

Solid Rock Christian Preschool and Kindergarten

A Ministry of Christ the Rock Community Church

PARENT HANDBOOK

2017-2018

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*Thank you for making **Solid Rock Christian Preschool and Kindergarten** your first school "home." We are excited about beginning a new year and laying the foundation for a bright tomorrow.*

Our founding principles are based on solid educational and spiritual beliefs that come right out of the Bible. That's because we believe that the Bible provides the framework, not only for knowing God, but for education as well. In addition, we believe that the Bible clearly places the responsibility for the education of children in the hands of their parents (Deuteronomy 6:6-25, Proverbs 1-8). As our society erodes around us, the purpose of our school is to support parents as God's divinely appointed teachers and to assist you in the education of your children. Our success in doing this will be measured by the degree to which your children grow and mature in all areas of their lives.

*To facilitate your understanding and involvement in the education and moral conduct that we embrace at **Solid Rock Christian Preschool & Kindergarten** this School Handbook is a tool for communicating our school character and framework for daily operations. This handbook will give you a picture of our founding principles, a view of our operating policies, and an understanding of what we value. We have been praying for the students God has brought to our classes and are excited about your commitment to this investment in your child's education. Mindful of the awesome responsibility we collectively have, we are trusting God to use us to do great and exciting things in your child, in your family and in our school today and for years to come!*

School Mission Statement

Mission & Philosophy

“A place where God is honored, children are loved, and life long learning is valued.”

As an integral part of the ministry of Christ the Rock Community Church, our purpose is to glorify God by providing a biblically-based education within a nurturing environment committed to the development of Godly Christian character and laying a foundation for future academic excellence. The thoughtful integration of biblical truth into every facet of daily school life will help students to learn, interpret, and discern all of life from a Christian worldview.

Academics

The purpose of our curriculum and teaching style is to provide a setting that offers “tools for learning,” enabling each child to succeed at their highest individual level. Our goal is to impart information in an organized framework, equip each child to process and evaluate new information, and help children discover that learning can be fun. We are theme-based and seek to find the balance between hands-on exploratory learning and teacher-directed learning. We use a wide variety of curriculum options to build our program thematically from month to month.

Biblical Application

The Word of God is at the heart of all that we do. Biblical principles are taught and modeled by our faculty in all disciplines and practical application emphasized whenever applicable. Our school activities and application of Scripture are designed to involve and challenge students to learn and live out God's Word in a Christ-centered way. In addition to God's Word being integrated into our curriculum and conversation, we encourage this by helping students learn scripture.

Partnering with the Family

Because God has entrusted parents and/or guardians with the accountability of training up their children (Ephesians 6:4), we view our role in providing biblical life instruction *as an extension* of that scriptural responsibility. Our desire is to embrace the family, as designed by God, and provide an option for parents and/or guardians seeking to partner with a Christian Preschool whose objective is the godly equipping of children. We want to team up with you to help your children be successful in both their academic life and, more importantly, in their walk with God.

Admissions Policy

The school is open to all who are willing to abide by the school's Christian education philosophy stated in this guide and who are in agreement with our Church's Statement of Faith.

Christ the Rock Community Church Statement of Faith

The Authority of Scripture.

We believe that the Scriptures, both Old and New Testament are inspired by God and are infallible and without error in the original writings. By God's singular care and providence the Scriptures have been kept pure through all ages and are therefore reliable and trustworthy today. We believe the Bible is our final earthly authority. We do not endorse any single English translation but encourage the use of a translation rather than a paraphrase for serious Bible study. (Luke 24:44-45; John 5:39; 1 Corinthians 15:3-8; 2 Timothy 3:16-17; Hebrews 4:12; 2 Peter 1:19-21; 2 Peter 3:14-16)

The Sovereignty of God.

We believe that the One true God revealed in the Bible is in complete control of history and uses the actions of men to accomplish His plan, to bring Himself glory thereby reconciling all things to Himself and the ultimate good of His children. (Genesis 50:20; 1 Chronicles 29:11; Psalm 135:6; Psalm 115:3; Psalm 145:8-9; Isaiah 46:9-10; 2 Corinthians 5:19; Romans 8:28; Ephesians 3:9; Ephesians 4:6)

The Person of Christ.

We believe that the good news of the New Testament is that the uncreated Creator of the universe Jesus Christ entered into His own creation in order to reconcile mankind unto Himself. We believe Christ is fully God and fully man. We believe he was conceived by the Holy Spirit, born of the Virgin Mary, was tempted in every way yet lived a sinless life, and is therefore the only perfect sacrifice for man's sin. Jesus Christ was crucified for the full payment of man's sin and His victory over sin was confirmed through His bodily resurrection on the third day. We believe Jesus Christ's sacrifice for sin reflects His great love for mankind and is our only hope for eternal life. (Micah 5:2; Matthew 1:23; Luke 1:34-35; John 1:1-

5, 14; John 3:16,17; Romans 3:24-25; 1 Corinthians 15:20-23; 1 Timothy:2:5; Philippians 2:6-8; Colossians 2:9; Hebrews 2:17; Hebrews 4:15; 1 Peter 2:24)

The Work of the Holy Spirit.

We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son as the third person of the Trinity. He is the chief convicter of sin, the chief agent of regeneration and sanctification. The Holy Spirit indwells all believers at the point of conversion and empowers them to live a godly life. Through His gift of the Holy Spirit, God graces all believers with spiritual gifts, which are sovereignly-given abilities graciously bestowed upon every believer at salvation to enable them to perform and function effectively within the church which is the Body of Christ. (John 14:16-19; 16:7-15; Romans 8:9; 1 Corinthians 2:10-13; 1 Corinthians 12:13; 1 Corinthians 6:19-20; Titus 3:5; Ephesians 4:11-16; 1 John 2:20,27)

The Completeness of the Gospel.

We believe that salvation was completely paid for by Jesus Christ's sacrifice on the cross for man's sin. Nothing can be added to the work of Christ. We believe that salvation is God's gift by grace alone, through faith alone, in Christ alone. (Isaiah 53; John 1:12; John 3:3-7; 2 Corinthians 3:18; Ephesians 1:7; Ephesians 2:5, 8-10; Titus 3:5)

The Nature of Saving Faith.

True faith is always accompanied by repentance from sin. Repentance is agreeing with God that you are sinful, confessing your sins to Him, making a conscious choice to turn away from sin to pursue and obey Christ. It is not enough to believe certain facts about Christ. Even Satan and his demons believe in the true God but they do not love and obey God. We believe that those who belong to Him by faith will live obediently to the Word of God and are alone entitled to eternal life and a peace beyond human explanation.

The faith which alone justifies will manifest itself in the heart of every believer causing them to grow in grace and knowledge and pursue Christ likeness through the study, application and obedience to the Word of God. (Luke 13:3,5; 1 Thessalonians 1:9; Matthew 7:21-23; Matthew 11:28-30; John 17:3; James 2:17-20, 26; Ephesians 2:10; Acts 20:21; 2 Corinthians 7:10; 2 Peter 3:9)

The Eternal Nature of Man.

We believe when a believer dies he goes immediately into the presence of God. He shall receive a glorified body, incorruptible and free from the influence of sin for all eternity. We believe those who do not put their faith in Christ for salvation receive justice and shall be cast into the lake of fire, eternally separated from God and His grace. (Daniel 12:2; Matthew 5:22, 10:28, 18:9; Mark 9:39-42; Luke 16:23; John 5:29; 1 Corinthians 15:35-44; 2 Corinthians 8; Philippians 3:21; 2 Peter 2:4; Revelation 20:13-15)

The Return of Christ.

We believe Christ shall return in the same manner in which He left and His return could happen at any moment. We believe that He is preparing a place for all believers and He will come again to receive us to Himself so where He is we will be also. We believe this reality should have an impact upon the way we live. We believe God the Father alone knows when Christ will return and has held the specific details of His return in mystery. (Matthew 24; John 14:3; Acts 1:10-11; 1 Thessalonians 4:16; Matthew 24:36)

The Unity of the Local Church.

We believe the unity of the local congregation is dependent upon its obedience to the Word of God. We believe the congregation should function in submission to the Elders. We believe the Elders are to be held accountable to the Word of God in their leadership of the congregation.

We believe God uniquely gifts every individual of the congregation. These gifts are given to strengthen the body. For the congregation to function in harmony and to its fullest potential, everyone should use their gifts to build up and strengthen the church of Christ. We believe gifts of the Spirit bring harmony and strength. Personal desires and gifts should never disrupt the unity of the local congregation. (Deuteronomy 28:1; John 17:9-22; Ephesians 5:21; Hebrews 13:7, 17; Romans 12:5-8; 1 Corinthians 1:10-13; 1 Corinthians 12:4-31; 1 Corinthians 15:58; Ephesians 4:7, 12; 1 Peter 4:10-11; 1 Corinthians 3:3; Romans 16:17)

Parents Statement of Understanding & Commitment

All applications for enrollment must contain the following commitment, signed by the parent or guardian.

1. We have read the Solid Rock Christian Preschool & Kindergarten Parent Handbook and understand the school's philosophy of education and statement of faith. Furthermore, we are in agreement with each of the following:
 - a) Solid Rock Christian Preschool & Kindergarten is an integral ministry of Christ the Rock and as such, the church is the governing authority of the school and all of its philosophical and educational guidelines.
 - b) The Statement of Faith of Christ the Rock Community Church will provide the theological framework for all of our instruction and the discriminating basis for our school policies.
 - c) As parents/guardians, we will remain cooperative in supporting the doctrinal integrity of the school.
 - d) As parents/guardians, we have an obligation to uphold and support the academic goals of the school, require our child to perform all duties and responsibilities given by teachers, and to give our child encouragement in the completion of all assignments.
 - e) Solid Rock Christian Preschool & Kindergarten emphasizes parental involvement in meaningful ways with school activities, events and educational goals whether at school or at home.
2. We do hereby state that we understand the school's program, curriculum, discipline, dress code, etc., and we agree to positively support the school in the coming year.
3. We agree to share any complaints or negative comments only with the people involved. Unresolved issues will be taken care of by using the school's chain-of-command. (Teacher, Pastor, Elder board)
4. We understand that the standards of the Solid Rock Christian Preschool & Kindergarten do not tolerate profanity, obscenity in word or action, disrespect to the personnel of the school, or continual disobedience to the established policies of the school and that such actions may result in student dismissal.
5. We understand that we are responsible for any assessments made to cover damages to the school, including book damage or property damage.
6. We will support the school by involvement in Parent-Teacher Conferences, Parent-Teacher Activities and other school-sponsored meetings and activities.
7. We understand and will fulfill our financial commitment to full and timely payments for the educational services the school is providing for our child.

- We understand that the payment each month is based on the overall school year and not the number of days in each month.
8. We agree to pay all legal and court costs if we feel it necessary to bring legal action against the school and lose the court decision.
 9. We understand the school's legal obligation, as mandated reporters, to communicate occurrences/incidents of suspected child abuse to the appropriate authorities.
 10. We understand that failure of the parents or child to comply with the established regulations, discipline, parental commitment, or failure to meet financial obligations will forfeit the student's privilege of attending Solid Rock Christian Preschool.

Dismissal / Withdrawal

Students benefit most when the school and the home have a similar philosophy and utilize similar methods of teaching and discipline. Should the time come when either the school or the parents feel that the child is not benefiting from the program, either the school or the parents may request withdrawal in writing. Financial obligations due to withdrawals are addressed in the school financial policies.

Accountability Structure

Administration, Faculty & Staff

The preschool/kindergarten is an integral ministry of the Christ the Rock Community Church and is an extension of our children's ministry. The school administrator is a member of the Christ the Rock Community Church ministerial staff. The administrator and lead preschool teachers attend our church. School faculty and staff are professing and practicing Christians in full agreement with our church's Statement of Faith and Philosophy. Those on staff are also regularly attending members of either Christ the Rock Community Church or a Bible believing church whose doctrine is consistent with our church's Statement of Faith.

The Elder Board of Christ the Rock Community Church serves as an umbrella for the school. The Administrator of Solid Rock Christian Preschool & Kindergarten reports directly to the church board.

Guidelines for Conflict Resolution: Keeping the Peace

Despite the best of intentions, misunderstandings and conflicts occur in all facets of school life and can involve students, teachers and parents. The scriptures express consistent principles for conflict resolution and living peacefully. When in conflict with another, consider the following scriptural admonishments:

- Let love be genuine; hate what is evil, hold fast to what is good; love one another with brotherly affection; outdo one another in showing honor. Romans 12:9-10
- Put on then, as God's chosen ones, holy and beloved, compassion, kindness, lowliness, meekness, and patience, forbearing one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony. Colossians 3:12-14
- If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every word may be confirmed by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Matthew 18:15-17
- I write this while I am away from you, in order that when I come I may not have to be severe in my use of the authority which the Lord has given me for building up and not for tearing down.... mend your ways, heed my appeal, agree with one another, live in peace, and the God of love and peace will be with you. 2 Corinthians 13:10-12

In summary, when in conflict:

1. Seek clarification with the source, not with others. Most conflicts arise from simple misunderstandings or miscommunication. Seek clarification!
2. Keep the conflict localized. Just as you would not want others to bring you needlessly into their issues, refrain from spreading gossip by keeping misunderstandings and disappointments between the parties involved.
3. Give grace. No one is perfect, but all of us are uniquely designed with personalities and habits that are unique, and probably not like yours! Consider whether the issue at hand is an issue of preference, or principle.
4. When necessary, use the school's chain of command. Sometimes the leadership needs to understand ongoing concerns. But please do not ask the administration to step into a situation in which you have not personally sought to genuinely and sincerely bring about resolution. Serious matters are taken before the church board.
5. Practice forgiveness!
6. Pray! (James 1:8; Psalm 138:9)

Standards of Conduct

The purpose of discipline is to establish and maintain a safe, orderly, and respectful school climate where students are considered to be responsible individuals and are accountable for their behavior. The procedures outlined here will be supported with consistent guidance and direction from the school staff.

The measures used in discipline situations vary with the nature of the circumstances and are applied by staff members using their discretion as to the best means in each case. The process of discipline involves *explanation, admonition, counsel, re-direction, and sometimes, consequences*. In the more serious cases there is documentation and communication with the parents. Discipline issues involve attitudes as well as actions. Various timely measures are used including counsel/discussions, verbal correction, loss of privileges, and, if necessary, time-out at school. It is expected that when a student has been disciplined there will be constructive change seen in his/her behavior and attitude. Although we believe that corporal punishment is Biblical (Proverbs 13:24), we also believe that such responsibility remains with the parent/guardian. Parents will be consulted when serious behavior problems occur so the parent may take what they feel would be appropriate action.

Solid Rock Preschool & Kindergarten Behavior Expectations:

The school has established rules to develop self-discipline in order to provide for a safe and orderly campus. While certain class rules and procedures may vary slightly, the following apply to all students and will be consistently enforced:

1. Respect people and property:
 - Respect and obey adults at all times.
 - Treat others as you wish to be treated.
 - Care for personal and school property.
2. Speak kindly and truthfully to one another.
3. Use hushed voices in the halls and act orderly in classrooms.
4. Work hard.

Class Rules

All classes will have their own set of rules that will be posted in class with the expectation that students will abide by such rules. Classroom rules should be clear and enforceable. Although not needing to be published, teachers should have a plan for responding to offenders in a fair, consistent manner.

Disciplinary Procedures

The following procedures are to be utilized when necessary in an effort to enforce school rules and to develop proper behavior. At no time may a teacher spank or physically/verbally abuse students.

1. Classroom rules are to be posted and enforced. Teachers are to identify progressive steps in addressing misbehavior and follow such steps as consistently as possible. Examples of such consequences include verbal warnings, prayer/counseling, loss of privileges, seating changes, parent contact, etc.
2. Should the prior steps *fail to redirect the student and a more serious problem has occurred*, teachers should remove the student from the learning environment. Any of the following behaviors might result in a referral to the Director and the parent may be called:
 - Classroom misbehavior that has gone beyond normal classroom intervention by the teacher, or misbehavior that continues.
 - Disrespect to an adult (in or out of the classroom).
 - Inappropriate language.
 - Continual harassment of another student or fighting.
 - Defacement or damage to property.
 - Stealing.
3. The director assumes responsibility for further discipline. In most instances the parents will be contacted. They will be asked for input in regards to appropriate consequences as needed or possibly asked to pick up their child.

In cases of extreme or continued misbehavior the administration may choose to automatically suspend any student. Examples of such behavior include, but are not limited to: fighting, harassment, disobedience, offensive language, vandalism and theft.

Student Dress

The administration of the school desires that our students live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior, Jesus Christ. Standards for appearance are a means of building character and distinction in the lives of our students. We ask that the children wear long pants and remember that many of our activities are often messy. ☺ It is the responsibility of the parent to ensure each child is dressing appropriately for school. (No short skirts, t-shirts that promote inappropriate behavior, etc.) We want to honor God in

everything, including our manner of dress. Should the faculty or staff determine a child is wearing something inappropriate, the matter will be addressed with the child's parent. During our large motor skills time, we do a lot of running and other physical activity. We request that your child wear clothing and footwear appropriate for such activities. Running in athletic shoes promotes balance and coordination skills. It is difficult to do these activities in boots, sandals, flip-flops or crocs.

General Information

School Hours

Preschool classes are offered in the morning and afternoon half-day format. Classroom hours are 9:00 a.m. - 11:30 a.m., and 12:30 p.m. - 3:00 p.m. Our teachers will be on lunch break between 11:40-12:20. Kindergarten hours are 9:00am-3:00pm.

Attendance

Starting Time

School begins at 9:00 a.m. for the morning class and 12:30 p.m. for the afternoon class. Please plan to arrive on-time and no sooner than 5 minutes before start time. Keep in mind, please, the importance of punctual attendance by your child. It helps all students begin the day well. When your child is late to school there are many distractions that disturb the learning environment for the entire class. The school appreciates your commitment to this facet of school life and community.

Dismissal Time

Parents are asked to please wait *outside* the door until the teacher dismisses the class and opens the door. This helps avoid disruption.

Absences

Regular attendance is a prerequisite for optimum academic gain. If your child is to be absent from school, please call the school office or text the teacher, so we can alert the teacher. If you must schedule a doctor or dental appointment during school hours, please notify the teacher in advance.

Student Sign Out/Release

A child may not leave the classroom or school premises until he/she has been released by the teacher, or school administrator to an authorized adult. If your child is picked up by someone who is not on your list of authorized adults, please leave a note with the teacher stating the name of the person. Be sure to remind the person picking up your child that they will be asked to show photo identification.

Snack

As a number of students have food sensitivities/ allergies, we ask that your child bring a healthy snack daily. Suggestions include a fruits or vegetables, crackers, chees sticks, yogurt, etc. Your child does not need to bring juice; the children use their class water bottles. Remember, this is a snack, not a meal. If your child is in the all-day kindergarten class, you will need to provide a lunch and both morning and afternoon snacks.

Personal Items

Please have your child keep personal items at home. (Ex. Barbies, cars, balls, etc.) They have a tendency to get lost or create a distraction. The exception is on show and tell day. We would remind you not to send any item that is irreplaceable or breakable.

Extra Clothing

From time to time there is a need to have extra clothes (someone falls in the mud, has an accident, spills water, gets feet soaked on bathroom floor, etc.). We ask that your child has a change of clothes that they bring in a backpack or bag. We will also have a few changes for emergencies. If your child comes home in a "borrowed" outfit please wash it and send it back to school. ☺

Fieldtrips

From time to time we will be taking fieldtrips appropriate to our themes. We strongly encourage you to find someone to watch other siblings if they are not in school. We will give you plenty of notice in advance. This will help make the experience more enjoyable for you, your child, and all others who attend. ☺

Health

Communicable Diseases

Any communicable disease should be reported to the office so notification to all school families can be made. (Ex. chicken pox, etc.)

Immunizations

Students enrolled in Pre-K classes are not required to have proof of immunizations. Students enrolled in Kindergarten are required to turn in proof of immunization; the proper form will be made available to you. In addition, we require that parents fill out an emergency forms and medical release forms.

Medication

No medication of any kind (including aspirin and vitamins, etc.) will be administered to a student without the parent's instruction. Medicine will be given to a child by the teacher when the parent brings the medicine to class in its original, labeled container. Students are not to keep medication in their possession at school.

Illness

Children with a temperature of 100 degrees or more will not be permitted to remain at school. Students should not be sent to school at all if they are running a temperature or exhibit other signs of illness such as rash, pink eye, diarrhea, etc. We ask you to be as considerate of other children as you wish parents to be of yours. Please do not send your child to school unless they have been symptom free for 24-hours. **If your child becomes ill at school, the teacher will call you to pick up your child. PLEASE make every effort to retrieve your child promptly.**

Known Medical Conditions

Some students have known medical conditions such as diabetes, asthma, allergies, etc. which might necessitate special attention during school hours. It is essential that this information be kept current and on file.

Injuries

In the event of a serious situation, parents will be called immediately. In the event of any minor injury (scrapes, bumps and bruises), a written record is kept on each child and we will attempt to let the parent know of the situation at the end of the day. It is school policy to alert the parent of a child with a KNOWN head injury or bleeding beyond a minor scrape or cut.

Lice Policy

When head lice is discovered on a child in the classroom, the parent will be notified immediately and asked to take the child home for treatment. **When returning to school, the student must be checked and free of nits before being re-admitted to class.** Parents may be alerted at the discretion of the teacher and/or administrator to help prevent the spread of any undetected eggs.

Financial Information

Tuition

A non-refundable registration fee is due upon submission of the application for enrollment. The first month's, non-refundable tuition is due no later than the first day of class. Tuition is paid in **nine (9) equal monthly payments** due on the first day of class each month from September 1 through May 1. Kindergarten students pay an additional half month payment for June due June 1st.

Past Due Accounts

Monthly payments are due on the first class day of each month. A late fee of \$10 will be assessed after the 3rd working day of the month.

Returned Check Policy

Tuition payment checks that are returned by the bank to the school because of insufficient funds will be assessed a service charge of \$9. A returned check will be considered nonpayment, and the late fee will be assessed to all such accounts not paid by the tenth of the month.

Overtime Charges

We want to really encourage you to be on time to pick up your child. There is a \$5.00 fee for every 10 minutes past the class session.

Withdrawal/Refund Policy

Solid Rock Christian Preschool and Kindergarten will give at least a one-week notice of dismissal and will refund any unused prepaid tuition within 14 days from dismissal.

If a parent wishes to withdraw a student for any reason, the parent must give at least a two-week notice. If no notice or less than two-week's notice is given, the parent or guardian is subject to paying one-half month's tuition. The first month's tuition and registration fees are nonrefundable. **No refunds will be given for absences or vacation.**

Leave of Absence

No credit is given for any absence. Should your child require absence of more than four (4) weeks, we will continue to maintain your child's place during this period, if the monthly tuition is paid. Your child may be withdrawn with the understanding that he/she will be readmitted without a new registration fee providing there is a space available.

Lost and Found

We are not responsible for items lost or missing at school. All personal items should be labeled so they can be returned to the owner if lost. Unlabeled items will be turned over to a charity for distribution at the end of a two-month period.

School Supplies

Pre-K and Kindergarten students will need to provide a pencil box with some supplies at the beginning of each year. (The teacher will give you a list.) There may be times that the teacher asks students to bring in certain items for a specific project. We will send a note home or highlight it in our newsletter.

Partnering with the Family Unit

We view the school's role in providing biblical life instruction as an extension of the parent's scriptural responsibility to train up their children. Our goal, thus, is to embrace the family unit and provide "hands-on" opportunities for both parents and/or guardians to remain active participants in their child's school life.

The successful operation of our school is, in fact, dependent on parental involvement. We benefit from parents choosing from a variety of ways most suitable for them to become involved in the school ministry. Some of the areas to choose from include classroom helpers for reading and craft projects, drivers for field trips, project helpers, parent work days, etc. In addition, please let us know if you have special talents, areas of interest, work or hobbies that would be of interest for sharing with our students.

Also, we actively engage our parents in what is happening in our school through:

- Parent Orientation at the beginning of each school year
- Newsletters
- Written and verbal communication from the classroom teacher and/or the school
- School programs
- Parent conferences
- Field trips

Parents are welcome to make an appointment at any time to meet with the director and /or teacher to discuss the progress of or concerns about your child. We ask that parents refrain from lengthy discussions with the teachers at the time of dropping off or picking up the child, because the teacher is responsible for supervising each child in his/her group and keeping order during that time.

The administrator or teacher may wish to make an appointment with the parent when a child shows an unusual change or stress, allowing the parent and the school to use a planned approach for the benefit of the child.

Communication

There will be a monthly newsletter as well as periodic notices that will be handed out as the teacher discovers a need to inform parents on events or is requesting specific items for a school project. *Party invitations* are **not** to be distributed at school unless **everyone** is invited. ☺

Disaster Preparedness

Emergency Preparedness

Fire and earthquake drills will be scheduled on a regular basis. The teachers will review the emergency procedures with their students in preparation for the drills. Campus maps indicating evacuation routes are posted in each classroom. Upon returning to the class from a fire drill, teachers will have students practice a response to an earthquake. Children should move safely to the floor and wait under their desk/firm standing table. Teacher will point out hazards in the class that students should avoid. In the event of a real quake, students would exit the building according to established emergency exit routes when the teacher has deemed it is safe to do so. The alarm may/may not sound.

Other Emergencies

In case of an emergency, earthquake, or other disaster at Solid Rock Christian Preschool & Kindergarten the following procedures will be followed:

1. All students will be kept at school in a safe place. Students will be released only to persons listed on the "Student Emergency Medical Information" form.
2. When parents arrive at school to pick up children:
 - a. Park cars so emergency vehicles can get through.
 - b. The director and/or teachers will be responsible for the release of children. Parents must sign their child out with the teacher.
 - c. If possible, spend some time at the school to help teachers take care of students, if such help is needed.
2. Please update your emergency form whenever there is a change of phone numbers or addresses. This is our only way to get in touch with you.

Congratulations! You made it all the way through. Please keep this handy in case you need to refer to it. We are looking forward to a great year. ☺