day – May 30th

Independence Day- July 1st



Jesus said "let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matt 19:14

Authorized Guardianship

The Rock Academy MUST have on file all current court orders, signed by the judge, that make reference to school related enforcement. Both parents, regardless of custody, retain the right, by law, to access their child(ren)'s school records for information on student attendance and academic achievement. Proper identification must be presented before accessing the student's records to uphold the Right to Privacy laws of California. Any request for information must be in writing and must include verification of identification (copy of current driver's license and social security card, or passport) submitted to the Rock Academy before any and all information is released. The written request may be brought into the Rock Academy office, mailed, or faxed. If a parent wishes to access the information in person, he or she should notify the school office at least one day in advance and an appointment will be scheduled for perusal of the student's records. For the welfare of our students, please understand that all personnel and policies of the Rock Academy must maintain total neutrality in conjunction with all custody suits, whether settled or in progress. At no time will the Rock Academy or its members provide supporting information requested by either parent or their attorneys to be used in a custody case to enhance or detract from either party's claim unless subpoenaed by the courts. Also, the Rock Academy will not act as a liaison between parents and their children for the purpose of sidestepping court orders. This includes, but is not limited to, delivering telephone messages, notes, or cards, etc. Our school's responsibility is to maintain an appropriate, stable learning environment at all times, under all circumstances for the students entrusted to us without taking sides and thus jeopardizing the intentions and integrity of our purpose.

Field Trips

Field trips are valuable learning experiences for children. They offer experiences that cannot be duplicated in the classroom. Information about the trip will be posted and sent home prior to the field trip. All outings will be limited to on site and Liberty Square (Unless other wise specified and approved by the administration)

Parent(s)/Guardian are welcomed volunteer and chaperone when needed.

Vacation/ Sick Days

Vacation:

There are no reductions in fees for days that your child is out on vacation. If you should choose to withdraw your child(ren) for an extended vacation or other reason, we require a **two week written notice** of withdrawal.

We cannot guarantee that a spot will be available should you choose to return. However, if you decide to return and there is a spot available, you will be required to pay the enrollment fee again. You can also choose to continue to pay the full tuition for the time you are out to guarantee your spot upon your return.

Sick Days:

- ✓ There will be no reductions in fees for days that your child is out sick. Please call the office if your child will be out sick. Childhood illnesses are a fact of life and contingency care should be arranged, in advance, so that no child is brought to school ill where he exposes others.



- ✓ In extreme cases (i.e. **hospitalization or surgery**) that will require extended absences of one month or more, please communicate with the director the details surrounding your special circumstances. We **will request a doctor's note**. In these cases we will extend to you a partial credit of the weeks missed to hold your spot.
- ✓ Please call by 9:00 A.M if your child will not be attending school for the day
- ✓ Once a child is sent home due to any illness the child must remain off school grounds until 24 hours after the illness has stopped.

Discipline Policy

The Rock Academy Preschool will not use corporal punishment of any kind.

The policies we use are as follows:

1. Re-direction of the child.
2. Separation from the problem area.
3. Praying with the child.
4. Communication with the child about the incident.
5. Separation from the problem areas.
6. Time out.
7. Contact the parent. I.e. written notice, phone call, personally.
8. Meeting with parent.
9. Possible suspension or expulsion if problem behavior is not corrected or presents possible harm to staff or other children

“He who ignores discipline despises himself, but whoever needs correction gains understanding.”

Proverbs 15:32



If all efforts to correct the behavior have failed, a conference will be scheduled with the parents of the child, and a plan-of-action will be decided upon for home and school. As parents you are the primary caregiver, we are here to support you. However, we are responsible for the care of all the children & their families, Therefore rules & decisions will be made by school officials for the best interest of the school.

In the event that these procedures fail to bring the desired results we seek, we will inform the parent that our school cannot meet the needs of their child, and the child will be asked to leave.

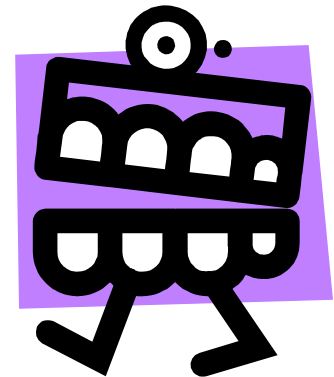
We will not tolerate any staff member verbally, mentally, or physically abusing children in our care. Furthermore, we will not allow any student verbally, mentally or physically abuse our staff.

Biting policy

Biting is much more common in among toddlers (18mon-3yrs) than preschool age children. Reasons for biting include, but are not limited to, teething, exploration, autonomy, and control. It occurs most frequently when a child is tired, frustrated or over-stimulated.

What do we do when it happens?

- Biting child will sit in a time out while the victim is attended first. An accident report will be completed for every incident.
- The biting child will be redirected to appropriate activities after he/she is informed that biting is not ok, that he has hurt his friend and he/she has asked for forgiveness from the victim. Neither the parent of the bitten child nor the parents of the biting child will be given the name of the other child involved in the incident.
- When a child has bitten several times in a short period of time, an intervention plan will be developed by the teacher(s), and the director in consultation with the parent.



Parent cooperation is a must in order to make any intervention plan work. If a child continues to bite with little or no signs of improvement, the center reserves the right to temporarily/permanently exclude that child from the center if it is determined that the safety of the other children is being compromised. We cannot put other children at risk of being bullied or abused by another child. Personal Rights Title 22 101223.

Personal Belongings

Please **label** all personal items. Please provide the following:

“Twoddlers” (all non-potty trained children):

- At least 1 **change of clothing** *daily* (Children should come to school dressed in clothing that they can get dirty and that they can remove themselves for potty training purposes.)
- **Closed toe shoes please!** Sandals, although they are cute, are not suitable for children at preschool. Toes get scraped and bruised.
- **Jacket**
- All **diapers, wipes, and diaper cream and extra training pants.**
(We recommend that no pull ups be used during the training process, even at night)

Preschoolers (all toilet trained children):

- At least one **change of clothing** *daily* (Preschoolers should come to school dressed in clothing that they can get dirty and manage themselves.)
- **Closed toe shoes please!** Sandals are not okay for children at preschool. (Toes get scraped and bruised.)
- **Jacket**



Children should be dressed in self-help clothing that they can manage with minimum help. Too many layers of clothing or difficult fasteners make it hard for the child to be independent in his/her toileting; which can contribute to more accidents.

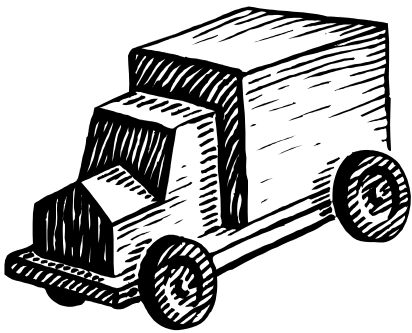
If your little girl wears a dress, she is required to wear something more than thin underwear (shorts are fine). Cowboy boots are not good for the feet and may be dangerous to other children as some are hard soled or heavy heeled. Flip-flops and/or sandals are NOT appropriate for active participation and can be hazardous for the child.

The weather often changes during the day, so children should always have a sweater or jacket. **Put the child’s name in any sweater, coat, or removable garment brought to school to lessen loss and mix-ups.**

Extra clothes must be kept at school in case of accidents. Include underwear, pants, tops, and socks folded in a zip-lock bag and tape the child’s name on it (name should also be on garments). The plastic bag is then used for soiled, wet clothes and will be sent home as needed. Please return clean clothing the next day (again in a zip-lock bag) for the next emergency use. “Twoddlers” may need extra shoes if being potty-trained.

Toys

Since a toy from home can be and usually is, a source of conflict in the preschool environment, toys from home are prohibited except on SHARE DAYS. Share days will be posted in your child’s class. The preschool cannot assume any responsibility for personal items that are lost or broken. Therefore, please encourage you child to share something that will stand up to exploration and use by many little fingers.



Guns, combat type toys, and super-hero type items are not permitted for Share Day or otherwise. If brought to preschool, there toys will be placed in the Director’s office and returned to the parent at the end of the day.

*“Walk in the way that the lord your god
has commanded you”
Deut. 5:32*

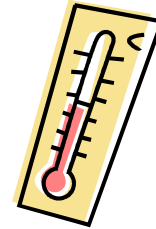
Health and Safety

Illness Policy

Children who are ill with a contagious disease or fever may not attend to the center. If the child becomes while in school, he/she will be taken to the office and you (the parent) will be called and expected to pick up you child within the hour. It is essential that you keep your emergency contact information up to date so that you can be reached if your child becomes ill.

Any child experiencing the following symptoms will be sent home:

- A fever of 101 degrees Fahrenheit or higher
- Contagious skin or eye infection
- Diarrhea three times in the course of the day
- Vomiting
- Profuse nasal discharge



Your child must be symptom-free for 24 hours before returning to the center.

Allergies

All allergies to food, medication, or beestings, etc. must be listed on the Emergency Information Card. If your child requires medication for such condition, the prescription can be kept at the center and it will be administered when necessary. Parent authorization is required in order to dispense any medication.

Medication

The center will dispense prescription medication, sunscreen and over-the-counter medicine with written authorization from the parents. Medication must be in its original containers. We cannot administer any medication that has expired.

NO MEDICATION SHALL BE PLACED IN CHILDS CUBBY OR ON THE COUNTER.

Meals- We are a PEANUT-FREE SCHOOL !!!

The Rock Academy Preschool provides two healthy and nutritious snacks for our children. Our menus are posted on the Parent Board monthly. Menus are subject to change, breakfast snack at 9:00 A.M. and afternoon snack at 2:30 P.M. Between the hours of 6:30-7:30am children may bring a morning breakfast with them to eat. They will then be offered a morning snack at 9:00 A.M.

Parents are responsible to provide a nutritious lunch for their children daily. No sodas or candy are allowed. Please do not send Peanut Butter Sandwiches for lunch, Almond butter, Soy Nut butter and Sunflower seed butter are great alternatives.

You may purchase a lunch through our Hot Lunch Program (**only available during Academy school days**)

Parents of children who have FOOD ALLERGIES: Please let our administrative staff know all allergies upon enrolling, and let your child's teacher know on your child's first day of school. We strive to provide snacks with **NO** nut products.

Birthday Parties- Reminder: We are a PEANUT-FREE School



Students celebrating birthday parties during the year are permitted to bring store-bought items (with all ingredients listed) to school to share. We require that all class mates be included in any celebration taking place during the day. These celebrations typically take place during lunch time, please coordinate this with your child's teacher. If invitations are to be handed out to the birthday child's private party, we require all students in that child's class receive an invitation. If some classmates will not be included, invitations must be delivered outside of school.

Communication

Newsletter

Newsletters will be sent out via e-mail the first part of every month. This is our way of keeping parents/family informed with our most current information. Should you desire to have all information be sent to more than one household please provide is with email addresses.

Class Roster

A class Roster will be available upon request. This list will include but is not limited to child/parents name, phone number and birthday. Should you wish not to be included a written notice must be turned into the preschool office.

Photo Consent

Pleased be Advised that you child/ren may be photographed during the course of the year. This will help us share the joy that our children bring into our classrooms, playgrounds and special events. We will do this through various forms of media that may include but are not limited to the school yearbook, advertisements, and during church services. A written notice must be submitted to the front office if you choose not to have your child photographed.

Please be aware that families may include your child/ren in their personal photos taken at special events to include but not limited to birthday parties, school programs and classroom activities.

Parking



We have designated a few preschool parent drop off/pick up parking spots in the lot located in the north-west part of our building. Empty spaces are not always guaranteed, so please allow yourself ample time should you need to walk from the far parking lot along side Rosecrans St. There is absolutely no parking allowed on Truxton Street, as it is a drop off only zone.

Emergency Plans

We are prepared to care for your child(ren) in case any emergency should arise. In the event of an earthquake disaster or fire dill:

- Fire drills and earthquake drills are held monthly as mandated by licensing. Instructions and directions for leaving each room will be posted by each exit door and will be taught to the students.
- In the event of a drill or a real emergency we will evacuate the children to the NTC Park. (located three blocks from school)
- **NO** pick up or drop off will be allowed during any drill, until the children have returned to the class and the drill is over.



- No child will be allowed to leave with another person, even a relative or babysitter, unless he/she is on the Emergency contact card. (Blue Card)

Summary

All paperwork must be completed and turned in and fees paid before your child attends school. Licensing requires that we have current and accurate records on each child enrolled. We appreciate your prompt attention to provide us with the required documents.

We understand that parents are busy and we are here to assist you in training your children. We are never to take your place, because God has blessed **you** to be the protector and guardian of your little ones. As such, we ask you to work hard at training your child in the way of our Lord and set aside time daily to read the Bible and to pray with your child.

We want to work alongside you. If you have any questions, please do not hesitate to call us. We ask that you work with us to help keep the Rock Academy Preschool operating smoothly. As we all do our part, we will have a wonderful experience together.

Thank you!

For your Reference

The forms located on the following pages are provided to you in this handbook for your information and continued review. Verification of receipt of these forms was included in the application packet.

- Caregiver Background Check Process
- Personal Rights
- Notification of Parents' Rights
- Financial Contract
- Enrollment Form

“The Lord bless you and keep you; the Lord make his face shine on you and be gracious to you; the lord turn his face toward you and give you peace,”

Numbers 6: 24-26

IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/docs/maps/state.htm>

PERSONAL RIGHTS

Child Care Facilities

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Facilities. Each child receiving services from a child care facility shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In child care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME _____

Community Care Licensing

ADDRESS _____

7575 Metropolitan Drive

CITY San Diego, CA	ZIP CODE 92108	AREA CODE/TELEPHONE NUMBER (619) 767 – 2200
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DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY) _____ (PRINT THE ADDRESS OF THE FACILITY) _____

(PRINT THE NAME OF THE CHILD) _____

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN) _____

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN) _____ (DATE) _____

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Community Care Licensing

Licensing Office Address: 7575 Metropolitan Dr., San Diego, CA 92108

Licensing Office Telephone # (619) 767-2200

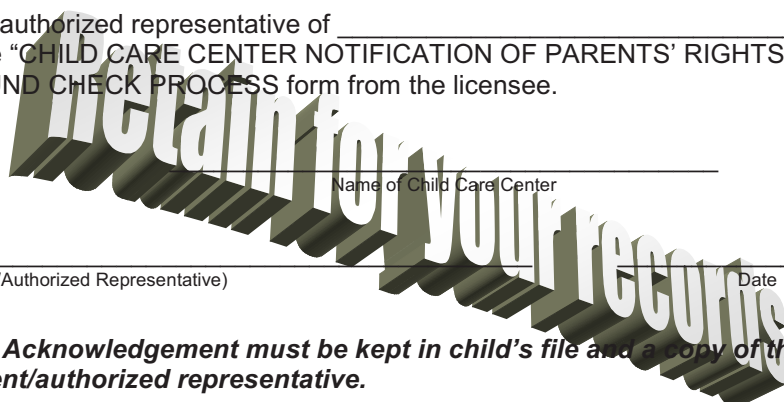
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

LIC 995 (ENG/SP) (8/02) (Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.



Name of Child Care Center

Signature (Parent/Authorized Representative) _____
Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

The Rock Academy Preschool Parental Commitment

The Rock Academy is founded on the Biblical principle that parents, not the school, are responsible before God to train up their children. The faculty and staff of the Rock Academy desire to come alongside parents and help them in fulfilling their God-given responsibility.

The school is to be an extension of the Christian home, to reinforce moral and ethical standings in light of God's Word. In that light, as parents, please initial the following commitments for enrollment at the Rock Academy.

- We, as parents who are accepting the challenge to "train up a child in the way he should go," do state that this training will be carried on in the home. We shall place our trust in the Rock Academy to extend that training more completely.
- We recognize that it is a privilege for our child to attend this school and that the school reserves the right to dismiss any student who does not cooperate with the ideals and educational process of the school (Ephesians 5:15-16).
- We will provide spiritual guidance through regular church attendance, prayer, and Bible reading at home (Proverbs 22:6).
- We realize that building a strong relationship with our child's teacher to aid in the training of our child is as much our responsibility as it is the school's responsibility. We will endeavor to maintain open communication with the teacher. We will be faithful to read and follow through with all correspondence sent from the teacher (Ephesians 4:3).
- We will cooperate fully with the school. We pledge our loyalty to the aims and ideals of the school and will be careful to support teachers, school, and church policies in front of our children and others. We will bring any and all questions and criticisms directly to the appropriate staff member so that they may be properly resolved with discretion, quietly and respectfully and/or considered by those in authority (Matthew 18:15-20).
- We will support the school's discipline plan and give the teachers and administrators full discretion in the discipline of our child. *The Rock Academy Preschool will not use corporal punishment of any kind.* Redirection/separation may be used for various offenses (Proverbs 3:11).
- We agree to pay reasonable assessments to cover damage to the school or personal property of others caused by our child(ren).
- We agree to attend all mandatory parental orientation/workshops.
- We agree to follow the Preschool Handbook and abide by all stated guidelines.
- We agree to forfeit the privilege of our child(ren) attending school should we fail to comply with the established regulations, discipline and financial obligation of the Rock Academy.

We agree to the terms stated above and promise to comply accordingly.

Father's Printed Name: _____ Mother's Printed Name: _____

Father's Signature: _____ Mother's Signature: _____

Date: _____ Date: _____

Retain for your records