

Solid Rock Christian Preschool Parent Handbook

Ages 3-5 Years



Solid Rock Christian School
Preschool & Extended Day Parent Handbook



**Founded in 1996 by
Larry and Sandy Stutzman
Senior Pastors
Solid Rock Worship Center, Inc.**



Diana Bunting, Principal

With her B.A. from Florida State University, Mrs. Bunting has been teaching both in public and private schools since 1981. Her academic qualifications coupled with her lifetime of experience and desire to create a safe learning environment for the children of our community make her an outstanding asset to Solid Rock Christian School.



Patricia "Rachel" Jones, Children's Director

With her National CDA from the Council of Professional Recognition in Washington D.C., Rachel Jones has over 20 years experience in the child care industry. Her commitment to excellence in preschool education and child care, along with her educational background and experience make her one of the leading advocates for children's safety and proper preschool instruction. It is her primary goal to ensure that your child's first years are filled with safe, fun-filled days of educational activities, so as they grow emotionally and academically, they will appreciate the joys of learning and face their future confidently and prepared for success!

Solid Rock Christian School – Patricia "Rachel" Jones, Children's Director
P.O. Drawer 236 – 21951 US Highway 441 - Mount Dora, Florida 32756-0236
Phone: (352) 735-5777 Fax: (352) 735-1084
Website: www.SolidRockFLA.com E-mail: rjones@solidrockfla.com

Accredited by Florida Council of Private Schools
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Preschool (Ages 3 – 5)

At Solid Rock Christian School, our hands-on program provides a Christian learning environment that teaches children the foundational learning skills that are the stepping-stones to a successful school career.

Our academic instruction consists of faith-filled, bible-based lessons designed to reinforce the Christian morals and values taught at home. In addition, students have many opportunities to explore their creative side during activities such as arts & crafts, music, dance and drama.

Extended Day Program (Ages 5 – 10)

Solid Rock Christian School offers Extended Day care, as well as holiday and summer programs for children that attend our elementary school. Children enrolled in our Extended Day program have the opportunity to complete homework, play in our indoor play centers, or run and jump while playing in our outdoor playground that is nestled beneath the shade of our 100-year-old oak trees.

Registration and Tuition

Registration	\$25
Tuition	
Preschool	\$110
Extended Day	
Part time	\$50
Holidays and Teacher workdays	Additional \$9 per day
Fulltime	\$110

Tuition is due Monday morning. If your tuition payment has not been received by Tuesday evening and you do not make payment arrangements with the preschool administrator, your child will not be allowed to return to school until payment in full is received.

Because the expenses of providing a high quality education for your child are fixed and averaged out over the full year, there will be no adjustments made for holidays, Christmas break, spring break, vacations or absences. **Parents are responsible for full tuition whether their child attends school or not.**

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Late Pick-up Charge

Parents who have not picked up their child before 6:00 pm will be charged a late fee of **\$10 every ten minutes or portion thereof**. Please plan on arriving by 5:45 to make allowance for any unforeseen occurrences.

If a child has not been picked up by 6:30 pm, and all efforts to contact their parents have been exhausted, we will have no alternative but to contact the Sheriff's Department and surrender the child into their custody.

Hours of Operation

Solid Rock Christian School is open Monday through Friday from 7am to 6 pm fifty two weeks a year **except for the following holidays:**

* New Years Day	Independence Day (July 4)
Martin Luther King's Birthday	Labor Day
President's Day	Thanksgiving Day
Good Friday	Thanksgiving Friday
Easter Monday	* Christmas Eve
Memorial Day	* Christmas Day

*If New Years Day and Christmas Day fall on a Sunday, we will be closed on the Monday after New Years and the Friday before and the Monday after Christmas.

Enrollment

State regulations require that Solid Rock Christian Preschool have all required registration and medical forms for your child on file. Therefore, before your child will be admitted to preschool, you must complete and submit the following forms:

Enrollment Application
A copy of your child's birth certificate
A copy of your child's social security card
A signed Parent Agreement
Medical Forms
 Preschool Physical Exam
 Immunization Records
Emergency Medical Release

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Nutrition

In addition to snacks and drinks for both morning and afternoon snacks, Solid Rock Christian School provides a balanced lunch for all preschool age students.

Transportation

Transportation to and from school is the sole responsibility of the parents or legal guardians.

Security

When dropping off and picking up your child from preschool or extended day care, you must sign your child in, and out, on the appropriate sign in sheet. If for any reason you or your spouse/partner are unable to pick-up your child, please call and let us know who will be picking up your child and make sure that the person you authorize to pick up your child knows to bring a valid driver's license or State Identification Card to prove their identity. If they do not have proof of identity, they will not be allowed to remove your child from school.

Nap Time

After lunch, a nap period is scheduled for all students age 12 months and up. To protect the health of every child, Solid Rock provides a sanitized mat, sheet and blanket for each student.

Discipline

Solid Rock Christian School uses discipline practices that are age appropriate and constructive. Children are not disciplined in any way that is severe, humiliating or frightening. Corporal punishment of any kind, deprivation of food, drinks, rest and toileting are strictly prohibited.

Instead, Solid Rock uses age appropriate positive reinforcement and time out sessions (1 minute of time out for each year of age) to correct negative behavior. However, from time to time we have encountered situations where positive reinforcement, "time-outs", and frequent communication between the child's parents and teacher have not had the desired affect in modifying the child's behavior. In such cases, a parent conference will be scheduled in which disciplinary action will be taken up to and including permanently removing the student from the program.

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Searches of Personal Property

In the event of suspicious behavior or information being given to the staff of Solid Rock Christian Preschool, we reserve the right to search without notice a student's person, backpack, lunch bag, clothing, locker space or any other personal property deemed necessary by the staff of Solid Rock Christian School. Such a search may be conducted with or without the student or parent's knowledge or consent. Registration of a child in Solid Rock Christian School constitutes parental consent to such searches. Searches will be conducted for the sole purpose of insuring the safety of other students and the staff. At no time will a search be performed for the purpose of singling out or embarrassing the child involved.

Emergency Drills

Emergency drills are held monthly to familiarize your child with evacuation procedures. This can make quite an impression on your child the first time they go through a drill, but soon they will get used to it and learn exactly what to do in the event of an emergency.

Illnesses

If your child has any of the following symptoms, please do not bring them to center for a minimum of 24 hours after the succession of all symptoms:

- ✚ Fever of 100 degrees or higher
- ✚ Diarrhea
- ✚ Vomiting
- ✚ Thick green discharge coming from their eyes or nose

If your child develops any of these symptoms while at the center, we will contact you and ask you to make arrangements to pick up your child. Children should remain at home a minimum of 24 hours after the succession of all symptoms. To return within 24 hours, you must present a doctor's note stating that your child is not contagious.

In the event that your child develops a serious illness while at the center, we will call 911 then notify you immediately. If we are unable to contact you, we will make every effort to contact the persons you have authorized to make medical decisions for your child. In the event that we are unable to reach you or the individuals you have authorized to make medical decisions, we will allow the paramedics to transport your child to the hospital. **All medical bills, including ambulance fees, become the sole responsibility of the parents or legal guardians.**

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Medication

Prior to Solid Rock Christian School dispensing any medication, the following conditions must be satisfied.

Non-prescription medications, oral or topical, to be dispensed by the preschool must be:

1. Provided by the parent or legal guardian
2. Be contained in the original container
3. Accompanied by a written parental authorization form
4. Accompanied by a medications form that lists in detail the correct name of the medication, the exact dosage to be dispensed, and the dates and time the medication is to be dispensed

Prescription medications, oral or topical, to be dispensed by the preschool must be:

1. Provided by the parent or legal guardian
2. Be contained in the original container from the pharmacy and list the following on the label:
 - a. The doctor's name and contact information
 - b. The pharmacy name and contact information
 - c. The child's name
 - d. The name of the medication
 - e. Complete instructions for dispensing the medication
3. Accompanied by a written parental authorization form
4. Accompanied by a medications form that lists in detail the correct name of the medication, the exact dosage to be dispensed, and the dates and time the medication is to be dispensed.

Injuries

The staff of Solid Rock Christian School will make every effort to insure the safety of your child while in our care. However, from time to time, minor injuries do occur. In the event of a minor injury that does not require medical attention, you will be notified when you pick-up your child with a written incident report. In addition to the report, should we determine that your child may need medical attention, we will notify you immediately and ask you to come to the center and make that determination.

In the event that your child is seriously injured, we will call 911 then notify you immediately. If we are unable to contact you, we will make every effort to contact the persons you have authorized to make medical decisions for your child. In the event that we are unable to reach you or the individuals you have authorized to make medical decisions, we will allow the paramedics to transport your child to the hospital. **All medical bills, including ambulance fees, become the sole responsibility of the parents or legal guardians.**

Clothing and Personal Belongings

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We recommend that you dress your child in modest casual clothing that is easily washable. This includes shirts with sleeves that cover the shoulders and torso, modest shorts or pants and socks with rubber soled sneaker type shoes (no sandals, flip flops or boots). Young ladies who prefer to wear skirts or dresses must wear shorts or bloomers underneath. This will allow them to participate comfortably in all activities available to them including messy arts and crafts projects and playing outside on the playground.

Because we are promoting a Christian environment, we ask that you do not send your child to school with Power Rangers, Pokemon, Yu-Gi-Oh, Harry Potter, or any other violent or witchcraft related characters on their clothing, backpacks, lunch boxes or anything else they bring to preschool.

Please make sure your child brings a complete set of extra clothing including socks in a gallon size Ziploc bag in their backpack each day.

As we cannot be responsible for lost or stolen articles, we ask that you clearly mark all articles of clothing and personal belongings your child brings to preschool.

School Pictures

Preschool pictures are taken several times a year. There is no charge at the time of the sitting and purchase of the pictures is optional.

Tax Receipts

According to the Internal Revenue Service, all childcare expenses paid to a provider outside your family are tax deductible for working parents. Tuition totals and our FEIN number will be available after January 10 at the parent's request.

Concerns and Complaints

Occasionally misunderstandings or problems can arise. Most often, this is due to a lack of communication. In such cases, we ask that you address all concerns or complaints with Mrs. Jones. If she is not able to answer your question immediately, she will investigate further and get back to you with an answer within 24 hours.

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Florida Department of Children and Families

Solid Rock Christian School, its faculty and staff are “mandatory reporters”. As such, we are required by state law to report all suspected cases of serious neglect or abuse.

Contact Information

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