



RRCA Early Childhood Handbook 2016-17



ROUND ROCK CHRISTIAN ACADEMY
Early Childhood Handbook

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ROUND ROCK CHRISTIAN ACADEMY Early Education Program

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

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

SPIRITUAL

Understand that God is a loving God¹

- 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 book²

- 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

- Enjoy experiences with nature³
- 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 work⁴

- 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 individuals⁵
- 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 kindness⁶

- 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 activities⁷

- 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 discussions⁸

- 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 coordination⁹

- 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 skills¹⁰

- 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 question¹¹
- 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 schooling¹²

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 proficiency¹³

Have cultivated prewriting skills in the context of emergent literacy¹⁴

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

Be aware of different sound-letter relationships¹⁵

- 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 process¹⁶
- 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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6. William Damon, The moral development of children. *Scientific American* (August 1999), 72–78.
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8. Ibid., 47.
9. Barbara T. Bowman, Suzanne Donovan, M. Susan Burns, eds. National Research Council. 2000. *Eager to learn: Educating our preschoolers*. Washington, DC: National Academies Press, 279–91.
10. Ibid.
11. Ibid.
12. Ibid.
13. Ibid.
14. Ibid.
15. M. Susan Burns, Peg Griffin, and Catherine E. Snow, eds. National Research Council. 1999. *Starting out right: A guide to promoting children's reading success*. Washington, DC: National Academies Press.
16. Glen Schultz. 2003. *Kingdom education: God's plan for educating future generations*.

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

Scripture Passages That Reveal God’s Design for Our Children	
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>Psalms 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>Psalms 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>Psalms 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>Psalms 8:1–2</i> <i>Matthew 21:15–16</i> <i>1 Samuel 1:27–28</i>

MISSION STATEMENT

Round Rock Christian Academy is a Christ-centered, college preparatory school equipping and developing students to effectively integrate Biblical truth and academic learning into their daily lives to impact their community for Christ.

VISION STATEMENT

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

BIBLICAL MORALITY POLICY

Round Rock Christian Academy’s biblical goal is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.

ROUND ROCK CHRISTIAN ACADEMY
Early Childhood Program
Parent Covenant

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, such as professional literature and godly counsel, to strengthen their resolve and skills to train their children in the Lord. We will support 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 desires 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 non-custodial parent presents either a written court order or a notarized 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

HOURS OF OPERATION

RRCA is open Monday through Friday. Morning extended-care begins at 7:30 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

All Early Childhood Classes: 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 8:00 a.m. will need to go to early morning extended care in the cafeteria. For safety and security, students must be accompanied by a parent/guardian into the building. Students are required to wait in the cafeteria with the teacher monitors until the first bell. At that time the teacher monitor/aide will walk the preschool children to their classrooms.

The classrooms doors will open at 8:20. Please be mindful that our planning time is from 7:45-8:20. Children must be escorted to their classroom by an adult. 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."

Prekindergarten 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 of the program daily.**

Drive-Through Pick-Up Lines

Parents are cautioned to stay in the pick-up line of traffic. **Do not pull out to pass a car that is loading children.** The maximum length of time 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.

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. On Monday, all Early Childhood students wear the RRCA navy logo polo shirt that is included with tuition, and khaki bottoms of any style. 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. 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 monitor the announcements made by RRISD and surrounding school districts when making 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. Children should bring a refillable water bottle to school every day.

Tornadoes: In the event of a tornado warning, students will be escorted to a safe shelter in one of our inner rooms 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.

ROUND ROCK CHRISTIAN ACADEMY
Early Childhood Program
Admissions Policies and Procedures

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:

- Upon acceptance, parents will be presented with a contract and may choose from three different payment plans.
- If the tuition is not paid by the 7th of the month, a late notice will be sent and a late fee will be added to the monthly statement.
- When a payment is 30 days late, an email reminder will be sent and a phone call will be made.
- When a payment is 60 days late, a phone call, email, and letter will be sent by certified mail asking the parent to come to the Business Office to make arrangements for payment (Promissory note, payment plan, etc.).
- When a payment is 90 days late and resistance to payment or a no response is received, the parent will be notified by phone and regular mail that their child(ren) may be withdrawn. Collection efforts will continue for recovery and charge-off may occur.
- Unpaid tuition or unpaid fees by May 30 will place the family on the waiting list of the school regardless of re-registration.
- 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 15 days late, an email reminder will be sent to the parent.
2. When a payment is 30 days late, an email reminder will be sent and a phone call will be made.
3. When a payment is 60 days late, a phone call, email, and letter will be sent by certified mail asking the parent to come to the Business Office to make arrangements for payment (Promissory note, payment plan, etc.).
4. When a payment is 90 days late and 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 immediately. Collection efforts will continue for recovery and charge-off may occur.
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. **The Registration Fee and/or New Student Fee are non-refundable.** If enrollment is cancelled after July 1, 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). Please refer to the RRCA Enrollment Contract for specific details.

WITHDRAWAL

To withdraw a student from the academy, a parent must come to the office and complete the necessary forms. 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

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 (100 degrees or more, with or without medication)
- 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. 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 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 their classrooms.

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

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. 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 classrooms may use computer software 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 are to join PST, help with special day themed events, serve 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): The newsletter, including the lunch menu, is sent weekly via email. 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: Feel free to contact your teacher or administrator using the faculty email addresses listed on the website homepage. Teachers should respond within 24 hours.

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.

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 khaki colored bottoms and closed shoes are **required on chapel days**.

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: Nutritious and safe classroom snacks are provided by RRCA. Check with the teacher if you are in doubt about a particular snack.

Birthdays are very special occasions for children, and parents are welcome to provide cookies or cupcakes for their child's class during lunch to celebrate the special occasion. Please notify your child's teacher in advance. Summer birthdays can be celebrated during the last week of school.

School Supplies: School supplies are provided by RRCA.

School Visitors: When parents visit the preschool hallway for any reason, please sign in with the security desk 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

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.



ROUND ROCK CHRISTIAN ACADEMY
Early Childhood Handbook
Parent Agreement and Acknowledgement Form

Agreement with the Early Childhood Handbook

_____ **I ACKNOWLEDGE** that our family has read and will abide by the policies and procedures outlined in the RRCA Early Childhood Handbook.

Biblical Morality Policy

_____ **I ACKNOWLEDGE** that our family has read and will abide by the Biblical Morality Policy as outlined in the RRCA Early Childhood Handbook.

Agreement for School Directory

_____ **I AGREE** to have my family demographic information (student and parent names, grade, class, address, phone number, and email) listed in the online directory. This directory is provided for RRCA families and is for school-related use only.

_____ **I DO NOT AGREE** to have my family demographic information listed in the directory and I will log onto my RenWeb family account and update my preferences.

Agreement for Media Release for Marketing

_____ I agree to give RRCA all rights to publish or use video or photographic images of my child for the purposes of print or electronic advertising, the weekly newsletter email, school website, teacher websites and blogs, school-sponsored social media accounts, and/or the annual student yearbook of RRCA. I waive any right to approve any finished advertising or promotional piece that may be used.

_____ **I DO NOT AGREE** with the media release statement, and **I ONLY ALLOW** my child's image to be used in the following (**list here each permissible example**, i.e.; yearbook):

Agreement for Security Video Surveillance

_____ I am aware that RRCA will maintain appropriate video surveillance for the security of all students.

Please PRINT and sign each name.

Parent's Name (printed)	<i>Signature of Parent(s)</i>	<i>Date</i>
Parent's Name (printed)	<i>Signature of Parent(s)</i>	<i>Date</i>

If we do not receive this document back from you, we will assume that you agree with each of the above areas.

Please remove this page from the Early Education Program Handbook, sign, and return to the school office.