



# **RRCA Early Childhood Handbook**

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**ROUND ROCK CHRISTIAN ACADEMY**  
Early Childhood Handbook

**Table of Contents**

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Welcome Letter.....2

Philosophy.....3

Expected Student Outcomes .....4

Biblical Foundation.....8

Mission and Vision .....8

Parent Covenant .....9

General Policies and Procedures.....11

Admissions Policies and Procedures .....14

Health and Medical Policies and Procedures.....16

Classroom Activities and General Classroom Information .....19

Pledges .....23

Parent Agreement and Acknowledgement Form



## ROUND ROCK CHRISTIAN ACADEMY Early Education Program

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### Letter of Welcome

Welcome to the Round Rock Christian Academy Early Education Program. We are glad that you are a part of our family. Clear communication is one of the keys to a successful early education program. This handbook contains specific information and requirements set forth by Round Rock Christian Academy Early Education Center, ACSI (Association of Christian Schools International), and the State of Texas. After reading it, please sign the handbook verification stating that you have received, read, and understood this information. This verification will be kept in your child's file and must be turned in within 30 days of his/her enrollment at the center. The handbook is designed as a handy reference for you. We suggest you keep it in a convenient place for easy referral throughout the school year.

*Becky Blauser,*  
Head of School

*Kelly Counts,*  
Early Education Director

### Handbook Verification

A parent/guardian signed verification form that the parent has received, read, and agrees to abide by the policies and practices in the *Parent Handbook* is kept in the child's file. This verification form will be obtained at the time of admission or within 30 days after admission.

**ROUND ROCK CHRISTIAN ACADEMY**  
**Early Childhood Program Philosophy**

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Because we believe that early childhood is a critical time in the development of children's foundational perceptions of themselves, of others, and of our Lord, we have established a program designed to meet the needs of young children and to promote their development both spiritually and educationally.

Basing our beliefs on Scripture, particularly on the directive of the Lord Jesus to "Let the little children come to me, and do not hinder them" (Luke 18:16), we believe that young children have the ability and desire to begin a relationship with their God. Spiritual development occurs through the children's relationships with teachers whose words and actions demonstrate God's love and who integrate the truths of God's character throughout the daily activities (Deuteronomy 6:7). Additionally, children discover the nature of God's love and power through biblical accounts of His acts throughout history, presented as accurate recordings of actual events (2 Timothy 3:16). Children are given opportunities to respond to what they learn in daily times of worship through singing and prayer.

The program at Round Rock Christian Academy is based on a belief that God created each child a unique individual with his or her own developmental timetable. Thus we accept each child as an individual, allowing for differences in skills and interests while encouraging well-rounded development in every facet of the child's life. The primary source of learning for young children is play, in which they have opportunities to explore the world around them and to develop new levels of competence. Their play experiences enable children to organize and understand themselves and their world. Because learning is an interactive process, teachers prepare an environment in which children may learn through active exploration and interaction with adults, with other children, and with materials. Since children learn most effectively through concrete materials and activities, the curriculum is designed to provide firsthand experiences in a variety of subject areas.

**Certain objectives are established in order to implement this philosophy:**

1. To teach that the Bible is the inspired Word of God, thus developing attitudes of love and respect toward it (2 Timothy 3:15–17; 2 Peter 1:20–21)
2. To teach biblical character qualities and provide opportunities for the students to demonstrate these traits (1 Samuel 16:7, Galatians 5:22–23)
3. To teach students respect for and submission to authority from God's perspective (Romans 13:1–5; Hebrews 13:17; Ephesians 6:1–3)
4. To help students develop a Christian worldview by integrating life, and all studies, with the Bible (2 Peter 1:3)
5. To help students develop their identity as unique individuals created in the image of God and to attain their fullest potential (Psalm 139:13–16)
6. To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deuteronomy 6:4–7; Proverbs 22:6)

**ROUND ROCK CHRISTIAN ACADEMY**  
**Early Childhood Program**  
**EXPECTED STUDENT OUTCOMES**

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**SPIRITUAL**

Understand that God is a loving God<sup>1</sup>

- Understand that Jesus is God's Son
- Know that Jesus wants to initiate a personal relationship with each person

Understand that the Bible is a special book<sup>2</sup>

- Understand that the Bible is God's Word
- Know that the Bible is truth (with stories that are fact, not fantasy)
- Comprehend that Bible truths contain character lessons

Use prayer to express their thoughts and needs to God

- Understand that prayer is talking to God
- Know they can request God's help to take care of them
- Know they can ask for God's help in being kind and thoughtful to others

Freely share about God, Jesus, and the Bible with others

- Talk about spiritual things as "real"
- Speak spontaneously about spiritual things

Have a desire to attend church

- Have a cultivated interest in learning about God, which causes the desire
- Perceive the church environment as welcoming and safe

Know that God created the world

- Have enjoyed direct experiences with nature<sup>3</sup>
- Know that God wants each person to care for the world

Enjoy the process of moving from curiosity to satisfaction in a project because God delights in their work<sup>4</sup>

- Take pride in their own work
- Have positive attitudes about involvement in projects

**SOCIAL/EMOTIONAL**

Value familial relationships and understand the importance of obeying parents and teachers

- Enjoy and initiate friendships with a variety of individuals<sup>5</sup>
- Develop friendships with those who may not be the same gender, race, or age, or may not have the same ability
- Benefit from the inclusiveness of the emotional culture of the classroom, which celebrates the gifts and talents of all members

Begin to learn the art of sharing

- Share their own ideas with friends and family
- Share toys or other items with friends and family

Begin showing empathy and kindness<sup>6</sup>

- Show empathy to family members
- Express empathy to friends

Use language to express self, developing positive kinds of conflict resolution

- Express both positive and negative emotions
- Observe teachers who model and scaffold to this end

Develop self-confidence in self-initiated activities<sup>7</sup>

- Gain competence through age-appropriate activities
- Have opportunities to share their new skills with others
- Master new skills through encouragement and direction from the teacher

Begin to exhibit self-control

- Begin to understand and control their emotions
- Begin to act appropriately, whether or not they are directly interacting with an adult

Be comfortable participating in group discussions<sup>8</sup>

- Enjoy and participate in child-to-child and child-to-adult interactions
- Communicate effectively using their own words
- Be able to attend to others' comments

## **PHYSICAL**

Acquire and refine the fundamental skills of balance, movement, touch, and coordination<sup>9</sup>

- Enjoy rhythm and movement
- Explore fundamental movements through the time, the activities, and the equipment available to them
- Actively pursue gross motor activity

Acquire and develop fine motor skills<sup>10</sup>

- Become acquainted with and have time to use the appropriate equipment and materials that aid in this development

Recognize that their body is created by God and take special responsibility to care for it

- Be introduced to health and nutrition
- Make good food and activity choices

## **COGNITIVE**

- Be able to engage with others in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question<sup>11</sup>
- Initiate investigation as a result of carefully observing their surroundings

## **CREATIVE EXPRESSION**

- Be encouraged to express creativity within their own multiple intelligences as they are provided the materials for this expression
- Be free to work with media that uniquely express the creative element for process art
- Write songs and stories
- Use imagination in dramatic center play
- Find creative solutions to problems that arise during center play

## **NUMERACY**

Understand math vocabulary, concepts, and directed activities

- Have appropriate counting, sorting, and comparing skills
- Work well with manipulatives to achieve an appropriate transition into formal schooling<sup>12</sup>

## **LANGUAGE AND LITERACY**

Understand the importance and use of language in the environment

- Be able to participate in receptive language activities using literature as the foundational tool
- Have a desire to look at books with text and illustrations
- Engage in expressive language experiences that foster growth in language proficiency<sup>13</sup>

Have cultivated prewriting skills in the context of emergent literacy<sup>14</sup>

- Be able to write their own name and some alphabet letters
- Spontaneously choose to use writing implements
- Understand that print carries meaning

Be aware of different sound-letter relationships<sup>15</sup>

- begin to hear rhyming sounds in prominent words
- become phonemically aware through classroom activities designed for that purpose

## **EXPECTED OUTCOMES FOR FAMILIES**

Round Rock Christian Academy Early Childhood Program strives to prepare children and their families spiritually, socially/emotionally, physically, and cognitively for the coming years of formal schooling. Parents will:

- Understand the importance of being the primary educator of their child and of participating in the educational process<sup>16</sup>
- Partner with the school in providing an enriched educational experience for their child
- Understand the significance of continuing Christian education through the elementary, secondary, and college years

## References

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**ROUND ROCK CHRISTIAN ACADEMY**  
**Early Childhood Program**  
**Biblical Foundation, Mission, and Vision Statements**

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<b>Scripture Passages That Reveal God’s Design for Our Children</b>	
Children are to obey their parents.	<i>Ephesians 6:1–4</i>
Child guidance should be motivated by love.	<i>Proverbs 3:12</i>
God is intimately involved in children’s lives from the very beginning.	<i>Psalm 139:13–16</i> <i>Jeremiah 1:4–5</i>
Childhood is a stage of life distinct from adulthood.	<i>1 Corinthians 13:11</i>
Children’s thought processes are distinct from those of adults.	<i>1 Corinthians 14:20</i>
Children are capable of having a relationship with the Lord and can grow spiritually.	<i>2 Timothy 3:15</i>
Children are a blessing.	<i>Psalm 127:3</i>
Children are heirs to God’s promise of salvation.	<i>Acts 2:39</i>
Children must be taught spiritual truths, and adults must be able to answer their questions.	<i>Deuteronomy 6:20–21</i> <i>Psalm 78: 4–8</i> <i>Proverbs 22:6</i> <i>Romans 10:14</i>
A child participated in one of Jesus’ miracles.	<i>John 6:9</i>
Children are to be taught God’s Word through all the day’s activities.	<i>Deuteronomy 6:6–7</i>
Children are able to praise and worship God.	<i>Psalm 8:1–2</i> <i>Matthew 21:15–16</i> <i>1 Samuel 1:27–28</i>

**Mission Statement for Early Childhood**

The Round Rock Christian Academy Early Childhood program exists to be used by God to disciple students to learn in harmony with God’s Word so they may know, love, and serve Jesus Christ.

**Vision Statement for Early Childhood**

The vision of Round Rock Christian Early Childhood Center is:

- to be a community ministry, honoring God, children, and families.
- to assimilate many families into the body of Christ.
- to continually improve our ability to teach young children through professional development, and through mentoring younger teachers.
- to be the standard for Christian preschools in central Texas.

**Mission Statement for RRCA**

Round Rock Christian Academy will be the standard for college-preparatory, Christian education.

**ROUND ROCK CHRISTIAN ACADEMY**  
**Early Childhood Program**  
**Parent Covenant**

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## **COVENANT WITH PARENTS**

Round Rock Christian Academy endeavors to function as an extension of the Christian home, supporting parents in the biblical mandate giving them ultimate responsibility for the education of their children. Teachers, parents, and students must have a common grounding in the Lordship of Jesus Christ as revealed in the Scripture and a common commitment to the work of education. In order to serve families with biblical instruction and godly example, the school employs administrators, faculty and staff who serve as role models in their Christian walks, their professional lives, and their Christian faith. We not only commit to encourage and better equip parents in this profound responsibility through example, but we will also provide tangible ways to strengthen their resolve and skills to “train their children in the Lord.” Through parenting classes, professional literature, and godly counsel, we will under gird our parents as they fulfill their greatest ministry in life – rearing their children.

## **NON-CUSTODIAL PARENTS**

Divorced and separated families are realities of contemporary life that affect RRCA’s responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to assist the school in situations or wishes to have contact with or take custody of the child while that child is at school:

- Ordinarily, the school will not resist or interfere with a non-custodial parent’s involvement in school-related affairs or access to the parent’s child or the child’s records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
- A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
- If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
- Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order, comparable legal document, or notarized written authorization signed by the custodial parent.
- By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records of the school if the school has been given a copy of the court order terminating these rights.

## **CHILD PROTECTION POLICY**

When a school employee knows of or suspects abuse or neglect of a RRCA student, they are obligated to report it to the school administration. The administration has a duty to report the knowledge or suspicion to the appropriate state agency, such as Children's Protective Service (CPS). This is the case whether the suspected abuse or neglect occurs on or off the school premises. When child abuse is suspected, the following procedure will be used:

1. The knowledge or suspicion shall be reported immediately to the administrator and the school nurse.
2. If necessary, the school nurse will examine the student and document findings.
3. The Administrator will meet with appropriate parties to discuss findings in order to determine a course of action.
4. The Administrator shall immediately report what is known to CPS or other appropriate agency.
5. School officials will cooperate to the extent required by the state agency and perhaps beyond.
6. Strictest confidence will be maintained, omitting names whenever possible, even for prayer.

**ROUND ROCK CHRISTIAN ACADEMY**  
**Early Childhood Program**  
**General Policies and Procedures**

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## **HOURS OF OPERATION**

RRCA is open Monday through Friday. Morning extended-care begins at 7:00 a.m. The school offices will be open from 8:00 a.m. until 4:30 p.m. Arrangements can be made for earlier or later appointments when needed.

## **CLASS TIMES**

Mother's Day Out Program:	8:30 a.m.-2:00 p.m.
Preschool:	8:30 a.m.-2:00 p.m.
Pre-Kindergarten:	8:30 a.m.-2:00 p.m.

It is important that children be picked up **ON TIME**. We have strict teacher/student ratios to abide by. Students will not be allowed to wait outside the school building without adult supervision.

## **LATE FEES**

Parents will be charged if their children are not picked up promptly. The fee of \$10 per half hour will be added when children are not picked up by 2:15 p.m.

## **ATTENDANCE**

We plan our programs with the assumption that every child will attend every scheduled class. If your child is unable to attend the center, please notify the office. If your child is absent because of illness with a communicable disease, please let us know as soon as possible. We are required to notify all parents of communicable diseases

In addition, please check with your child's teacher(s) at the first of the school year for a class schedule and try to schedule medical and dental appointments away from academic times (during specials, lunch, or after school). Notify teachers at the beginning of the day of any appointments in order to minimize class disruptions.

## **ARRIVAL AND DISMISSAL PROCEDURES**

All students who arrive before 7:45 a.m. will need to go to early morning extended care in the chapel. For safety and security, students coming to school before 7:45 a.m. must be accompanied by the parent into the building. Students are required to wait in the chapel/lunchroom with the teacher monitors until the first bell. At that time the teacher will walk all preschool children to their classrooms.

The classrooms doors will open at 8:20 for your child to enter the classroom. Please be mindful that our planning time is from 7:45-8:20. For your safety, parents and students are not allowed to

enter the classroom unless a teacher is present. Please remember that long goodbyes are difficult for the child. We like to recommend, one hug, one kiss, and one I love you.

Students will dismiss through the drive-thru pick-up system at 2:00 p.m. They will sit under the front covered walkway and wait for their vehicles and names to be called for dismissal. Mother's Day Out and Preschool 3's children will dismiss from the preschool foyer of the three story education building. All early childhood students must be signed in and out.

### **Drive-Thru Pick-Up Lines**

Parents are cautioned to stay in the pick-up line of traffic. Traffic will form two lanes; one exiting left and one exiting right. Three cars in the left lane and three cars in the right lane will each be loaded and then exit the driveway six at a time when signaled by a teacher. **Do not pull out to pass a car that is loading children.** The maximum length to load our preschool students is no more than fifteen minutes. For the safety of our children, please wait patiently.

### **Authorization for Pickup**

You may list other individuals on the Emergency Card who are authorized to pick up your child. Any person other than the child's parent will be asked to show their driver's license in the Main School office the first time they pick up your child. It is a good practice for the parent to notify the staff or director when other person(s) are picking up their child on a given day. In emergency situations, parents sometimes need other person(s) not listed on the Emergency Card form to pick up the child. In such cases, the parent must give written authorization or verbal authorization over the phone. The authorization for pickup also includes information indicating anyone who is not allowed to pick up a child. The center has specific instructions for the director and/or staff in the event an unauthorized person attempts to pick up a child. These instructions are located in the classroom.

### **Sign-in/Sign-out Procedures**

Each child must be signed in and out by an adult. Sign-in logs for students are located on the outside of the center classroom doors. Sign-out logs are located in the classrooms or with the teachers during dismissal.

### **Adjustment Period**

Starting school for the first time often causes anxiety for children. We recommend that you visit the early education center with your child before the first day of school, allowing him/her to meet some of the staff and see other children at play. We will work with you and your child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the early education center experience.

### **DRESS CODE**

**Daily Wear:** Children at this grade level may come to school comfortably dressed in washable play clothes; however, we advocate "campus wear" on a daily basis. Campus wear includes khaki bottoms of any style and the branded blue or red polo shirts available for purchase. Shoes and socks must be worn, preferably athletic type shoes. Open-backed or slip-on shoes are not allowed. **Please, NO flip-flops or crocs.**

Students are permitted to wear shorts and skorts. It is strongly suggested that young girls wear shorts under dresses and skirts. Shorts and skirts must come to mid thigh or fingertip length.

Wind suits are also permitted. Complete independence in dressing is a goal our students are encouraged to achieve. Fastenings they can manage themselves are encouraged. Provide jackets for cool mornings and afternoons. Coats, jackets, sweaters, caps, and other clothing likely to be lost or misplaced should be clearly marked with the child's name. For safety purposes, we do not allow dangling earrings.

**PARENTS ARE TO FURNISH AN EXTRA CHANGE OF CLOTHES TO BE KEPT IN THE CHILD'S BACKPACK.**

Please have socks, underwear, flip flops, shirt and bottoms in a ziplock bag marked with your child's name. **This is essential for all students in the Preschool program.**

We would ask that you not send your child to school with jewelry on as it becomes a distraction and tends to get lost. We would like to encourage the use of ponytail holders for girls with long hair. This helps keep paint, glue or any other items from ending up in your child's hair.

**INCLEMENT WEATHER**

It may be necessary to close, dismiss early, or delay the start of school due to ice, snow, or other inclement weather. It is important that you listen to a radio or TV station when there is a question regarding inclement weather or dangerous road conditions. We will list school closing or delays on all the major television networks.

We will **attempt to follow RRISD** decisions for closing or modifying school hours due to inclement weather or dangerous road conditions.

**Excessively Hot Weather:** On days of inclement or excessively hot weather, children will be kept inside the classrooms. We recommend that sunscreen be applied before school on known hot and sunny days.

**Tornadoes:** In the event of a tornado warning, students will be escorted to a safe shelter in one of our inner rooms (kitchen, staff bathroom, office) and instructed in proper safety procedures.

**Fire Drills:** Fire drills are held on a monthly basis in order to familiarize the children with proper and safe procedures for exiting the building in an emergency. In the event of a fire, students will be evacuated according to plan. The school building is inspected on a regular basis by the fire marshal. The most recent inspection information is located in the school office.

**Health Inspections:** Round Rock Christian Academy Early Education Center is inspected on a regular basis by the Department of Health. The most recent inspection information is located in the office.

**ROUND ROCK CHRISTIAN ACADEMY**  
**Early Childhood Program**  
**Admissions Policies and Procedures**

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## **TUITION/PAYMENT**

Round Rock Christian Academy seeks to provide quality education at a minimum cost. It is absolutely necessary that tuition and other fees be paid in a timely manner. Below are some important policies relating to payment of tuition and fees:

- **The 10 month payment plan is from July through April.**
- Other payment schedules and plans are available, but these must be arranged and approved by the Business Office.
- If the tuition is not paid by the 7th of the month, a late notice will be sent and a \$25.00 late fee will be added to the monthly statement.
- **Tuition and fees must be current for students to be eligible to participate in extra-curricular events.**
- Unpaid tuition or unpaid fees by the 30th of May will place the family on the waiting list of the school regardless of re-enrollment. Any fees paid for extra-curricular activities are non-refundable after enrollment in that activity.
- In order to maintain a program based on a certain number of children enrolled, refunds for sickness, mini-vacations, or other temporary absences cannot be given.
- If you are late picking up your preschool child, there will be a late charge after 2:15 p.m.

### **Tuition Collections Policy**

The payment of tuition is based on a contract between the parent and the Academy. The contract stipulates the method and amount of payment. Most parents meet these obligations well and are in contact with the Academy if payment issues arise. On those occasions when the contract is not honored and the payment is in arrears, the following process shall be utilized:

1. When a payment is 30 days late, an email reminder will be sent to the parent.
2. When a payment is 60 days late, an email reminder will be sent and a phone call will be made.
3. When a payment is 90 days late, a phone call will be made asking the parent to come to the Business Office to make arrangements for payment.
4. If resistance to payment or a no response is received, the parent will be notified by phone and regular mail that their child (ren) must be withdrawn.
5. If and when a plan is agreed upon by RRCA and the parent for any payment in arrears, said plan shall be in writing and monitored by the Business Office or an administrative representative.

## **CONTRACTUAL AGREEMENT**

Enrollment, as specified within the Enrollment Contract, may be cancelled by the parents or guardians in writing, prior to July 1<sup>st</sup>. **The Registration Fee and/or New Student Fee are non-refundable.** If enrollment is cancelled after July 1<sup>st</sup>, the parents or guardians financially responsible for the student are obligated to pay a full month's tuition from the withdraw date in addition to a \$250 tuition insurance fee (and all fees are non-refundable).

## **WITHDRAWAL**

To withdraw a student from the academy, a parent must come to the office, complete the necessary forms, and schedule an exit interview with the administrator. No test scores, grades, or transcripts will be released until these forms are completed, and all fees are paid. Please note: requests for student records at the end of the school year will not be processed until the month of June, pending outstanding obligations.

## **RE-ENROLLMENT**

Re-enrollment packets will be distributed in late January for current students. There is a re-enrollment fee to hold a space for the following year. Current families have the advantage of re-enrolling two weeks before open registration for the general public begins.

## **NON-DISCRIMINATORY POLICY**

RRCA admits students of any race, color, national and 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**ROUND ROCK CHRISTIAN ACADEMY**  
**Early Childhood Program**  
**Health and Medical Policies and Procedures**

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## **HEALTH STATEMENT**

All children enrolled in the Early Childhood program must have a completed and signed Health Statement on file within thirty days of enrollment. The Health Statement is signed by a doctor and states that the child has been examined within the last 12 months and is able to take part in a child care program.

## **SICK CHILDREN**

Texas requires that there be daily observation of each child on arrival at the center by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at the center will not be admitted or will be separated from the other children until parent or guardian can pick the child up.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and all parents or guardians of children shall be notified immediately by the center. For any infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

If a child becomes ill while at the center, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent's arrival.

If a child displays any of the following symptoms, he/she must be kept at home:

- Fever within 24 hours
- Diarrhea within 24 hours
- Vomiting within 24 hours
- Nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, vomiting, nausea, and the coughing up of green or yellow mucus
- Eye drainage of any type should be checked by a doctor to rule out infection
- Unusual rashes should be checked by a doctor to rule out bacterial infection
- Child not feeling well, such as lethargic behavior and/or crying.

The child may return to the center after illness when one of the following happens:

- Fever free for 24 hours without use of medication such as Tylenol, Motrin, Advil, etc.
- Nausea, vomiting, or diarrhea has subsided for 24 hours
- At least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection
- Child is feeling well again and normal behavior has returned.

## **MEDICATIONS**

**Medications** will be administered by the nurse if the parent/guardian completes an “Authorization to Dispense Medication” form and provides the medication in its original container. All prescription medications must have a current label with the student’s name and dosage instructions. All over-the-counter medications will be dispensed according to package directions unless a physician’s order indicates otherwise. The **only** medications provided by RRCA are Tylenol, cough lozenges, and Benadryl for emergencies. **All medications** must be kept in the nurse’s office and dispensed by the nurse. It is a violation of school policy for a student to have any medication with them. Please note that if a student gives or offers medication to another student, it will be considered a serious discipline infraction and appropriate consequences will follow.

**Lice infestations** discovered at school require that the student be sent home and allowed to return after the first treatment is administered. Parents will be required to perform daily head checks and nit removal; and to re-treat in 7 – 10 days per package directions. The nurse will do frequent head checks for the affected class/grade levels. For persistent cases of lice, a more conservative approach may be taken (such as a “no-nit” policy). RRCA would appreciate notification if a parent/guardian finds evidence of an infestation on a student or family member.

## **IMMUNIZATION RECORDS**

All students must have a **complete immunization record** (per state requirements) on file within 30 days of enrollment. If there is a medical reason that a student may not receive a vaccine, a physician must submit a letter stating the reason for the exemption. If the letter does not state that the medical exemption is in place for the life of the child, then it must be updated yearly. If a parent does not want to immunize their child for reasons of conscience, they must apply to the State of Texas for a “Reasons of Conscience” Exemption form. The form must be notarized and updated every 2 years (or the time table required by the state).

### **Allergies**

All allergies to medication and/or other substances must be stated on the emergency and medical forms. Texas law requires that we have a signed note from a physician explaining any food allergies that a child may have. The physician must recommend alternate food choices for the child. Information about children with allergies will be posted in all classrooms and in the kitchen.

### **Accidents**

All teachers are certified in infant/child care and infant/child first aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the nurse, teacher and/or director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called.

### **Emergency Form (Pink Form)**

The parents’ (guardians’) home and work emergency contact information, the child’s known allergies to foods or medications, a release permitting emergency medical treatment, and a release for field trips shall be obtained at the time of admission or within 30 days after admission.

**ROUND ROCK CHRISTIAN ACADEMY**  
**Early Childhood Program**  
**Classroom Activities and General Information**

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The center's activities revolve around a weekly theme. These themes include Bible-based character-building studies, open-ended art projects, and much more. All activities are presented in an age-appropriate manner. Lesson plans and schedules are available for review.

### **Computers and Digital Media**

The preschool teachers carefully choose audio tapes, CDs, DVDs, and software to incorporate into the preschool day to enhance learning activities in the classroom. Although digital media are not used very frequently, when they are used they are selected to complement the concepts and ideas that are taught. The teachers use time before and after each activity to introduce and reinforce the concepts that are present in the digital media. Music CDs are used for Bible songs to reinforce Bible stories and concepts. Music is also used in reinforcing the concepts of shapes, colors, and numbers. Occasionally the preschool fours classes will have books on tape available during center time. Occasionally the teachers will show a character building video on rainy days when outdoor playtime is restricted.

The preschool fours classrooms may use computer software toward the later part of the school year to reinforce literacy and number based concepts. The preschool teachers have carefully selected well-known preschool software such as Little Giants and Starfall.com which enhance the skills that the students have been learning in the classroom. Students will not spend time waiting their turn, as the computer will be treated as a center and there are many other center options available at the same time. Computer center time is limited and monitored for each student so that they are also actively engaged in other learning enhancing activities.

### **PARENT INVOLVEMENT**

We welcome parent involvement in the early education center classroom, and we feel that parent involvement benefits not only the center but the parent and child as well. Parents are encouraged to participate as classroom helpers on a regular basis. Parent participation enables the teacher to offer a variety of creative activities for students. All parent volunteers must sign in when they come to work in the classroom. Some ways that parents can participate in the early education experience is helping with special-day themed events, serving on the teacher-appreciation committee, and much more.

### **COMMUNICATION WITH FACULTY AND STAFF**

RRCA faculty and staff welcome constructive communication from parents at anytime. The following guidelines will help direct communication in the most productive way:

**School Website ([www.rrca-tx.org](http://www.rrca-tx.org)):** The weekly online newsletter, including the lunch menu, is updated weekly on the website. All current news and events will be posted in this way.

**Mass emails:** There are times that we will send out school-wide emails to our families. Please make sure you keep your email address current by notifying the Business Office any time you have a change of email address.

**Notes to Teachers:** If you have a quick question for a teacher or administrator, you may email the faculty using the email addresses listed on the website homepage.

**Phone Calls from Teacher:** If you desire a phone conversation, send a note with your child or call the school office. Teachers will attempt to return calls within 24 hours. Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the administration.

**Teacher Preferences:** Each teacher will communicate the best procedure for establishing contact in the packet you receive during “Back to School” Orientation. As a general courtesy to our teachers, please do not phone their homes at night or on weekends. Teachers have far more homework than students and prefer to conduct business with parents efficiently during the school day.

## **CHILD GUIDANCE AND BEHAVIOR MANAGEMENT**

Child guidance has an important place in the program at Round Rock Christian Academy Early Education Center. Parents and teachers will need to work together in order to be consistent and effective in training children to make appropriate choices in a classroom setting. We have developed a formula we feel is appropriate in shaping and encouraging responsible behavior in children. If you have any questions about our discipline procedures, please talk to your child’s teacher or the principal.

A daily folder will be sent home with your child’s papers and any notes for the day. Please check the folders as this is one way of communication between teacher and parent. There will also be a weekly newsletter sent home or posted on Ren-Web keeping you informed of special days and announcements.

The key to managing behavior is to establish and communicate boundaries. Those that live within healthy boundaries are able to foster and grow in respect and love for each other. Teaching young children what love and respect look like will help them develop in a healthy way. Children feel more secure when limits are set for them than when everything is allowed. We absolutely do not humiliate children as a means of managing behavior. We prefer using a natural consequence approach including loss of privilege or an age-appropriate time out of 3-5 minutes.

## **CHAPEL**

Since spiritual growth is a vital part of Round Rock Christian Academy’s ministry, a special time is set aside each week to corporately worship. Chapel is held on Mondays for all students. If a holiday falls on a Monday, then chapel is on Tuesday. Chapel dress applies to every scheduled chapel including chapel dates that fall on Tuesday due to Monday holidays. Please make sure your child is punctual so there are no late arrivals to disrupt the others. We invite parents to attend whenever possible. We welcome suggestions for guest speakers for our chapel program. **Chapel dress**, which consists of the navy school shirt with stone, beige, or khaki colored

bottoms and closed shoes are **required on chapel days**. See **DRESS CODE** section for specific requirements.

## **GENERAL INFORMATION**

### **Special Event Days**

Throughout the school year the center's staff plans special activity days to enhance the weekly classroom themes. Parents are encouraged to participate by helping in the classroom or by providing special snacks or activities.

### **Snacks**

Classroom snacks are provided by Round Rock Christian Academy. We provide nutritious and safe snacks and a calendar is posted monthly. Teachers may ask parents to bring a special snack that enhances the monthly theme or special activity. Fruit or vegetables must be cut and prepared in the school's kitchen. Check with the teacher if you are in doubt about a particular snack.

Birthdays are very special occasions for children. We would like you to help us celebrate by bringing a special snack to share during lunchtime. Cakes or cupcakes are appropriate for the occasion. Please contact your child's teacher in advance of your child's birthday. Summer birthdays are celebrated during the last week of school.

**School Supplies:** School supply lists are provided by RRCA.

**School Visitors:** Parents are encouraged to visit the school at any time. When you visit the center for any reason, please sign in with the front office and get a visitor's badge.

**Solicitation:** The center may not be used as a setting for solicitation.

**Gum/Candy:** Please do not allow your child to bring candy or gum to school at any time.

**Personal Hygiene:** All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Antibacterial soap is used for handwashing before meals and after toilet use. Disposable paper towels are used for drying hands.

**Toys:** Please do not allow your child to bring toys to school except on designated share days.

**Show and Tell:** Show and tell will be at the discretion of each teacher based on a theme. You will be notified through your weekly newsletter of the specific days. Please do not allow your child to bring toys to school in their backpacks. We cannot be responsible for lost, stolen, or broken toys. We will provide plenty of engaging toys to keep your child occupied.

**Photo Release:** A parent/guardian photographic release will be available for signature or for parents to indicate their non-release authorization and kept in the student's file.

**Video Release:** A parent/guardian-signed consent for each child to watch center-approved videos shall be in the child's file.

## **DAILY PLEDGES**

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### **PLEDGE TO THE AMERICAN FLAG**

I pledge allegiance to the flag of the United States of America  
And to the republic for which it stands  
One nation under God indivisible  
With liberty and justice for all.

### **PLEDGE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian flag  
And to the Savior for whose kingdom it stands  
One Savior, crucified, risen, and coming again  
with life and liberty for all who believe.

### **PLEDGE TO THE BIBLE**

I pledge allegiance to the Bible God's Holy Word  
I will make it a lamp unto my feet  
A light unto my path  
It's words will I hide in my heart  
That I might not sin against God.

