

## Preschool Supplement to Student Handbook

These Preschool and Jr. Kindergarten regulations are to go along with RCA's student handbook.

### **Registration and Admission Procedures**

Interested parents who wish to enroll their child in our preschool program should contact the RCA office. If an opening is available, parents will be required to complete a registration form in order to accept and confirm a space for their child. Parents will also be required to complete and return other enrollment forms **prior** to the child's first day of regular attendance. A pre-placement visit to the center by the parent/legal guardian is required.

### **Illness**

Children may not attend class while displaying obvious signs of illness. This includes, but is not limited to: undetermined rash, runny eyes, diarrhea, and vomiting. The child's teacher and the administration are responsible for daily evaluation of a child's condition and have authority to refuse admission or send home any child whose presence might jeopardize the health or safety of the children or school staff. Children having lice or scabies must show proof of treatment in order to be readmitted.

If a child has a temperature of 100.4 or higher, the parents will be called to pick up the child immediately. **Children will not be readmitted to school until they have been fever-free for at least 24 hours.** A written doctor's statement stating that the child is not contagious will be the only exception.

If your child has a communicable illness other than the common cold (e.g. pink eye, strep throat), please call the school so we can notify other parents that exposure may have occurred. Children who have suffered such illness may return to school with physician's written approval, or after being symptom free for 24 hours.

Please do not send your child to school if he/she is too ill to participate in regular class activities. We cannot accommodate such requests as isolating one child from peers or keeping a student inside while the rest of the class is outside. Children who need this type of one-on-one supervision should stay at home until they are able to participate in all school activities.

### **Medication**

Preschool parents must complete and sign a Medication form in the RCA front office before any medication can be administered. Prescription medication must be in its original container with the child's name and dosage clearly labeled. Over-the-counter medication must also be in the original container. If the dosage is not clearly marked for the child's age and

weight, you must bring in a note from the child's physician stating the correct dosage in order for our staff to administer the medication at the school.

## **Discipline**

RCA's preschool staff will not use physical punishment or any other form of discipline which might hurt, humiliate, frighten, or otherwise endanger a child. The goal of our discipline is to assist children in developing self-control and personal responsibility. The teachers and the administration will use positive reinforcement techniques, including praise, to encourage appropriate behavior. If necessary, the following types of discipline techniques will be used:

- Removing a child from the situation and pointing out the inappropriate behavior;
- Using "time out", allowing the child time to sit out and regain control;
- Removing the child from the room, allowing another staff member to speak with the child about his/her feelings and the inappropriate behavior;
- If absolutely necessary, removing the child from the class and calling his/her parents to inform them of the problem

The teacher will consult with the parent and Director concerning behavior problems. In extreme circumstances, the Director may contact the RCA School Administrator. The Director, with the school Administrator's approval, has the authority to terminate the enrollment of any child whose behavior is harmful or disruptive to his/her classmates or teachers. In some cases, the child could be dismissed immediately.

## **Arrival and Departure**

All children must be accompanied by an adult when arriving at or leaving school. Children must be brought to their classrooms each morning. Pick-up will be at the front doors at dismissal time.

When you bring or pick up your child, he/she must be signed in or out each day. These sign in/out records are official documents of RCA and will be kept up to two years. Please inform your child's teacher if someone other than you will be picking up your child that day. If the teacher is not familiar with the person picking up your child, the individual must be prepared to show identification before being allowed to take the child off school property.

RCA staff members will not release a child to any adult who is visibly impaired due to alcohol, prescription drugs, or any other substance. The police will be called if the adult in question insists upon such a release.

## **Communication**

Any questions, concerns, or complaints that you have about anything that goes on in your child's classroom should be discussed with your child's teacher. If things cannot be resolved this way, please include the director in the matter.

Because your children's behavior/moods can be easily affected by experiences surrounding them, please be sure that you tell your child's teacher about family events/circumstances (e.g. sick parent, death of a pet, family visiting from out of town) that

might affect your child. All information concerning a child is considered by our staff to be confidential.

### **Hours of Operation**

Our preschool day will begin at 7:45 a.m. The full-day program operates from 7:45 a.m. to 2:45 p.m.; the half-day program operates from 7:45 a.m. to 11:45 a.m. Students may be dropped off beginning at 7:15 a.m. Full day students must be picked up no later than 3:30 p.m. and half-day students by 12:00 p.m. Afterschool care is available for an additional charge (see RCA Handbook for details and hours of operation).

### **Food**

Snacks: Children enrolled in all preschool programs will have a morning snack time. Snacks will be available at school for a fee, or children can bring snacks from home. We encourage good nutritional eating in our teachings, and we ask that you bring these types of food onto our campus. Items such as chips, cookies, and soft drinks are not good snack choices. Microwave use is limited to the upper grade students. Heating of food items is not offered for PS/Jr. K students. Please do not send food that would need heating.

## **Tuition Rates**

<b>Full Day Program</b>	<b>Half Day Program</b>
5 ~ \$4,975	5 ~ \$3,432.75
3 ~ \$2,985*	3 ~ \$2,059.65*
2 ~ \$2,487.50	2 ~ \$1,716.38*

\* Availability of the 2 & 3 day programs is subject to enrollment numbers