



**ROCK ACADEMY**  
EARLY EDUCATION CENTER

# FAMILY HANDBOOK

EACH CHILD WILL GROW A  
LITTLE MORE EACH DAY

LEARN MORE at [rockacademy.org](http://rockacademy.org)

## **Table of Contents**

Welcome	5
General Information	6
Purpose Statement	6
School Learning Outcomes	6
Vision Statement	6
Statement of Faith	6
Non-Discrimination Statement	6
Philosophy of Education Statement	7
Family Lifestyle Statement	8
Licensing & Membership	10
California Department of Social Services / Community Care Licensing	10
Association of Christian Schools International	10
Program Description	10
Hours of Operation	11
Admissions	11
Ages Served	11
Enrollment Categories	11
Academy Request Information	11
Online Application / New Student Enrollment	11
Continuous Re Enrollment	12
Teacher / Child Ratio	12
Staff	12
Yearly Calendar	13
Fees & Policies	13
Online Application / New Student Enrollment	13
Re-Enrollment Fee	13
FACTS Fee	14
Tuition Fees	14
Late Tuition Fee / Delinquent Accounts / Insufficient Funds / Cash Payments	14
Family Discounts	14
Late Pick Up Fee	14
Financial Contact Person	15
Policies & Procedures	15
Withdrawal	15
Termination / Termination Procedures	15
Vacation	16
Sick Days	16
Signing In & Out	16

Pick Up	17
Authorized Guardianship	17
Holidays / School Closure Days	18
Change of Status	18
Make Up Days	18
Drop In Days	18
Visitors	19
Schedule Changes	19
Our Program	19
Classroom Placement	19
The Beginning of School	20
Classroom Learning Centers	21
Rest Time	22
Curriculum	22
Spiritual Domain	22
Social / Emotional Domain	22
Language / Literacy Domain	22
Math Domain	23
Health Domain	23
Physical Domain: fine motor / gross motor	23
Science Domain	23
Creative Arts Domain	23
Expected Student Outcomes	23
Children's Assessments	23
Parent Teacher Conferences	24
Parent Involvement	24
Special Guests / Events / Activities	24
Field Trips	25
Speech / Vision Screening	25
Toddler Components & Information	25
Toilet Training	26
Children's Behaviors	26
Positive Guidance	27
Biting Policy	28
Inappropriate Behavior	29
Behavior Intervention / Action Plan	30
Children With Special Needs	30
Personal Belongings	31
What To Bring	32
Cubbies	32
Art / Communication Folders	32

Toys	32
School Wear	32
Health & Nutrition Policies & Procedures	33
Healthy For School	33
Immunizations	33
Communicable Diseases	34
Medications / Prescriptions / Non-Prescriptions	35
Prescription Medications	35
Over the Counter Medications / Non-prescription Medications	36
Medications for Allergies or Chronic Illness	37
Nebulizer Care	37
Children's Allergies	37
Snacks / Lunch / Meals	37
Birthdays	38
Safety Policies & Procedures	39
Emergency Medical Care / Student Accidents	39
Incident Reports / Observation Reports	39
Crisis / Disaster / Emergency Situations	40
Safety Drills	40
Parking	40
Child Abuse Policy	41
Anti-Harassment Policy / Staff Abuse Policy	41
Communication	42
Photographs	42
Emails	42
Newsletters	42
Blogging / Internet Communication	42
Miscellaneous	43
Siblings / Relatives	43
Lost & Found	43
Parent Resources	43
Parent Prayer Group	43
Professional Referrals	43
Volunteering	43
School Property Damage	44
Yearly Calendar	44

# WELCOME

Welcome to the Rock Academy Early Education Center!! We are blessed that you have chosen to join our family.

The Rock Academy Early Education Center believes that children are a gift from the Lord.

*"Children are a gift from the Lord." Psalms 127:3*

We desire to create a climate that partners with parents, along with celebrating, supporting, and affirming children as they discover and become all that God has created them to be spiritually, socially, emotionally, cognitively, and physically. We consider it a privilege to team with you and desire to create a spirit of cooperation. We desire to build an environment where a strong partnership and connectedness develops between staff and families to build security, trust, and value in a safe and nurturing classroom environment. We pray that these first experiences away from home are positive for both you and your child(ren).

This Family Handbook was designed to inform parents and families of our policies and procedures and to ensure you of the quality care we provide. Please read through it carefully and make note of any additional questions you would like to have answered.

As team partners, we desire to provide a stimulating environment that provides your child with a plethora of experiences and opportunities to grow in all areas of development. As our vision statement states, we desire:

*Each day, each child will **GROW** a little bit more.....*

We take the job the Lord has called us to seriously, therefore making every effort to be available. We hope you will communicate both blessings and any concerns about your child or our program. Please know if you simply need a good listening ear, we are here.

Delisha Doakes  
Early Education Director

## *from the Head of Schools*

Dear Families,

Thank you for being a part of the Rock Academy family and for bringing your children to our loving and caring Early Education Center. We are honored that you have chosen to entrust your little one to us and it is our joy to partner with you in your child's early education.

As you navigate the ups and downs of parenthood, please know that we are here to support you in any way we can. Please do not hesitate to bring any concerns to us, or to ask for our help with any issues your child may be going through. We are in this together!

May God bless us all and give us strength as we work together to "train up your child in the way he should go," we trust that "when he is old he will not depart from it." (Proverbs 22:6).

Chuck Leslie - Head of Schools

## GENERAL INFORMATION

The Rock Academy consists of grades Kindergarten through 12<sup>th</sup> grade, while The Rock Academy Early Education Center serves children 12 months of age through Jr-K.

### Purpose Statement:

The Rock Academy builds leaders who are Deep Thinkers, Dynamic Communicators, and “Do Something” Christians prepared for college and life.

### School Learning Outcomes:

The Rock Academy builds leaders who are:

- **Deep Thinkers who**
  - View truth through the lens of God’s Word
  - Analyze information, synthesize thoughts, draw one’s own meaningful conclusions
  - Investigate, examine, and experience God’s creation
  - Solve problems in imaginative and collaborative ways
- **Dynamic Communicators who**
  - Write with wisdom and eloquence
  - Speak the truth with compassion and humility
  - Express God’s beauty in artistic and creative ways
- **“Do Something” Christians who**
  - Know Jesus Christ as personal Lord & Savior
  - Have a deep grasp of the Biblical narrative & use Scripture as a personal guide
  - Are passionately committed to live out faith in service to others

### Early Education Vision Statement:

*Each day, each child will **GROW** a little bit more.....*

- Grow** in their love and understanding of God
- Grow** in their knowledge and view learning as exciting
- Grow** in their readiness skills and reach their potential
- Grow** in their connections with others
- Grow** in their development of character traits
- Grow** in their desire to have a personal relationship with Jesus Christ
- Grow** in their lifelong service and obedience to God

### Statement of Faith

[What We Believe](#)

[Position on Sexuality and Gender](#)

**Non-Discrimination Statement:** Rock Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## PHILOSOPHY OF EDUCATION STATEMENT:

The Rock Academy Early Education Center believes that children are a gift from the Lord and agrees that the early years of a child's growth and development are fundamental in establishing a foundation to build upon for future learning and future success.

*"Children are a gift from the Lord." Psalms 127:3*

We desire to create a climate that partners with parents, along with celebrating, supporting, and affirming children as they discover and become all that God has created them to be spiritually, socially, emotionally, cognitively, and physically.

The Rock Academy Early Education Center's philosophy is founded and built upon the principles that:

- God created all things.  
*"In the beginning God created the heavens and the earth..." Genesis 1:1*
- God revealed Himself to us through the written Word, the Bible, the living Word, Jesus Christ, and through His creation.  
*"In the beginning was the Word, and the Word was with God, and the Word was God. He was with God in the beginning. Through Him all things were made." John 1:1-3*
- God is the center and is integrated in all learning.  
*"He is before all things, and in Him all things hold together." Colossians 1:17*
- God desires us to gain knowledge and ultimately accept Jesus Christ as our Savior.  
*"For by grace you have been saved through faith; and that not of yourselves, it is a gift from God." Ephesians 2:8*
- God's word, the Bible is our guidebook for everyday living and learning.  
*"Guide me in your truth and teach me..." Psalm 25:5*
- God's biblical principles and practices are interwoven throughout the day, whether it is during snack time, playground time, learning time, Bible time, or circle time.  
*"Little children, let us not love in word or talk, but in deed and in truth." 1 John 3:18*

We provide a Christ-centered environment, where children have ample opportunities to grow in all developmental areas.

We believe in honoring the developmental sequencing of growth that God created.

We honor each child God created and desire to help him or her become a self-directed, independent individual. We respect each child as unique and special and understand they have their own rate and style of learning.

Our program and staff acknowledge strengths and facilitate individual growth.

*"...encourage the timid, help the weak, be patient with everyone." 1 Thessalonians 5:14*

Our curriculum has been intentionally developed and implements sequential expected student outcomes that are developmentally appropriate and enhance a child's growth. It is researched based and aligns with the California Infant, Toddler & Preschool Learning Foundations, California's Desired Results Developmental Profile, ACSI Accreditation standards, and California's Kindergarten Standards. It incorporates nine domains of learning which include: spiritual, social, emotional, language & literacy, math, creative arts, science, physical (fine motor & gross motor), and health. It is based on sound biblical principles and provides opportunities for children to achieve their optimum development.

We believe children learn best in a play-based environment where readiness skills are taught through a balance of hands-on, self-directed and teacher directed activities. Our environment promotes age-appropriate exploration, discovery, self-awareness, social interactions, problem solving, critical thinking, and meaningful experiences. We cultivate skills and attitudes that contribute and lead to success in everyday situations in life.

Our staff have been called by the Lord to work with young children and lead by example. They understand children are impressionable and desire to come alongside them and provide opportunities to become all God created them to be. The staff creates and facilitates an environment that builds security, trust, confidence, independence, encouragement and enthusiasm. They desire to gain knowledge in the field of Early Education.

*"These commandments that I give to you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."*



## *Deuteronomy 6:6-7*

We view ourselves as an extension of the home, desiring to come alongside parents. We provide effective communication and “train and educate” on behalf of parents, not in place of them. We desire to build an environment where a strong partnership and connectedness develops between staff and families therefore building security, trust, and value. We desire to provide resources to encourage and support parents on early education topics.

### **Our desire is for each child to:**

**Develop security in who God created them to be.**

*“For you created my inmost being, you knit me together in my mother’s womb. I praise you because I am fearfully and wonderfully made. Your works are wonderful.” Psalm 139:13-15*

**Develop enthusiasm for the world God created for them to enjoy.**

*“Through Him all things were made; without Him nothing was made that has been seen.” John 1:3*

**Develop an appreciation for those God has connected them to.**

*“Be kind to one another...” Ephesians 4:32*

**Develop a level of confidence to explore and try new experiences.**

*“I can do all things through Christ who strengthens me.” Philippians 4:13*

**Develop a desire to grow in all areas of life.**

*“And Jesus grew in wisdom and stature, and in favor with God and men.” Luke 2:52*

**Develop an excitement for the opportunities God brings to them.**

**Develop an understanding of how much God loves them.**

*“For God so loved the world that He gave His only begotten Son, that whosoever believes in Him, will not perish but have eternal life.” John 3:16*

**Develop a desire to love God.**

*“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.” Mark 12:30*

**Develop a life demonstrated by Godly characteristics.**

*“...the fruit of the Spirit is love, joy, peace, patience, kindness, faithfulness, gentleness, and self-control.” Galatians 5:22-23*

**Develop a desire to please and serve God.**

*“Whatever you do work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” Colossians 3:23-24*

## **FAMILY LIFESTYLE STATEMENT:**

The Bible has given parents the duty of rearing their children, bringing them up in the discipline and instruction of the Lord as set forth in Ephesians 6:4. The Rock Academy Early Education Center honors and understands the biblical role of parents and the family and is committed to the growth and development of this God-ordained institution.

The Rock Academy Early Education Center adheres to a Biblical worldview and Biblical teachings. All students are required to participate in daily Bible circle times and monthly chapel. The Rock Academy Early Education Center’s teaching staff and administration will approach all topics, academic, discipline, and social, from a Biblical perspective using scriptural examples.

We recognize the Godly standards of parenthood as:

\*being in authority over their children,

*“Children, obey your parents in the Lord, for this is right. Honor your father and mother-which is the first commandment with a promise-that you may enjoy a long life on the earth.” Ephesians 6:1-3*



\*providing leadership for their children, and

*"...teach them to your children and to their children after them." Deut. 4:9*

\*being the primary trainers of their children.

*"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."  
Ephesians 6:4*

We strongly believe in the importance of the family and home and support the family institution.

*"Let the children come to me, and do not hinder them, for the Kingdom of heaven belongs to such as these."  
Matthew 19:14*

George Barna in his book, ***Transforming Children Into Spiritual Champions*** quotes, *"the Bible provides a simple and clear notion of what the family ought to do to raise godly children."*

Some of these thoughts include:

\*Parents should provide the primary spiritual training of children.

*Deuteronomy 11:18-21; Psalm 78:5-8*

\*The purpose of spiritual training is to instill a passion to love, obey and serve God.

*2 Timothy 3:15-17*

\*Parents must start the spiritual training of children when they are young.

*Isaiah 7:15; Acts 26:4*

\*Worshiping God is one of a believer's most significant responsibilities.

*Deuteronomy 16:11; 29:18*

\*Spiritual development is a lifelong, continual process.

*Deuteronomy 6:7; 11:19; Proverbs 22:6*

## **LICENSING & MEMBERSHIP**

### **COMMUNITY CARE LICENSING:**

The Rock Academy Early Education Center is licensed by the California Department of Social Services, Community Care Licensing, to serve children ages 6 weeks through 5 years. The center abides by the regulations set forth in Title 22 and is under their authority and supervision.

1. In accordance with Title 22, Section 101200, any duly authorized officer, employee, or agent of the California Department of Social Services, Community Care Licensing, may, upon presentation of proper identification, enter and inspect the Rock Academy Early Education Center, with or without advance notice, to secure compliance with, or to prevent a violation of the licensing agreement. The agency has the authority to interview children or staff, and to inspect and audit childcare center records, without prior consent. The agency also has the authority to observe the physical condition of the children, including conditions that could indicate abuse and neglect.
2. Any person may request an inspection of our facilities in accordance with the California Child Day Care Facilities Act, by transmitting to the department, notice of an alleged violation of applicable requirements prescribed by the statutes or regulation of this state. A complaint may be made either orally or in writing.
3. If there is ever a need to contact them:

D.S.S  
Community Care Licensing  
7575 Metropolitan Drive, #110  
San Diego, CA 92108  
Facility Numbers: #376700350 / 376700689

### **ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL:**

The Rock Academy Early Education Center is a member of the Association of Christian Schools International. As a member the school receives information on Early Education practices, workshops, and can participate in conferences led by the organization.

A.C.S.I.  
731 N. Beach Blvd., #210  
La Habra, CA 90631

## **PROGRAM DESCRIPTION**

We are a full day, year round, early education center which intentionally plans and provides spiritual and educational opportunities for children to grow and mature.

### **HOURS OF OPERATION:**

Our center is open year round.

The hours of operation are from: **7:00 am – 5:30 pm**

**The maximum hours your child may be cared for per day is 10.**

## ADMISSIONS:

Our Mission is to partner with parents in the education and growth of their child. Our aim is that each child will grow a little more each day while in our care. As “team partners” we want to provide the best care for each child. Our Admissions process is designed to get to know each child and family, determining together if our educational setup will provide what is necessary for that child to thrive within the classroom. In order to make an accurate determination of our ability to provide such care, it is important that parents provide the center with any pertinent information that may affect their child’s daily activities or interactions which includes special resources being received, medical information, psychological diagnosis reports, and documented or formalized IEP’s or 504’s.

Children with special needs, such as emotionally, developmentally or physically challenged, will be accepted if it is determined that they follow the guidelines in the section Children With Special Needs.

The Rock Academy admits students of any race, color, and national or ethnic origin.

## AGES SERVED:

The Rock Academy Early Education Center is licensed to serve children ages 12 months through 5 years old.

Toddler Classes:	12 – 24 months
Two's Classes:	24 – 36 months
Three's Classes:	36 – 48 months
Fours / Pre-K Classes:	48 months – 60 months

Jr-K Class: children who turn 5 from April to September 29th and any other children who have birthdays between February and September 29th whose parents have chosen for them to be in preschool an extra year versus attend Kindergarten.

Our classes align with the cutoff date for **Kindergarten at the Rock Academy**

- 3 classes: child must turn 3 by October 1<sup>st</sup>
- 4's / Pre-K: child must turn 4 by October 1<sup>st</sup>

**\*\*make note:** this is different than the public schools whose cutoff date is September 1<sup>st</sup>. (The Academy is aligned with September 1<sup>st</sup> as a guideline. Kindergarten placement follows this guideline, but is a qualitative placement program and birthdate is not a requirement)

## ENROLLMENT CATEGORIES:

### NEW STUDENT ENROLLMENT STEPS

- Application:** Create an Admissions account and submit an application to join the waitlist. There is a nonrefundable \$95 waitlist application fee. This fee is waived for active and retired military service members and Rock Staff.
- Complete a Family Interview** – The Family Interview is a personalized time that allows your family to see the Early Education Center in action. It includes a tour of our facility, meeting teachers and staff, and time spent with the Center Director. Your child is the primary focus of the Family Interview and must be present.
- Enrollment Packet** - Once we have determined the Rock Academy is a good fit for your child and space is available, our team will reach out with an acceptance and corresponding Enrollment Packet to be completed and submitted. This enrollment packet includes setting up of the tuition payment account, and the upload of documentation including the required licensing forms. These forms are required to be completed and submitted via electronically or in person BEFORE your child begins our program.
- Start Date:** To be determined by the family and Center Director at the appointed time.

- e. **Revisit Date:** If the child has never had a formalized education experience and/or ability to serve the child well long term is still questionable, a 4 week probationary enrollment will be offered. In writing both parents, teachers, and school administrators will agree upon a start date, plan of documentation, and revisit date within 30 days.

## Additional Enrollment Information:

Once a child has applied and been accepted, they will remain on the waitlist until a space become available.

If there is a space available at the time of acceptance, enrollment will be sent right away. If a space becomes available during the school year, the administration team reach out to the family to determine start date and interest.

Once a space is available, the family will proceed with the rest of the enrollment steps mentioned above.

Once a start date is decided upon and you choose not to start, it is required that you give us a 30-day notice in writing. If the 30-day notice is not given, the family will be responsible for payment of the 1<sup>st</sup> month's tuition after the scheduled start date.

## CONTINUOUS RE-ENROLLMENT: future school years

Re-enrollment for the following school year is implemented each March. Currently enrolled families will be continuously enrolled after completion of the initial Continuous Enrollment packet through Renweb and will have a 2-week timeframe each year to opt out of re-enrollment so as to not be charged the re-enroll fee. The annual \$195 ReEnrollment fee will be charged at the conclusion of the Opt-Out period.

Returning students will be subject to the New Student Enrollment fee if they have opted out and wish to return when space is available.

**Annual Re-enrollment fee (10% discount for military families): \$195.00 non-refundable**

**Annual FACTS Fee: \$50.00**

## TEACHER / CHILD RATIO:

Our teacher child ratio is in compliance with the regulations in Title 22 and our Community Care license.

Our classes maintain class sizes of:

Toddlers:	1 to 4	maximum 8 toddlers per room – 3 teachers
Two's:	1 to 9	maximum 9 two's per room – 3 teachers
Three's:	1 to 12	maximum 12 three's per room – 3 teachers
Four's & Five's:	1 to 12	maximum 12 fours/fives per room – 3 teachers
Jr. K:	1 to 12	maximum 12 five's per room – 3 teachers

Preschool Classes: children will move to the next class at the start of the new school year in August, not when they have their birthday.

**A child who is 3 and not fully toilet trained will continue to stay in the 2's classroom and pay the 2's tuition rate until they are fully toilet trained for an entire month and space is available to move into the 3's classroom.**

## STAFF:

The staff at the Rock Academy Early Education Center have been called by the Lord to work with young children and lead by example. They understand children are impressionable and desire to come alongside them and provide opportunities to become all God created them to be. The staff strives to make a significant contribution to the children we serve, create and facilitate an environment that builds security, trust, confidence, independence, encouragement and enthusiasm.

*"These commandments that I give to you today are to be upon your hearts. Impress them on your children. Talk about*

*them when you sit at home and when you walk along the road, when you lie down and when you get up.”*

*Deuteronomy 6:6-7*

Each member of our staff has been employed as a qualified and competent person in Early Education to provide loving, firm, and caring direction and guidance to all the children. Each staff member is aware of unique differences and will provide appropriate care for each child according to his or her needs. The staff are certified by the State, or are presently taking courses to become certified. All of our staff are certified in Pediatric CPR and First Aid. Our staff continually participates in conferences and professional growth to remain up to date in the field of Early Education and the needs of families and young children.

Each staff member is a professing believer in the Lord Jesus Christ and is active in a Christ-centered church of their choice which agrees with the mission statement of The Rock Church. Each staff member shares the attitude of serving you and your child(ren) based on Colossians 3:23, “Whatever you do, work at it with all your heart, as working for the Lord.” The Director is available to serve and help our families in any way possible.

## **YEARLY CALENDAR:**

A yearly calendar is provided at the back of the Rock Academy Preschool Family Handbook and on our website: [www.therockacademy.org](http://www.therockacademy.org).

The calendar lists the days the school will be closed due to holidays, professional growth or minimum days.

Main events are also listed. Notification of any other special event dates will be sent via flyers & email.

## **FEES & POLICIES**

**A complete list of all fees current fees can be found on our website.**

### **ONLINE APPLICATION / NEW STUDENT ENROLLMENT FEE: \$95 / \$195.00**

Once the preschool has confirmed there is space available, you would proceed to:

- a. go online and pay the non-refundable \$195.00 New Student Enrollment Fee.
- b. Once the enrollment fee is received, an Enrollment packet will be sent to the family.

Enrollment is ongoing as spaces become available.

If there is a time lapse from the tour and when a space becomes available, the administration team will call when a space is available and then the family will proceed with the enrollment.

### **ANNUAL ENROLLMENT FEE: \$195.00**

Re-enrollment for the following school year is implemented each March. An email will be sent to the current families enrolled, to complete the forms needed to reserve a space for the following school year or to opt out from the continuous enrollment.

The yearly re-enrollment fee is:                      \$195.00                      non-refundable

### **FACTS FEE: (Financial Tuition Management Company)**

- Rock Academy Preschool uses the services of FACTS to collect tuition.
- The FACTS account must be set up prior to the first day of enrollment.
- An annual service fee will be charged from FACTS directly from your account.
- FACTS will assess a missed payment fee for each missed payment.

## **TUITION FEES: as stated on tuition sheet**

Tuition Fees are as stated on the tuition sheet which can be found on our website:

<http://www.therockacademy.org/preschool-admissions/tuition-rates/>

One annual tuition payment may be made for the entire year.

A Deferred Payment Plan (DPP) may also be chosen in lieu of one annual payment.

If the DPP plan is chosen, monthly tuition is automatically withdrawn by FACT Tuition Management Company on the 5<sup>th</sup> of the month from the checking or savings account given.

Account statements/receipts are available and will be issued when requested.

Proof of payment for tax purposes are reflected in your online statement and will be sent out annually by the Academy business office.

The Rock Academy Early Education Center will sign flex benefit statements for the responsible party that paid in full or signed the FACTS agreement for the amount automatically deducted only on a monthly basis.

No reduction in tuition will be given for school holidays, professional development days, family vacations, and absences due to illnesses or unexpected school closures.

Any and all fees incurred from the center may be billed through the parent's FACTS account with or without further authorization necessary.

## **LATE TUITION FEE / DELINQUENT ACCOUNTS:**

### **INSUFFICIENT FUNDS / CASH PAYMENTS:**

The privilege of attending The Rock Academy Early Education Center will be denied to any child whose parents/guardians fail in their obligations to the school. The Rock Academy Early Education Center reserves the right to deny attendance to students whose accounts include overdue balances.

If full tuition is not received by the 10<sup>th</sup> of the month, the family will incur a \$50.00 late fee from The Rock Academy Early Education Center and the child will not be permitted to attend class until the account is reconciled.

Any parent whose account has a history of late payments may be asked by the administration to pay tuition and fees in full for the year.

If the Rock Academy Early Education Center determines to seek collection of any past due amount, the parent/guardian agrees to pay, to the extent permitted by law, the academy's expenses of enforcement and collection of the tuition, fees and related expenses, including, without limitation, attorney's fees and costs.

## **FAMILY DISCOUNTS:**

At this time, the Rock Academy Early Education Center does not offer a discount for multiple children in one family who attend.

## **LATE PICK UP & FEE:**

**Late pick up fees will be billed through FACTS.**

Late fees are as follows:

### **Toddlers/Preschool/JrK:**

**5:30-5:35 = \$10**

**5:36-5:40 = \$20**

**5:41-5:45 = \$30**

**5:46-5:50 = \$40**

**5:51-5:55 = \$50**

**5:56-6:00 = \$60**

An additional \$30 will be charge if:

Toddlers/Preschool/JrK – after 6:00pm

If a child has not been picked up 30 minutes after school closure, and the school office has not been able to make contact with the parent or someone on the Emergency Contact form, we will follow the guidelines set forth from **Community Care Licensing**. 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**

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

If a child is picked up late 3 times within a month, a meeting with the director will be arranged to discuss solutions and options to prevent this occurrence. If further late pickups continue, it may lead to dismissal.

## **FINANCIAL CONTACT PERSON:**

If you have questions regarding your financial contract agreement, we ask that you first discuss your questions or concerns with the Director. If further discussion needs to take place, the Director will forward your concern/questions to the Rock Academy Controller, Amy McCutcheon.

## **POLICIES & PROCEDURES**

### **WITHDRAWAL:**

**A thirty (30) day notice, in writing, issued to the director or administrative team, is required if a child is withdrawing from the school.** Tuition is due for that time period. If a parent should withdraw their child from the program without a thirty (30) day notice, tuition will be charged continuously until a letter of termination, in writing, to the director or administrative team, is received. The director will make an attempt to contact the parents and discuss the situation.

The withdrawal needs to be submitted on an "EEC Opt-Out" form and this form can be requested at the preschool front desk.



Unfortunately, we cannot guarantee that a space will be available should you choose to return. Our policies also state that if you do decide to return and there is a space available, you will be required to pay the re-enrollment fee again. Parents do have the option of guaranteeing your space upon your return by choosing to continue to pay the full monthly tuition during the time you are out.

## **TERMINATION / TERMINATION PROCEDURES:**

The preschool may terminate a child from the program for any of the following reasons, after reasonable effort has been made by the administrative team and the family to rectify the situation:

1. if the parent fails to comply with any of the school's policies and procedures
2. if the parent fails to abide by the financial responsibilities as contracted
3. if the preschool is unable to meet the needs of the child
4. if the child is unable to adjust to group settings, routines, and the scheduling of the classroom, after reasonable intervention/adjustment plans and efforts have been incorporated
5. if necessary forms for enrollment are not received
6. if the child is in danger of harming themselves or other children or adults
7. if the child or parent demonstrates inappropriate actions/words towards staff / parents / or children
8. if there are consistent late pickups within a month
9. if inaccurate information for emergency pick up is given
10. if unreasonable demands are requested of staff in regards to the care of an individual child which is contrary to the policies and procedures of the school and not "best early education practices"

## **VACATION:**

**As stated in the financial section of the enrollment packet, there are no reductions in fees for days that your child is on vacation.** If you should choose to withdraw your child(ren) for either an extended vacation or another reason, our financial policies state we require a **thirty (30) day written notice**. The withdraw needs to be submitted on an EEC "Opt-out" form. An EEC "Opt-out" form can be requested at the preschool front desk.

Unfortunately, we cannot guarantee that a space will be available should you choose to return. Our policies also state that if you do decide to return and there is a space available, you will be required to pay the re-enrollment fee again. Parents do have the option of guaranteeing your space upon your return by choosing to continue to pay the full monthly tuition during the time you are out.

## **SICK DAYS:**

**As stated in the financial section of the enrollment packet, there are no reductions in fees for days that your child is ill.** Please call the office if your child will be out sick.

- 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, we ask that you abide by the recommendation from our sick policies as to when a child may return

## **SIGNING IN & OUT:**

Upon arrival and departure at school, the parent/legal guardian/designated person is to sign the child in or out at the front desk in the appropriate class sign in sheet.

**Any person dropping off or picking up a child MUST BE 18 years or older.**

**The State requires that your sign-in and sign-out signature be a full signature and not just an abbreviation.**

After signing in, all children must be escorted to their classroom or playground area. At the end of the day, each child must

be signed out and will only be released to a parent/legal guardian/designated person whom the parent has authorized on the Pick Up Authorization & Emergency Contact, or in writing.

We must have in writing, or on your child's Pick Up Authorization & Emergency Contact in the office, the name(s) of each person authorized by you, the parent or guardian, to pick up your child(ren).

If for some reason, someone other than who is listed on your form will be picking your child up, you will need to fax or email us, and inform us who the person will be. We will then verify information to assure the safety of all children in our care.

All staff are educated and will ask for photo identification, if for any reason, they are unsure of who the person is that is picking up the child. This may be frustrating for some, yet we believe it is our responsibility and choose to be extra cautious to ensure the safety of all children.

**Please advise anyone picking up your child(ren) to carry photo identification. The front desk staff will ask to see it, before releasing the child.**

If there is anyone not allowed to pick up or have contact with a child, a current, court order legal document must be submitted to the administration staff and will be kept in the child's file.

A parent may allow us to provide temporary written permission for others, under the age of 18, in an emergency situation, to pick up their child. A photo identification will be required.

Because your child(ren) are our responsibility once at school, the staff is instructed not to release a child to anyone who appears to be under the influence of alcohol or drugs. In such a case, the administration will contact another parent/guardian/ or authorized person to come pick up the child. Should a problem arise, police will be contacted.

## **PICK UP:**

We desire for all families to respect & abide by our pick up policies and be prompt in picking up your child at the designated time, yet we also understand that there may be times when situations arise causing you to be delayed in picking up your child at the appropriate time.

**We ask that you be considerate and call the preschool to inform us that you may not arrive at your designated time.**

Some children can get upset when their parent arrives later than normal and other children are being picked up.

We desire to inform the child if we know that their pick up time might be different than normal or by someone else.

It is the policy of the Rock Academy Early Education Center to not release any child to someone who is not authorized by the parent and listed on the Pick Up Authorization & Emergency Contact form. If there is an emergency or change in plans, the parent MUST call the school, verify it is them, and inform us of who will be picking up the child. If someone arrives to pick up a child, is not on the authorization form, and the parent cannot be reached, we will not release the child until we receive notification, regardless of the time frame.

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

If a child is picked up late 3 times within a month, a meeting with the director will be arranged to discuss solutions and options to prevent this occurrence. If further late pickups continue, it may lead to dismissal.

## **Late pick up fees will be billed through FACTS.**

Please see the late pick up fees under Fees / Policies.

## **AUTHORIZED GUARDIANSHIP:**

The Rock Academy Early Education Center MUST have on file all current court orders, signed by a 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 or passport) submitted to the Rock Academy Early Education Center before any and all information is released.
- the written request may be brought into the Rock Academy Early Education Center 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 Early Education Center must maintain total neutrality in conjunction with all custody suits, whether settled or in progress.
- at no time will the Rock Academy Early Education Center 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.
- the Rock Academy Early Education Center 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.

## **HOLIDAYS / SCHOOL CLOSURE DAYS:**

The current yearly school calendar is attached to this family handbook and can also be located online on our website: [www.therockacademy.org](http://www.therockacademy.org).

Tuition is based on the days the school is in session, therefore there is no reduction in tuition based on the days the school is closed.

The Rock Academy Early Education Center observes the following holidays, along with three (3) professional growth days and three (3) minimum days.

- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Recess (Wed. 1/2 day through Fri.)
- Christmas / New Year's Recess (1 week)
- Martin Luther King's Birthday
- President's Day
- Day after Easter
- Last Day Of School Year
- Memorial Day
- July 4<sup>th</sup>
- Professional Growth Day (3 days-stated on calendar)
- Minimum Days (3 day-stated on calendar)

## **MAKE UP DAYS:**

Unfortunately, our policy is that there are no makeup days if a child is ill or does not attend on their regularly scheduled days.

## **DROP-IN DAYS:**

Occasionally there is availability for your child to attend on a drop in day. An additional fee will be charged for any extra day your child attends. Drop in days may not be exchanged for a day your child is sick or does not attend on their regularly scheduled days. Please see administration at the EE front office for information on the amount that will be charged. Charges will be billed through FACTS.

## **VISITORS:**

We welcome parents and grandparents to visit and participate at our school throughout the year. We also encourage parents and children who are enrolled for the following year to visit.

Due to licensing and insurance limitations, we cannot allow brothers, sisters, cousins, friends, etc., regardless of age, to stay at the school unless the parent of the child stays and the parent is involved in helping in the classroom.

Any person staying on the Academy property, beyond drop off or pick up, will be required to check in at the security desk in the church lobby and also at the front desk in the preschool lobby.

Taking A Tour

Student Observation

Delivery

Helping In Your Child's Class

Helping With A Special Event

Course Observation

## **SCHEDULE CHANGES:**

The Rock Academy Early Education Center has the authority to make program changes when deemed necessary. Notification of any changes will be made as soon as possible.

## **OUR PROGRAM**

We provide a Christ-centered environment, where children have ample opportunities to grow in all developmental areas.

We believe in honoring the developmental sequencing of growth that God created.

We honor each child God created and desire to help him or her become a self-directed, confident, independent individual.

We respect that each child is unique and special and has their own rate and style of learning.

Our program and staff acknowledge strengths and facilitate individual growth.

*"...encourage the timid, help the weak, be patient with everyone." 1 Thessalonians 5:14*

We believe children learn best in a play-based environment where readiness skills are taught through a balance of hands-on, self-directed and teacher directed activities.

Our environment promotes age-appropriate exploration, discovery, self-awareness, social interactions, problem solving, critical thinking, and meaningful experiences. We cultivate skills and attitudes that contribute and lead to success in everyday situations in life.

Our day is divided into the following segments:

Morning Care

Toddler / Preschool Learning Time

Lunch / Bathroom / Prepare for Nap

Nap / Rest Time  
Afternoon Enrichment  
End Of Day Care

## **CLASSROOM PLACEMENT:**

We believe in best Early Education practices and therefore will divide children into classrooms based primarily on their chronological age. We will also take into account a child's emotional development, length of attention span, expressive language skills, social skills and maturity level. The child will remain in that classroom from the beginning of the school year until the end of the school year, with the exception of our Infants & Toddlers.

Placement into a class is determined by the director.

Infants & toddlers will transition into the next class according to their age and availability.

## **THE BEGINNING OF SCHOOL:**

As professionals in the early education field, we know that the first few days of school for a child entering a new environment may bring some anxiety or fear. We also know that those who are familiar with our environment and may be moving to a new classroom and have a new teacher may also have apprehensions.

We respect these feelings and approach the beginning of school with sensitivity and understand what may be easy for some, may not be for others. We approach each child with a positive, gentle attitude and try to connect and will make every effort to help your child adjust as easily as possible. Know that there may be some tears: much TLC, assurance, and comfort is given to those children. We will keep parents notified if their child is having a difficult time.

As a parent, here are a few helpful hints for those first days:

- \*Be positive about the first day, children can pick up on your vibes
- \*Be friendly and say hello to their teacher, that in turn helps children know they are safe
- \*Tell your child how much fun they will have
- \*Give the child something special they can wear or keep in their pocket to remind them of you!!
- \*Develop a special "goodbye" acknowledgement to do every morning: fist bump / nose rub / 3 kisses / etc.
- \*Share with the child what your plans are:

Example:

We'll go to school and mommy will stay for 15 minutes  
I'll stay while you get involved in something you like  
I'm going to take a picture of you on your 1<sup>st</sup> day  
I'll be back to pick you up when school is over  
After school we'll go and do ..... together  
I can't wait to hear what you did

- \*Plan a small exciting activity for after school that the child can look forward to
- \*Write a special "love" note to put in their pocket or in their lunch or cubbie
- \*Have them tell you something that was fun during the day
- \*Give lots of reassurance and hugs

If you anticipate your child may have difficulty separating, please share this with your child's teacher so together you can decide on a procedure to follow in advance.

We do not support the "sneaking out" method, but rather want to instill security & trust in our children. We ask that when you are ready to say good-bye, you give your child a hug, say goodbye and then leave.

During the 1<sup>st</sup> few weeks, it is okay for you to allow your child to bring a special snuggle toy to hold during the transition.

We understand too that you as a parent may feel some apprehension after leaving your child. This is a perfectly natural response. We know how very important your child's well-being is to you. We encourage you to feel free to call the school during the day to find out how your child is doing. The director and staff are eager to keep you informed. A re-occurrence may happen after a long weekend or vacation. Your continuing positive attitude will help facilitate any such transitions.

## **CLASSROOM LEARNING CENTERS:**

Each classroom is arranged to provide different learning center areas where the children are exposed to a variety of activities. For a portion of their day, they are encouraged to rotate through the different centers and experience the activities set out. The centers encourage self-motivation, independence and making choices. The children choose self-directed activities to gain competence in eye/hand coordination, visual discrimination, readiness skills and concepts. These centers offer opportunities to promote problem solving, decision making, choice of working alone or interrelating with other children. The centers include:

**Circle Time:** to encourage the development of language skills, socialization between groups of children, appreciation for literature, increase attention span and vocabulary, expressive language, introduce concepts, acquire facts and knowledge, group singing, movement, group games, and sharing

**Bible Time:** to encourage a love for the Bible, Christian principles, Christian values, and the world God created for them. An age-appropriate biblical curriculum is interwoven through songs, Bible stories, Bible verses, life application stories, and prayer and character traits

**Blocks:** to encourage problem solving, large muscle development, creative play, imagination, math, grouping, social development, cooperative play, and spatial relations.

**Creative Art:** to encourage creativity and self-expression through painting, cutting, gluing, collages, coloring, Play dough, and small muscle development.

**Dramatic Play:** to encourage symbolic play, imagination, self-identity, family relationships, child's view of the world, fantasy play, and reality play.

**Fine Motor and Writing Center:** to encourage development of fine motor control through experiences with lacing, tracing, scissor cutting, drawing, rolling, stacking, eye-hand coordination, duplicating shapes, alphabet letters and numbers.

**Language & Literacy:** to encourage the ability to express oneself verbally, book awareness, vocabulary development, word recognition, phonemic awareness, listening comprehension, conventions of print, recall and verbalize experiences, understand words, and make associations with written words.

**Manipulatives:** to encourage developing eye-hand coordination, creating designs, visual discrimination, problem solving, comparisons, concentration, and fine motor.

**Math:** to encourage making predictions, learning one to one correspondence, patterning, number recognition, counting, less or greater, graphing, adding and subtracting, sets and classification.

**Music & Movement:** to encourage appreciation of music, singing, rhythm, experimenting with musical instruments, self-expression, and one's self in relation to space and body parts.

**Reading Corner:** to encourage a love for literature, a cozy place to relax, listen to records, look at pictures and words, develop a love for reading, phonemic and word awareness, visual memory, familiar pictures, and a place to be by oneself.

**Science:** to encourage exploration, discovery, asking questions of what, how, and why, cause and effect of our world and items in it. Encourage thinking, problem solving, measurements, observing, predictions, balance, and experimenting.

**Sensory Tub:** to encourage stimulation of the five senses, increase math skills, facilitate exploration, manipulate different textures, experience cause & effect, and work on problem solving and decision-making skills where they control their actions and the experience. It naturally encourages children to use scientific processes while they play, create, investigate and explore.

## REST TIME:

Those children who spend a full day with us will be required to spend some time resting. Community Care Licensing regulating childcare centers requires that provisions be made for children to nap or rest after lunch. The length depends upon the age and need of the child. Children are expected to rest quietly, allowing those who need to sleep the opportunity to do so. Older children will be required to rest and after a specific time, if they have not fallen asleep, will be allowed to do quiet activities.

The school provides each child with a rest mat and a sheet. Infant/toddler sheets are laundered daily & others are laundered weekly or sooner if needed. We encourage parents to bring a child-sized blanket, clearly marked with their child's name. Blankets are to be taken home each Friday to be laundered and returned.

## CURRICULUM:

Our curriculum has been intentionally developed and implements sequential expected student outcomes that are developmentally appropriate and enhance a child's growth. It is researched based and aligns with the California Infant, Toddler & Preschool Learning Foundations, California's Desired Results Developmental Profile, ACSI Accreditation standards, and California's Kindergarten Standards. It incorporates nine domains of learning which include: spiritual, social, emotional, language & literacy, math, creative arts, science, physical (fine motor & gross motor), and health. It is based on sound biblical principles and provides opportunities for children to achieve their optimum development.

Children's growth and development are interrelated and one is often connected with another, therefore we choose to value all areas of development and not put a higher priority on one versus another.

The domain our curriculum covers is:

**Spiritual Domain:** includes the child's development of the spiritual dimensions. Introducing children to understand the basis for our purpose and building up to a relationship with Jesus Christ. Introduce children to biblical concepts and applications that can be applied to their everyday life. It provides opportunities for each child to develop godly character traits such as those found in Galatians 5:22 - 23 where it states, ...."the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control." Christian holidays are also celebrated in ways appropriate for young children. Our day is not divided into Bible time or secular — Biblical foundations, Christian values and principles are taught and discussed every minute of every day.

Bible Stories  
Worship Songs

Bible Verses  
Chapels

Fruit of Spirit

Life Application Stories

**Social Domain:** includes the child's development of self-esteem and confidence, along with establishing and maintaining positive relationships with others. The child's social development involves the child recognizing themselves as a part of a community and developing the skills to cooperatively participate and respond appropriately to others.

**Emotional Domain:** includes the child's development and ability to identify and understand one's own feelings, to accurately read and comprehend emotional states in others, to manage strong emotions and their expression in a constructive manner, to regulate one's own behavior and to develop empathy for others.



**Language & Literacy Domain:** includes the child's development and ability to express oneself verbally, book awareness, vocabulary development, word recognition, phonemic awareness, listening comprehension, conventions of print, to recall and verbalize experiences, to understand words, and to make associations with written words. It includes emergent literacy skills related to awareness of letter sounds, syllables and rhymes, alphabet knowledge, interest in and knowledge of books and print, pre-writing skills, decoding, and word recognition. It includes skills in hearing and understanding sounds, listening comprehension, recognizing, and discriminating environmental sounds, completing sound patterns, shifting auditory attention and auditory sequencing tasks. It includes skills in talking and conversation including vocabulary, syntax, using language for different purposes, and adjusting for different listeners and to convey different types of information, articulation, verbal memory, word retrieval, and spoken communication.

**Math Domain:** includes the child's development to make predictions, learning one to one correspondence, patterning, number recognition, counting, less or greater, sorting, graphing, quantity comparison, adding and subtracting, sets and classification, recognition of simple patterns and sequences, spatial orientation, concept of time, concept of number, number recognition, and number naming.

**Health Domain:** includes the child's development in understanding the aspects of nutrition and how to keep a healthy body along with the skills needed for maintaining safety for themselves.

Nutrition

Safety

Cooking

**Physical Domain:** includes the child's development in maturing and mastering the movements of their body both in gross motor and fine motor which results in greater control and the ability to refine motions which are necessary for recreation and writing. It includes balance and fine and gross motor skills, eye hand coordination, mastering motor skills, control muscles in the hands that result in successful writing, drawing and cutting.

Gross Motor

Fine Motor

Handwriting

Scissor Skills

**Science Domain:** includes the child's development of exploration, discovery, asking questions of what, how, and why, cause and effect of our world and items in it. It encourages thinking, problem solving, measurements, observing, predictions, balance, and experimenting. It engages children in exploring the world God created, observing and describing characteristics of physical science, life science, and earth science, living, non-living, and mechanical. It includes developing awareness of relationship between humans and the environment.

**Creative Arts Domain:** includes the child's development in creativity and self-expression through painting, cutting, gluing, collages, coloring, Play dough, and small muscle development. It includes the appreciation of music, singing, rhythm, experimenting with musical instruments, dance, and one's self in relation to space and body parts. It encourages and provides opportunities for symbolic play, imagination, self-identity, family relationships, and a child's view of the world, fantasy play, and reality play.

**Our program and curriculum does not celebrate:**

Halloween

Santa Claus

St. Patrick's Day

Easter Bunny

## EXPECTED STUDENT OUTCOMES:

Our curriculum's foundation is based on sequential expected student outcomes that are developmentally appropriate and enhance a child's growth. Each of the nine learning domains includes several skills that the children have opportunity to learn and perfect. The skills begin with our infants and stair step to provide a seamless transition to Kindergarten.

A listing of all the skills for each age group can be viewed at the front reception desk or from any teacher.

## CHILDREN'S ASSESSMENTS:

Throughout the year, the teachers are continually making observations, documenting milestones, collecting samples of work, and assessing the developmental growth of each child in all the nine learning domains. These notations and observations will be transferred to the child's growth evaluation form that will be distributed to parents at the February Parent Teacher Conference.

## **PARENT TEACHER CONFERENCES:**

Parent-teacher conferences will be held twice during the school year. September conferences will be informal, where you can meet with your child's teacher to discuss their adjustment and progress. A more thorough conference which will include the written child's growth evaluation form will be during the month of February. This is an opportunity for you and your child's teacher to discuss developmental progress that has occurred and to ask any questions or share any concerns.

Both the director and your child's teacher are available and are willing to talk at any time throughout the year. Just ask for an appointment.

## **PARENT INVOLVEMENT:**

As your team partner, we encourage parents to take an active role in their child's school experience. Parent involvement is not mandatory, but we love parents to participate in as many activities and events as possible. Some of the ways parents can be involved include:

- Provide items for our special events
- Participate in a special class project
- Bring in "wish items"
- Help your child's teacher with cutting art supplies
- Helping with an art or cooking project
- Maintenance / equipment handiwork
- Share your hobby, career, talent, culture

## **SPECIAL GUESTS / EVENTS / ACTIVITIES:**

At different times throughout the year, we may have special guests and special events which provide valuable learning experiences for children right here at the school. These special events may include someone coming and sharing their career, educational or nature experiences that are beyond what we provide in the classroom.

Such events may include fire fighters, pilots, musicians, Lizard Wizard.

Some of the special events or programs that your child will participate in have a fee. This fee will be charged to the parents, up and beyond the monthly tuition. The fees range from \$3.00 – \$10.00.

## **Some of our fun events will include:**

**MEET YOUR TEACHER:** The Friday before the 1st "official" day of school, your child will be invited to come to school with their parent to meet their teacher and spend some time playing in their classroom.

### **PARENT ORIENTATION NIGHT:**

This night is held right after school starts and is a chance for parents to hear the plans and goals of the school, meet the teachers, see classrooms, and become better informed of the procedures and policies of the school.

**HARVEST CELEBRATION:** During October we have a Harvest Celebration which involves activities related to harvest time, autumn, and farming. The children come dressed as farmers and we do lots of fun fall activities outside. **We do not celebrate Halloween.**

**BIRTHDAY PARTY FOR JESUS:** Before we leave for our Christmas vacation, we have a birthday party to celebrate Jesus' birth.

**UMBRELLA PARADE:** During January when hopefully it is raining, we invite the children to bring their umbrellas and have a colorful umbrella parade.

**VALENTINE PARTIES:** Each child decorates a special Valentine bag and brings in Valentines to share with their friends. We celebrate the day by "sharing love with others" and eating special treats.

**OPEN HOUSE:** This is held in the spring. You and your entire family are invited to come to our school and tour the classrooms, see children's art work displayed, and learn about many of the activities that your child(ren) has participated in.

**MOTHER'S DAY EVENT:** A Mother's Day Event will be arranged for moms and their child(ren). It is a day for us to show appreciation for all that moms do.

**PARENT'S MEET UP:** At different times throughout the year, we will host a "devotion/coffee hour" where parents can gather for a cup of coffee, tea, or juice, hear a devotion and chat with one another. We hope that these times provide opportunities for you to get to meet other parents in our school.

**FATHER'S EVENT:** A Father's Day Event will be arranged for dads and their child(ren). It is a day for us to show appreciation for all that dad's do.

**CELEBRATION DAY / FAMILY PICNIC:** This is a day we celebrate the growth in all our children and acknowledge those who will be moving on to kindergarten. After the event we all gather for a family BBQ out on the back lawn.

**BOOK CLUBS:** Every two month we will be sending home book order forms from Scholastic Book Club. During these times you may take advantage of the wonderful opportunity to purchase books at a very reasonable price.

**WISH LIST:** A few times a year a "Wish List" is posted. This list includes items that we would like to add to our curriculum. Parents are welcome, but not obligated, to donate money towards one items.

**PAC:** PAC is a parent action committee comprised of Academy parents who organize family events to raise needed funds and build community within the school. Some of those events include: movie night, father-daughter sock hop dance, Gala. Proceeds go to support the school.

## **FIELD TRIPS:**

We do not take "offsite" field trips which involve driving or transporting children.

We do allow our 3-year-old, Pre-K, and Jr-K classes to take "walking field trips" to stores and parks in our area.

Parents will be notified prior to such an event. Sufficient supervision is mandatory, and a completed permission slip is required in order for your child to be able to participate.

## **SPEECH / VISION SCREENING:**

During the school year, you will have the opportunity to have your child screened for speech and vision. Professionals are scheduled to come in and perform the screenings.

This is an optional service we provide. There may be a fee for some of the services offered. A signed permission form is required, and an evaluation form is returned to the parents following the screening.

## **TODDLER INFORMATION**

Our experienced Early Education professionals create an environment where toddlers enjoy learning, promote their social skills, and foster self-confidence. We embrace this active stage of life and transitions and find joy in introducing them to new adventures and experiences, along with fostering a love of God in their precious hearts.

Much more detailed information on feeding & nap schedules, diapering, toilet training, safety precautions, and what to expect can be found in our “Infant & Toddler Brochure.” Please feel free to enquire at the front desk to receive a copy.

## **TOILET TRAINING**

Toilet training is a major developmental milestone for children. It hinges on physical and emotional readiness, not just a specific age.

Open and effective communication is vital between parents and staff during this phase of a child’s development.

We believe that it is best to wait for developmental signs of readiness and then support the child, by implementing routines and practices that appear to be consistent with the child’s natural rhythms.

Toilet training requires cooperation, agreement and understanding between the parent, child, and teacher.

We believe the best techniques emphasize consistency, positive reinforcement, and positive interactions.

To assist parents and communicate our routines and practices in toilet training, we have created a separate brochure, “Ready For the Next Step: Toilet Training” for those of you who are in the phase, near this phase or will be soon.

Please ask the director, the administrative team, or your child’s teacher for a copy.

Once we are in agreement that you and your child are ready for this phase, together, the parent and the teacher will discuss our policies and procedures and will develop a toileting training plan for your child.

## **CHILDREN’S BEHAVIORS**

### **POSITIVE GUIDANCE:**

The Rock Academy Early Education Center understands that children are all on a journey and believes that positive guidance is an opportunity to support children’s growth.

Socialization (the ability to interact in a group setting) is an emerging ability for the young child. This is a dynamic period characterized by many beginnings but few completely perfected skills.

Positive guidance is:

- a process of teaching, nurturing, training, guiding, and instilling in each child a sense of right and wrong
- developing character traits that are consistent with Christian principles
- designed to promote self-direction, self-control, choice, empathy, respect and kindness to others
- accomplished through sensitivity, consistency, firmness, love, fairness, and follow through
- helping children develop self-control and the ability to make good choices
- setting and maintaining age-appropriate, consistent, realistic expectations, administered with love and understanding

We believe positive guidance and looking at the child’s heart motives is where real and lasting change takes place. It means we are interested in a child’s heart change versus just behavior modification and go beyond just changing behavior and shepherd a child’s heart.

Our philosophy is that the heart of the matter is always relationship and not just behavior. We address behavior, but also take it a step further to see what is going on in the heart.

In working with children, we:

- ask questions that make a child think about their actions and the why
- help mold a child's heart for the future
- help children learn to make changes on the inside, not just outwardly
- help facilitate changes in one's heart where our desires and our will determine to do different things

We understand it is not our job to eliminate conflict, disappointment, and frustration, but to **teach** our children how to respond appropriately. We protect children from harm and assist them with situations and emotions.

Our staff is pro-active in creating an environment that lessens problems and helps children resolve conflicts. To redirect negative behavior, we use redirection, questions, prayer, conversations, language, supervision, and a few minutes either in the reading center or bench, if outside, to calm down, if necessary. It is our goal to help the child understand why their actions were wrong, how their actions affect others, and how they can solve the problem. We do this by conducting a Heart Talk and praying with the child.

Discipline is always administered with consistency and love. We do not allow, follow or condone any forms of corporal or unusual punishment such as spanking, humiliation, intimidation, inflicting pain upon or any other actions of a punitive nature. (Personal Rights Form, LIC 613A) and Title 22(Section 101223). Discipline happens wherever the situation occurs. The child is not brought to the office or isolated from others. The director and administrative team will assist if need be.

Steps we take:

- Have child calm down if needed.
- Ask child questions about what happened to identify problem
- Ask child if they know **why** they chose to do what they did
  - \*See if they can identify the reason or **feelings** of why
- Ask child if they think they made the right choice / followed the school rules / etc.
  - \*Encourage child to admit they did not make the right choice
- Ask child about other choices that they could have made
  - \*Help them realize there was a better choice
- Ask child how they think their actions affected others?
  - \*Ask if they would want their friend to treat them that way
- Ask child how we can resolve the problem and make a better choice next time
- Ask child what they will do the next time
  - \*encourage child to decide to make the right choice next time
- Ask the child to accept the consequences you instill
- Ask the child if they want to say anything to their friend
- Pray with the child
- Tell the child "I know you can make good choices. I can't wait to see."

A positive approach finds what is good rather than concentrating on what is not.

We encourage the children to work on solving their problems by using their words with the help of a staff member. We also encourage children to express their feelings in appropriate ways.

We are more concerned with the child's heart and motives than just the behaviors themselves. We want children to want to make the right choices even when we are not there to guide them. We must teach and provide opportunities to practice desired behaviors in order to proactively handle challenging behaviors as opposed to simply reacting to the behaviors after they occur.

Our simple guidelines for them to follow are:

1. It is not okay to hurt yourself.
2. It is not okay to hurt another person.
3. We play with our equipment in a kind and loving way.
4. We use our words before grabbing, taking, destroying, someone's art, building creation, or equipment.

The goals for guidance situations are to:

1. Help a child internalize socially acceptable behaviors.
2. Help a child become self-disciplined.
3. Help a child experience success in relationships.
4. Help a child develop peaceful and non-violent strategies for conflict resolution.
5. Help a child preserve dignity and a sense of self-worth.

**Unacceptable behaviors include but are not limited to:**

biting	bullying	harassment
hitting	kicking	standing on tables
standing on chairs	unkind words	yelling at someone
throwing items	profanity	breaking an item
teasing	spitting	
showing disrespect to employees or others	touching others inappropriately	

**If a child abuses their privileges at school and will not follow our guidelines, they will:**

1. Lose the privilege of playing with an item or doing an activity for a short time.

**If the behavior continues:**

1. The child will lose the privilege of playing with an item or doing an activity for the rest of the day.

If a situation or unacceptable behavior continues, a parent, teacher, director conference will be scheduled and a plan of action will be decided upon for school and home. This plan of action will begin the day after the parent, teacher and director conference and will be in effect for 2 weeks. A follow up conference will be scheduled at the end of this 2 week period to reassess whether there has been improvement in behavior.

In the event that these procedures fail to bring the desired results during the 2 week plan of action period and your child's behavior continues to put our staff and/or children at risk, verbally, mentally, or physically, they may be dismissed from the center. If your child is dismissed from our school for any reason, your tuition for the current month will not be refunded or prorated.

## **BITING POLICY:**

As early educators, we understand that there are many different circumstances that can lead a child to bite. Circumstances may include, but are not limited to, the level of the child's verbal skills are to communicate, teething, exploration, and autonomy. Many children are not verbal and may become frustrated by a new experience or one in which another child takes something away, chooses not to share, or feels threatened, therefore bites as a response. It may occur more frequently when a child is tired, frustrated or over-stimulated, along with no warning. Biting can provoke strong emotional responses to the biter, the one bitten, the parents, and the caregivers involved.

We take this behavior seriously and have trained the staff with best practices for these situations. We are implementing the following practices with the children.

What we do when biting happens?

- Attention will be given to the bitten child. Appropriate loving care will be given and first aid administered.
- The biting child will be separated from the bitten child and talked to using some of these terms: "Biting is not okay, it hurts. Our mouths are for talking and eating. God wants us to be kind to our friends. Biting is not kind. It is not okay to put our teeth on our friends."
- The staff member will make verbal cues by touching her own mouth while saying the words along with modeling gentle touches.
- The biting child will be separated from the bitten child and redirected to a calming time and then an appropriate activity while the injured child is attended to.
- The biting child will then possibly be brought back to the injured child and may be asked to assist in comforting the injured child with the teacher's direction. Continued appropriate words will be communicated: "Biting is not okay, it hurts. Our mouths are for talking and eating. God wants us to be kind to our friends. Biting is not kind. It is not okay to put our teeth on our friends."
- The biting child will be observed closely by staff after such an incident.
- The environment/situation will be assessed, and action taken if something can be changed to prevent it from occurring again.
- An accident report will be completed for every incident. No name of either child involved will be given out to parents.
- When a child has bitten several times in a short period of time, an action and intervention plan will be developed and implemented by the director and the teacher(s).

The action and intervention plan implementation will be as follows:

- A meeting will be scheduled with the director, teacher, and parent to communicate the plan. The teacher will observe to see if there are specific trigger circumstances for the biting response.
- Positive reminders will be given to the child who is biting regarding what our mouths are for and showing kindness to their friends. The terms are repeated in a natural environmental setting: "Biting is not okay, it hurts. Our mouths are for talking and eating. God wants us to be kind to our friends. Biting is not kind. It is not okay to put our teeth on our friends."
- Intentional watching, pro-active intervention of monitoring the circumstances of when the biting may take place, close proximity to the teacher, and re-direction will take place.
- Reading the book "Teeth Are Not For Biting" along with visually showing the child the pictures of kind mouths.
- Praise will be given to the child when positive behavior is seen.
- The teacher will model "gentle hands" and "gentle touches" for the child.
- The teacher will facilitate and model to the child to "use their words" to communicate.
- These procedures will continue along with daily communication with the parent.

Parent cooperation and team partnering with the preschool is essential for the action and intervention plan to work. This plan will begin the day after the parent, teacher and director conference and will be in effect for 2 weeks.

**If a child continues to bite with little or no signs of improvement during this period**, the center reserves the right to temporarily/permanently dismiss 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, Section 101223)



## INAPPROPRIATE BEHAVIOR:

Unacceptable behaviors include but are not limited to:

biting	bullying	harassment
hitting	kicking	standing on tables
standing on chairs	unkind words	yelling at someone
throwing items	profanity	breaking an item
teasing	spitting	
showing disrespect to staff or others	touching others inappropriately	

## BEHAVIOR INTERVENTION / ACTION PLAN:

If a situation or unacceptable behavior continues, a parent, teacher, director conference will be scheduled, and a plan of action will be decided upon for school and home. This plan of action will begin the day after the parent, teacher and director conference and will be in effect for 2 weeks. A follow up conference will be scheduled at the end of this 2-week period to reassess whether there has been improvement in behavior.

In the event that these procedures fail to bring the desired results during the 2-week plan of action period and your child's behavior continues to put our staff and/or children at risk, verbally, mentally, or physically, they may be dismissed from the center. If your child is dismissed from our school for any reason, your tuition for the current month will not be refunded or prorated.

## Steps for Children's Behavior

1. We ensure that we have created an **environment** for success.  
We see what we may need to change to provide that.
2. We **seek wisdom** for **each child's personality**.  
We become **familiar** with their **strengths & struggles**.  
We **identify the times** where behavior may be difficult.
3. We **inform** the children of the **boundaries & guidelines**.  
We give them **one on one connection** and let them know what we expect.  
We let them know it is **their choice** to make **good choices**.
4. We **communicate with parents** the **behaviors being seen** and **discuss, develop, and implement an action plan**.  
    *\*set up a meeting*  
    *\*discuss the action plan*  
    *\*time frame to see improvements*  
    *\*discuss possible outside resources needed*
5. We develop **consequences** for any actions that are not in compliance of what we've asked.  
We ensure that all staff are in accord & **giving the same message**.
6. We **firmly & lovingly follow through** on consequences.
7. We **continue & consistently** give the consequences.
8. We **praise** where we can.  
We **assure** them we **love** them.
9. After the 2-week plan of action period, we will **make adjustments to the action plan** if needed.

10. If no improvement is seen, the child will be terminated from the preschool.

## CHILDREN WITH SPECIAL NEEDS

As “team partners” we want to provide the best care for each child.

In order to provide such care, it is important that parents of a child with special needs who is enrolled in our center understands and abides by the guidelines set forth for our school. Those guidelines can be obtained from the director. Please discuss any special needs with the director.

Any child in our school who has special needs will be treated with respect and dignity just as the other children. It is our desire to provide each child with a quality experience where growth and maturity can be nurtured and developed.

Children with special needs, such as emotionally, developmentally or physically challenged, will be accepted if it is determined that:

\*\*they will benefit from our program.

\*\*the staff is able to meet the individual needs of the child.

\*\*there will be no adverse effect on the other children through direct behavior.

\*\*the child does not require extra staff time needed for other children.

\*After a child is enrolled in our program, and the director indicates the child needs a professional assessment, the parents must cooperate with the school in obtaining the necessary assessments to determine if the preschool is able to meet the needs of the child.

The Rock Academy Pastoral Overseer and Early Education Center Director will make all final decisions regarding children with special needs.

## PERSONAL BELONGINGS

Below you will find a listing of items the parents will provide for their child to create a comfortable environment that includes essentials.

### What To Bring

Items Needed	Toddlers	2s	3s - PreK	JrK
Diapers and Wipes	•	•		
Diaper Cream	•	•		
Bottles (Plastic)				
Sippy Cup	•			
Pacifier (if used)	•			
Prepared Snacks (a.m. and p.m.)	•			
Lunch	•	•	•	•

Extra Clothing	2 full sets	2 full sets	2 full sets	1 full set
Jacket	•	•	•	•
Extra Shoes	•	•	•	•
Blanket for Nap	•	•	•	•
Water Bottle		•	•	•

## CUBBIES:

Children in our Toddlers, 2's, 3's, PreK, & JrK classes have an individual cubbie. It is labeled with the child's name. This cubbie is a special place for the child to keep their blanket, sweater, jacket, and extra clothing. Please be sure to check it each day when picking up your child to ensure you have the necessary items to take home. Any time a child's extra clothing is used, please launder and return to school the next day.

## ART / COMMUNICATION FOLDERS:

Each classroom contains an art / communication file folder with individual files for each child in the class. Information notices, special event reminders, art work, book club pamphlets, and church flyers will be put in the file. Please check it daily.

## TOYS:

Children have many special toys and always desire to show them to their teachers and friends. Times will be scheduled for the child to bring a toy in. It will be a part of our language experiences where the children can bring in an item and tell their friends about it. This experience promotes vocabulary of descriptive words, clues, and explanations.

The days your child may bring a toy or item to school are called Share Days.

You will be informed of when these days are scheduled.

Other than Share Days, we encourage families to keep other toys at home or in the car.

**Any other days must be pre-planned with your child's teacher.**

The school cannot assume any responsibility for personal items that are lost or broken.

Please make sure that all items are marked with the child's name.

**Please remember that guns, war toys, weapons, and evil or scary characters are not appropriate at any time which includes Share Days.**

## SCHOOL WEAR:

"In fashion" at preschool means washable, comfortable, easy-to-manage clothing and rubber-soled shoes. Keep in mind your child's comfort, safety, and involvement in possible messy activities such as gluing and painting. Even though paint shirts are provided, our creative artists find a way around them.

When dressing your child for school, think about:

Simple clothing that is free of complicated fastenings  
 Stubbed toes, dirt, sand, and climbing  
 Messy art projects  
 Changeable weather (layers are great)  
 Comfortable clothing which allows freedom of movement  
 Clothing that is easy to manage for taking care of bathroom needs. Belts are difficult!!

RUBBER-SOLED SHOES ARE REQUIRED FOR THE PLAYGROUND; TENNIS SHOES ARE THE BEST

**Please do not allow your child to wear:**

OPEN TOED SANDALS, FLIP FLOP SANDALS, AND SHOES THAT DO NOT HAVE A STRAP ON THE HEEL

Due to weather changes, please provide your child with a sweatshirt, sweater or jacket.

**Please label removable clothing to prevent loss or mix ups. Sometimes 3-5 of our friends have the same jacket or sweater.**

Please provide extra clothing for your child. Place the following in a LABELED ziplock baggie in their cubbie:

underwear                      pants                      tops                      socks

## HEALTH & NUTRITION POLICIES & PROCEDURES

### HEALTHY FOR SCHOOL:

It is our desire to keep all children healthy. We are very concerned about the health of your child(ren) as well as that of the other children in our care.

We ask that you please assist us in verifying that your child's health is adequate to attend school. You know your child best. Please watch for any unusual behaviors such as lack of appetite, headaches, crankiness, overly tired, etc. This may be the beginning of an illness. Each day our staff will ensure that each child is healthy enough to stay at school by doing a quick "health look" as they welcome the children. Additional attention will be given to those children who have been absent because of an illness or have been exposed to a contagious disease.

**Your child may not come to school if any of the following symptoms of illness are present. The duration of time needing to stay home is also listed:**

<b>Illness:</b>	<b>Can Return:</b>
* their illness or recovery results in greater care needed than the staff can provide without compromising the health and safety of the other children (one-on-one care)	
* their illness or recovery prevents them from participating in school activities	
* temperature of 100.5 or greater:	24 hours after fever has disappeared
* difficulty breathing:	can breathe comfortably
* diarrhea (two incidents)	form that can be contained
* vomiting:	24 hours
* conjunctivitis:	24 hours after treatment
* scabies:	after completing 1 treatment
* impetigo:	24 hours after treatment
* lice:	24 hours after treatment & free of all nits
* strep throat:	24 hours after treatment & free of fever
* mumps:	9 days after the onset of gland swelling
* measles:	4 days after the onset of the rash
* chicken pox:	all sores have dried and crusted
* rubella:	6 days after onset
* shingles:	all sores have dried and crusted
* whooping cough:	5 days after treatment
* respiratory illnesses:	can breathe comfortably

A child may be sent home if he or she appears to have symptoms of any of the above illnesses. In such a case, the child will be isolated from the other children, accompanied by a staff member and a parent will be contacted to come and pick up the child within an hour. If a parent cannot be reached, another adult on the child's Emergency Form will be contacted.

Following any serious illness, a doctor's statement will be required. THIS IS FOR THE PROTECTION OF ALL CHILDREN.

## IMMUNIZATIONS:

The State Department of Health and Welfare and our Community Care Licensing requires each child have a physical examination and verification of immunizations upon initial enrollment.

The new California State law SB 277 , going into effect in July 2016, **mandates ALL children** under the age of eighteen (18) be immunized in order to attend a licensed child care facility. **No new** personal or religious belief exemptions are accepted as of January 2016. If there is an existing personal beliefs form filled out, it is valid until the child enters Kindergarten.

The only accepted exemptions to this law are written notification from a licensed physician.

A parent or guardian must submit a written statement from a licensed physician (M.D. or D.O.) which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- Which vaccines are being exempted.
- Whether the medical exemption is permanent or temporary.
- The expiration date, if the exemption is temporary.

If children are on a delayed immunization plan, the parents must abide and stay current on receiving the necessary immunizations within the appropriate timeframe in order to qualify and their child stay in attendance.

AGE	VACCINE	# OF DOSES REQUIRED
2-3 months	POLIO	1
	DTaP	1
	HIB	1
	HEP B	1
4-5 months	POLIO	2
	DTaP	2
	HIB	2
	HEP B	2
6-14 months:	POLIO	2
	DTaP	3
	HIB	2
	HEP B	2
15-17 months	POLIO	3
	DTaP	3
	HIB	1
	HEP B	2
18months -5years	MMR	1
	POLIO	3
	DTaP	4
	HIB	1
	HEP B	3
	MMR	1
	Varicella	1

## COMMUNICABLE DISEASES:

For the protection of all, children who show signs of a communicable disease may not attend school. Parents are required to notify the administrative team if your child has been exposed to any communicable disease or if he or she has been diagnosed as having one, so incubation dates can be verified, and parents can be notified of possible exposure.

This includes any of the following diseases:

Chicken Pox	Bacterial Meningitis	Salmonella	Diphtheria	Hepatitis A
Measles	Mumps	Pertussis	Pinworm	Head Lice
Ringworm	Scabies	Pneumonia	Impetigo	Rubella
Strep Throat	Pink Eye	Fifth Disease	Roseola	Scarlet Fever
Hand, Foot, Mouth				

All parents will be notified by a note from the office or email if their child has been exposed to a communicable disease. The Administrative Team will communicate to the parents the duration of time away from school that will be required depending on the disease.

## MEDICATIONS / PRESCRIPTIONS / NON-PRESCRIPTIONS:

At times throughout the year, it may be necessary for a child to receive a dose of medicine prescribed by their doctor during school hours.

Our first priority is safety and optimal health of the children, therefore regulated and specific procedures have been put into place to ensure your child receives the proper dosage of medication.

ALL medications MUST be turned into the front office to one of the Administrative Team. At no time, may any medication, prescription or over the counter be left without an Administrative Team employee.

No OVER THE COUNTER medications, cough drops, vitamins may be left with the child or in the child's classroom, lunch box, or cubbie.

In order for the Administrative Team to administer medication, the following procedures must take place:

1. The parent or legal guardian must fill out the Medication Authorization form which states:
  - a. Name on medication label
  - b. Name of medication
  - c. Daily dosage to be prescribed
  - d. Time to prescribe medication
  - e. Date to stop prescribing medication

Two employees on the Administrative Team will be present when medication is prescribed.

The medication dosage, time, and amount will be recorded on the Medication Authorization form.

Medication will be refrigerated if needed in a labeled container.

Medication is given **only once a day after lunch**. If your child needs medicine more than once during the school day, we feel he/she is too ill to be at the preschool.

## PRESCRIPTION MEDICATIONS:

The Rock Academy Early Education Center will only administer prescription medication that is prescribed by a licensed physician or dentist.

In order for the Administrative Team to administer medication, the following procedures must take place:

1. The parent or legal guardian must fill out the Medication Authorization Form which states:
  - a. Name on medication label
  - b. Name of medication
  - c. Daily dosage to be prescribed

- d. Time to prescribe medication
- e. Date to stop prescribing medication
- 2. The prescribed medication must be in the original container which includes:
  - a. The child's name
  - b. The doctor's name
  - c. Expiration date
  - d. Name of medication
  - e. Time and dose to be administered
  - f. Pharmacy name

This ensures the physician's written consent and authorization
- 3. Any unused portions will be returned to the parent.
- 4. An individual Medication Authorization form **MUST** be filled out for each prescription medication and signed by the parent or legal guardian.

## **OVER THE COUNTER MEDICATIONS / NON-PRESCRIPTIONS:**

Our policy on **oral over-the-counter medicines** is the same as prescribed medication.

Over-the counter medication such as aspirin, ibuprofen, and cough medicine will only be administered if it is prescribed by a licensed physician or dentist.

In order for the Administrative Team to administer **ORAL over the counter medication**, the following procedures must take place:

- 1. The parent or legal guardian must fill out the Medication Authorization Form which states:
  - a. Name on medication label
  - b. Name of medication
  - c. Daily dosage to be prescribed
  - d. Time to prescribe medication
  - e. Date to stop prescribing medication
- 2. The prescribed medication must be in the original container which includes:
  - a. The child's name
  - b. The doctor's name
  - c. Expiration date
  - d. Name of medication
  - e. Time and dose to be administered
  - f. Pharmacy name

This ensure the physician's written consent and authorization
- 3. Any unused portions will be returned to the parent.
- 4. An individual Medication Authorization form **MUST** be filled out for each prescription medication and signed by the parent or legal guardian.

Be sure to ask for written instructions during visits to the doctor for all **ORAL over the-counter medications** prescribed.

If a label for the **ORAL over the counter medication** cannot be obtained, parents are welcome to come to the school and administer over-the-counter medication to their child.

If the parent administers **ORAL over the counter medication** to their child while on the school premises, we do ask that the parent signs the Medication Authorization form to accurately document the dosage, time, and medication given to the child.

The following over the counter products can be applied to your child with the parent's written authorization by filling out the Medication Authorization form:

sunscreen                      lotions                      diaper cream                      chap stick

These products do need to have a visible expiration date.



Anytime these products are applied, it will be documented on the Medication Authorization form.

The products listed above, along with the Medication Authorization form, will be stored in the classroom out of children's reach and will be applied on your child when needed.

## **MEDICATIONS FOR ALLERGIES OR CHRONIC ILLNESS:**

EpiPens or glucometers which are used for life-threatening conditions such as glucose, allergies, bee sting, etc., may be kept at the school and prescribed. All staff has been trained on EpiPen administration. If other medications or injections are required, training on proper administration will be done for those who may administer the procedure.

In order for the administrative team to administer such medication, the following procedures must take place:

1. The parent or legal guardian must fill out the Medication Authorization form which states:
  - a. Name on medication label
  - b. Name of medication
  - c. Daily dosage to be prescribed
  - d. Time to prescribe medication
  - e. Date to stop prescribing medication
2. The prescribed medication must be in the original container which includes:
  - a. The child's name
  - b. The doctor's name
  - c. Expiration date
  - d. Name of medication
  - e. Time and dose to be administered
3. Any unused portions will be returned to the parent.
4. An individual Medication Authorization form **MUST** be filled out for each prescription medication and signed by the parent or legal guardian.

## **NEBULIZER CARE:**

Nebulizers may be kept at the center and prescribed. All staff has been trained on Nebulizer administration.

In order for the administrative team to administer such medication, the following procedures must take place:

1. The parent or legal guardian must fill out the Medication Authorization form which states:
  - a. Name on medication label
  - b. Name of medication
  - c. Daily dosage to be prescribed
  - d. Time to prescribe medication
  - e. Date to stop prescribing medication
2. The prescribed medication must be in the original container which includes:
  - a. The child's name
  - b. The doctor's name
  - c. Expiration date
  - d. Name of medication
  - e. Time and dose to be administered
3. Any unused portions will be returned to the parent.
4. An individual Medication Authorization form **MUST** be filled out for each prescription medication and signed by the parent or legal guardian.

## **CHILDREN'S ALLERGIES:**

For the health and safety of all our children, we ask that parents list all allergies to food and medications on the Pick Up Authorization & Emergency Contact form.

## SNACKS / LUNCH / MEALS:

Parents must provide all meals for the day. Our morning snack is served at 8:30 and the afternoon snack is served between 2:30 – 2:45. If your child arrives before 7:30 am, you are welcome to send in breakfast for them to eat.

Some snack suggestions are:

cereal bars	raisin bread	cottage cheese & pineapple
carrots & ranch	cheese & pretzels	orange slices & ritz
blueberry muffins	bagels & cream cheese	peaches & graham crackers
yogurt	applesauce & crackers	broccoli & ranch

## WE ARE A NUT FREE SCHOOL

**NO NUTS OR PEANUT BUTTER OF ANY KIND ARE ALLOWED!!**

**SUNFLOWER SEEDS / SUNFLOWER SPREAD / SESAME SEEDS / PEPITOS ARE ALLOWED**

Parents are responsible for providing their child a nutritious lunch each day. We ask that sodas or candy not be included. Due to being a nut free school, peanut butter, almond butter and all nuts are not allowed.

We do not have the ability to store lunches in a refrigerator (exception: infants/toddlers) or warm up lunches, therefore we recommend including a thermos or ice pack to keep any foods at the appropriate temperature.

Our staff encourages the children to eat their “healthy” foods first, but will not be responsible to make children eat all of their food at any time. We would appreciate and encourage you to provide your child with a nutritious lunch that includes items from the four recommended food groups.

Suggested appropriate amounts of food for young children (2-5) would be:

bread—1 slice	fruit—1/2 cup	meats—1 1/2 oz.
cheese—1 1/2 oz.	vegetables—1/2 cup	milk—3/4 cup

Some suggestions for lunch are:

1/2 sandwich	cheese & crackers	fruit
vegetables & dip	fruit snacks	tortillas
applesauce	pretzel sticks	muffins
yogurt	meat & cheese	noodles
yummy leftovers!!		

Please keep the administrative leadership team and your child's teacher informed of any food allergies that your child may have or develop. A substitute snack will be provided if allergies restrict your child from eating the snack that is planned. If a child has severe food allergies, we may ask the parent to provide snacks for their child. A list of the monthly snacks is posted in the classrooms, the front office & the kitchen.

## BIRTHDAYS:

Birthdays are special days and children love to celebrate their special day with their friends. Your child is welcome to celebrate his or her birthday at school with their classmates. **A special store bought birthday treat (with label attached listing ingredients) may be brought to share.** Arrangements must be made with your child's teacher as to the date of the celebration. The teacher will make a special birthday crown.

Birthday celebration policies include:

- \*any celebration at school must include all classmates
- \*small treat bags can be passed out
- \*special characters will not be allowed
- \*piñatas may not be brought in
- \*celebrations will take place during afternoon snack time
- \*parents can choose if they want to bring in birthday plates & napkins, but not required
- \*siblings and class friends may be included, no outside friends

Birthday invitation policies:

- \*if **ALL** the class is invited to the party, invitations may be given to the teacher to pass out
- \*if **NOT ALL** the class is invited, invitations must be delivered outside of school

Some “treat” suggestions may include: cupcakes, fruit, cookies, ice cream bar, popsicle, donut, brownie, strawberry shortcake, or favorite snack. **Soda is not permitted.**

## **SAFETY POLICIES & PROCEDURES**

### **EMERGENCY MEDICAL CARE / STUDENT ACCIDENTS:**

The school is required to have a signed and dated consent form for Emergency Medical Treatment.

This form states that:

as the parent or authorized representative, you give consent to The Rock Academy Early Education Center to obtain all emergency medical or dental care prescribed by a duly licensed physician (MD) Osteopath (DO) or dentist (DDS) for your child. This care may be given under whatever conditions are necessary to preserve the life, limb or wellbeing of the child.

In the event of a serious illness or accident, the steps below will be followed and include, but are not limited to:

1. Emergency service will be called immediately if needed.
2. Attempt to contact a parent or guardian.
3. Attempt to contact the child's physician / dentist.
4. Attempt to contact a parent or guardian through any of the persons listed on their Emergency Contact form.
5. If attempts to contact a parent, guardian, or the child's physician / dentist cannot be done, the following procedures will be followed:
  - a. Emergency medical services will be called.
  - b. If there is a need to transport the child, a staff member will be in attendance.
6. Any expense incurred under #3 will be the responsibility of the child's family.
7. The school will not be responsible for anything that may occur as a result of false or misleading information given at the time of enrollment.

All of our staff is trained in Pediatric CPR and First Aid.

**PLEASE HELP US KEEP YOUR CHILD'S FILE CURRENT BY KEEPING US UP TO DATE ON PHONE NUMBERS, EMERGENCY NUMBERS, AND OTHER PERTINENT INFORMATION.**

### **INCIDENT REPORTS / OBSERVATION REPORTS:**

Minor injuries sustained at the center will be handled by the staff with band-aids, ice packs, cleaning with antibacterial wipes, washing with water and soap and tender loving care. Parents will be notified by an "Incident" report and asked to sign and date them. One copy is sent home with the child and the other is kept in the child's file. If a more serious injury takes place such as head injuries, serious falls, broken skin, significant blood, and teeth injuries, parents and emergency personnel (if needed) will be called immediately. If a staff member notices a scrape, bruise, or unusual mark, they will document the injury/mark on the "Observation" report.

An Observation report may be filled out to document when an employee identifies a scratch, mark, cut, bruise, or injury on a child that may not have happened at school or to document significant changes in behavior.

## **CRISIS / DISASTER / EMERGENCY SITUATIONS:**

The Rock Academy has developed policies and procedures for crisis / disaster / emergency preparedness.

Emergency teams have been created and are trained annually on their responsibilities. The emergency teams consist of:

Leadership	Media	Command Center
Medical/Search & Rescue	Parent Communication	Student Safety

When you are notified about a school closure or evacuation, you must make immediate arrangements to comply with picking your child up from the school or evacuation site.

If telephone services are not available, you will need to come to the school site for information.

### **In the event of an emergency school closure or evacuation, the following procedures will be followed:**

- The child(ren) will be picked up at the school by a parent/guardian or one of the persons listed on the Emergency Authorization Form.
- The child(ren) will be kept at The Rock Academy Early Education Center and Rock Church as long as it is deemed safe.
- If The Rock Academy Early Education Center and Rock Church is deemed unsafe, the child(ren) will walk or will be transported, with the staff members to our secondary location which is Liberty Station / NTC Park located 3 blocks east of school.
- Staff members will stay with the children until all the children have been picked up and will be giving your child any emergency care they may need.
- Your child(ren) will only be released to a parent/guardian or one of the authorized persons on your Emergency Authorization Form. If Liberty Station / NTC Park is unacceptable, we will follow fire and police orders to the evacuation site deemed for our area.
- Any person(s) other than the parent/guardians will be asked to show identification when picking up your child(ren).

All staff are trained on crisis/disaster procedures which include:

missing child	kidnapping	child abuse
assault on child or staff	fire alarm/emergency	gas leak
earthquake	flooding	building & site evacuation
emergency lockdown	intruder alert procedures	shelter in place
crisis response	bomb threat	hazardous materials accident
suspicious mail or package	power outage	

**ALL PARENTS WILL BE NOTIFIED THROUGH A CALL / TEXT / OR EMAIL IF ANY OF THESE SITUATIONS OCCUR.**

## **SAFETY DRILLS:**

Your child(ren) will participate in safety drills 3-4 times a year. The children are taught safety procedures and exit procedures for fire drills, earthquake drills, and lock downs. All are accompanied by staff members.

## **PARKING:**

The parking at our center can be difficult at times during drop off and pick up.

There are reserved "preschool" parking spaces in the back lot of the church. If those are full, the families must park in the parking lot across from Trader Joe's & walk to the center. Unfortunately, Truxtun Street is a drop off only zone.

Please only park in the marked stalls. The street in front of the church is for elementary/high school drop off & pick up where the driver must be in the car at all times.

**It is never okay with us for you to leave any child(ren) under the age of 12 unattended in your car while**

### **dropping off or picking up your child(ren).**

The preschool has a few parent drop off/pick up parking spots located in the north-west lot 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 Truxtun Street, as it is a drop off only zone. We do our best to reserve the parking spaces for our preschool parents; however, because of our residency inside the Rock Church, we have no control over event functions of the Rock Church as well as other neighbor school functions that may fill up the parking lots. Please be advised that the busiest hours during the day are 7:15 A.M. – 9:00 A.M. and 2:00 PM – 4:00 PM when schools are either going into sessions or getting out of sessions.

The Rock Church is a busy facility with many activities and events planned, therefore please be alert to the busiest times and days.

### **CHILD ABUSE POLICY:**

As licensed childcare providers, all employees of the Rock Academy Early Education Center are mandated to report suspected child abuse.

The primary intent of reporting is to protect the child.

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of, or observes a child in his or her professional capacity, or whom the employee comes in contact with, has abused a child within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to the child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

Employees of the Rock Academy Early Education Center will abide by these “risk prevention” guidelines to ensure the safety of the children in our facility:

1. Classroom doors will remain unlocked at all times.
2. Classroom visibility window will remain clear at all times other than a lockdown.
3. Bathroom entrance doors will remain open when in use by children & only supervised by Rock EE employees or the child's parent/guardian.
4. Employees will not enter a bathroom stall with a child with the door closed.
5. Employees will not allow more than one child per toilet stall.
6. Children will be supervised in the bathroom by a Rock EE employee .
7. Staff members who work with our infants, toddlers and twos write out a Daily Report each day which lists the times of diapering.
8. Staff members will document on a written form any time a child says another child touched them inappropriately. A copy will be kept in the child's file. The staff will verbally share this information with the parent.
9. Staff members will document on a written form any time a child says a staff member or another adult touched them inappropriately. The employee must relay the incident to the director. A copy will be kept in the child's file. The director will verbally share this information with the parent.
10. Staff members will document on a written form any time a staff member sees a child touch another child inappropriately. The employee must relay the incident to the director. A copy will be kept in the child's file.  
The director will verbally share this information with the parent.

11. No other adult, with the exception of a Rock EE employee, parent, legal guardian and any others parents authorize may supervise a child(ren) in the bathrooms.
12. Staff members will document on a written form any time a child says something unusual about a situation which causes question. The documentation will be kept in the child's file.
13. Any time a child's private body parts need to be checked from a possible injury, two (2) staff members will always be present.
14. Walking through the classrooms, bathrooms and playground are appropriate and can be done at any time by the director, administrative team, parents, and other staff members.

## **ANTI-HARRASSMENT POLICY / STAFF ABUSE POLICY:**

Here at The Rock Academy Early Education Center, it is our commitment to ensure that each child has the opportunity to come to school in an environment which is loving and free from harassment or intimidation.

We work diligently in creating an environment where all children are treated with respect and dignity.

Harassment in any form, by an employee or student, will not be tolerated and will be the basis for discipline, up to and including possible termination from the school.

We will not tolerate any employee verbally, mentally, or physically abusing children in our care.

Furthermore, we will not allow any parents or student to verbally, mentally or physically abuse our staff.

Any parent, guardian, student or any other person who is disrespectful, insults or abuses any staff member on school premises or at some other place where the staff member is required to be in connection with assigned school duties, may be reported to the police department and may be guilty of a misdemeanor.

## **COMMUNICATION**

### **PHOTOGRAPHS:**

Throughout the year, there are many fun glimpses of our children involved in different activities, special events, and social connections. We love to capture those moments in photographs.

We may display these photographs in various forms of media such as, but not limited to, portfolio observations, school yearbook, advertisements, brochures, a course a staff member is teaching, classroom displays, and videos during church services.

The photos will not be sold to any organization.

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.

Please inform us **if you desire to not** have your child included in photos. You may fill out the written "No Photograph Authorization Form" at the front office.

### **EMAILS:**

Our most common method of communication is through email. Please make sure that you have included the email you desire to receive information to on your child's forms. If at any time your email changes, please provide us with the updated addresses so there is no lapse in receiving communication.

### **NEWSLETTERS:**

We desire to keep you informed of the events and activities happening in the classrooms, therefore the teachers will send monthly newsletters via email to highlight the activities connected to our curriculum that your child has participated in.

## **BLOGGING / INTERNET COMMUNICATION:**

As a parent at the Rock Academy Early Education Center, we appreciate your support. If at any time you have a problem or concern, we ask that you please bring it directly to the person involved and not involve others that are not directly a part of the solution/situation. Blogging your concerns, suggestions, or questions does not offer us opportunities to resolve situations with those it may affect. We desire to create restoration and build harmony versus discord. Please be mindful to go to one another first as the Bible outlines in Matthew 18.

We ask parents to refrain from sharing personal concerns or complaints with other parents, or parents not involved through blogging or the internet, but rather follow the biblical procedure outlined above.

## **MISCELLANEOUS**

### **SIBLINGS / RELATIVES:**

We understand that many of the children enrolled in our center have siblings, both younger and older. We want them to feel comfortable in our school and yet we need parents to understand that the role of our staff is to supervise and prepare an exciting environment for the child who is enrolled and paying tuition. We ask that you be considerate and aware of supervision and the length of time siblings are in the classroom. Any children, siblings or other relatives will not be permitted to stay on the school campus without parental guidance and supervision.

### **LOST & FOUND:**

The center is NOT responsible for damage to personal property or LOST articles. The center will keep lost items for two months, and then if not claimed, will donate the items to the Rock Thrift Store. Please clearly label all items coming to school.

### **PARENT RESOURCES:**

As your team partner, it is our desire to come alongside you and support you in any situations you may be encountering in regard to any early education issues.

If you are seeking references or resources for different children's issues, please see the director. The director has several books or articles pertaining to early education practices that you may check out. Some of the books pertain to discipline, praying for your child, the strong-willed child, how to tell a child a loved one has died, along with many others.

### **PARENT PRAYER GROUP:**

*Our prayers may be awkward. Our attempts may be feeble. But since the power of prayer is in the One who hears it and not in the one who says it, our prayers do make a difference.*  
**Max Lucado**

If you love to pray or want to join those who do, please let us know.

At different times throughout the year, parents join to lift one another up and pray for the needs of their children. Please let the administrative team know your desire and look for emails regarding this.

### **PROFESSIONAL REFERRALS:**

At some point in our journey together, you may have the need for a professional referral. We count it a privilege to connect with you and support you. Please do not hesitate to communicate with us your need and we would be happy to assist you the best way we can. If it is outside our realm, we would love to connect you with someone who can offer assistance. We have a listing of qualified doctors, dentists, counselors, evaluators, etc. that we would be happy to share with you.

## **VOLUNTEERING:**

When you choose a school for your child, you choose a community for your family.

We love our families to be involved in their child's education and school experience; therefore we welcome you to participate in volunteering in any of our programs, special events, observing your child, class cooking projects and other activities.

Our state licensing regulations do state that volunteers must submit proof of a negative TB test along with signing a form stating you are healthy.

## **SCHOOL PROPERTY DAMAGE:**

As stated, and agreed upon in our enrollment packet, it is the responsibility of the parents to pay reasonable assessments to cover damage to the school or personal property of others caused by your child(ren).

## **YEARLY CALENDAR**

A copy of the yearly calendar may be found on our academy [website](#). Other event dates will be provided through emails and flyers.