

Solid Rock Christian Preschool and Kindergarten

A Ministry of Christ the Rock Community Church

PARENT HANDBOOK



**Solid Rock Christian
Preschool & Kindergarten**

2021 - 2022

4100 Old Clifton Road
Port Orchard, WA. 98367
360-674-7111

Website:

www.crcc.com

Parents,

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

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

This Parent Handbook is a tool for communicating our school character and framework for daily operations and will give you a picture of our founding principles, a view of our operating policies, and an understanding of what we value. We have been praying for the students God has brought to our classes and are excited about your commitment to this investment in your child's education. Mindful of the awesome responsibility we collectively have, we are trusting God to use us to do great and exciting things in your child, in your family and in our school today and for years to come!



School Mission Statement

Mission & Philosophy

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

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

Academics

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

Biblical Application

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

Partnering with the Family

Because God has entrusted parents and/or guardians with the accountability of training up their children (Ephesians 6:4), we view our role in providing biblical life instruction as an *extension* of that scriptural responsibility. Our desire is to embrace the family, as designed by God (Genesis 2:24; Matt. 19:4-5), and provide an option for parents and/or guardians seeking to partner with a Christian Preschool whose objective is the godly equipping of children. We want to team up with you to help your children be successful in both their academic life and, more importantly, in their walk with God.

Admissions Policy

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

Solid Rock Christian Preschool & Kindergarten Programs:

[Registration is online @ solidrockschool.org](http://solidrockschool.org)

Age Levels:

Children enrolling in the 3 & 4 yr olds class must be 3 on or before August 31st.

Children enrolling in the Pre K classes must be 4 on or before August 31st.

Children enrolling in the Kindergarten class must be 5 on or before August 31st.

School Hours

3/4 Year Olds - Tues/Thurs.....9:00 am - 11:30 am

3/4 Year Olds - Mon/Wed/Fri.....9:00 am - 11:30 am

Pre-Kindergarten - Mon-Fri...9:00 am - 11:30 am

Pre-Kindergarten - Mon-Fri..... 9:30 am - 2:30 pm

Kindergarten - Mon-Fri..... 9:00 am - 3:00 pm



Monthly Tuition

3/4 Year Olds - Tues/Thurs **\$145**

3/4 Year Olds - Mon/Wed/Fri **\$180**

Pre-Kindergarten Mon-Fri 9:00 am - 11:30 am **\$235**

Pre-Kindergarten Mon-Fri 9:30 am - 2:30 pm **\$340**

Kindergarten Mon-Fri **\$365**

Arrival

Please be respectful of the teachers prep time and plan to arrive at the start of the school day. Keep in mind the importance of punctual attendance. When your child is late to school there are many distractions that disturb the learning environment for the entire class. The teachers appreciate your commitment to this facet of school life and community.

Dismissal Time

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

Locked Door Policy

For the safety of your child, our school now has a locked door policy similar to public schools.

The doors will be unlocked for approximately 10 minutes around drop off and pick up times.

(Please see the posted times on the double doors by the classrooms.) All other times the doors will be locked. If you arrive late and find the doors locked you may walk through the play yard and knock on the back door of your child's class for entry, or you may enter through the main entrance of the church.

Absences

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

Student Sign Out/Release

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

Snack

As a number of students have food sensitivities/ allergies, we ask that your child bring a healthy snack daily. Suggestions include a fruits or vegetables, crackers, chees sticks, yogurt, etc. Your child does not need to bring juice; the children use their class water bottles. Remember, this is a snack, not a meal. If your child is in the all-day kindergarten class, you will need to provide a lunch and both morning and afternoon snacks. If your child is in the Pre-K 9 to 2 class they will need a morning snack and a lunch.

Personal Items

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

Extra Clothing

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

Fieldtrips

From time to time we will be taking fieldtrips appropriate to our themes. We will give you plenty of notice in advance. Depending on the field trip, younger siblings may be invited to attend. Please ask ahead. ☺

Lost and Found

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

School Supplies

Pre-K and Kindergarten students will need to provide a pencil box with some supplies at the beginning of each year. (The teacher will give you a list.) There may be times that the teacher

asks students to bring in certain items for a specific project. We will send a note home or highlight it in our newsletter.

Financial Information

Tuition

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

Past Due Accounts

Monthly payments are due on the first class day of each month. **A late fee of \$10 will be assessed after the 15th day of the month**, unless you have made payment arrangements with the school administrator.

Returned Check Policy

Tuition payment checks that are returned by the bank to the school because of insufficient funds will be assessed a service charge of \$10. A returned check will be considered nonpayment, and the late fee will be assessed to all such accounts not paid by the 15th of the month.

Overtime Charges

We want to encourage you to be on time to pick up your child. We do understand that there are circumstances that might prohibit your ability to pick up your student on time occasionally and we will show grace. **There is a \$10.00 fee for every 15 minutes past the class session if you are frequently late.**

Withdrawal/Refund Policy

Solid Rock Christian Preschool and Kindergarten will give at least a one-week notice of dismissal and will refund any unused prepaid tuition within 14 days from dismissal. If a parent wishes to withdraw a student for any reason, the parent must give at least a two-week notice. A two-week withdrawal fee will be charged. **No refunds will be given for absences or vacation.**

Leave of Absence

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



Conduct, Discipline & Dress

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

The measures used in discipline situations vary with the nature of the circumstances and are applied by staff members using their discretion as to the best means in each case. The process of discipline involves ***explanation, admonition, counsel, re-direction, and sometimes, consequences***. In the more serious cases there is documentation and communication with the parents. Discipline issues involve attitudes as well as actions. Various timely measures are used including counsel/discussions, verbal correction, loss of privileges, and, if necessary, time-out at school. It is expected that when a student has been disciplined there will be constructive change seen in his/her behavior and attitude.

Although we believe that corporal punishment is Biblical (Proverbs 13:24), we also believe that such responsibility remains with the parent/guardian. Parents will be consulted when serious behavior problems occur so the parent may take what they feel would be appropriate action.

Behavior Expectations

The following apply to all students and will be consistently enforced:

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



Class Rules

All teachers will have their own set of rules that will be posted in class with the expectation that students will abide by such rules. Classroom rules will be clear and enforceable and teachers will have a plan for responding to offenders in a fair, consistent manner.

Disciplinary Procedures

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

1. Classroom rules are to be posted and enforced. Teachers are to identify progressive steps in addressing misbehavior and follow such steps as consistently as possible. Examples of such consequences include verbal warnings, prayer/counseling, loss of privileges, seating changes, parent contact, etc.
2. Should the prior steps *fail to redirect the student and a more serious problem has occurred*, teachers should remove the student from the learning environment. Any of the following behaviors might result in a referral to the administrator and the parent may be called:

- Classroom misbehavior that has gone beyond normal classroom intervention by the teacher, or misbehavior that continues.
 - Disrespect to an adult (in or out of the classroom).
 - Inappropriate language.
 - Continual harassment of another student or fighting.
 - Defacement or damage to property.
 - Stealing.
3. The administrator assumes responsibility for further discipline. In most instances the parents will be contacted. They will be asked for input in regards to appropriate consequences as needed or possibly asked to pick up their child.

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

Dismissal / Withdrawal

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



Dress Code

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

child's parent. During our large motor skills time, we do a lot of running and other physical activity. We request that your child wear clothing and footwear appropriate for such activities. Running in athletic shoes promotes balance and coordination skills. It is difficult to do these activities in boots, sandals, flip-flops or crocs.

Health

Communicable Diseases

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

Immunizations

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

Medication

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

Illness

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

Known Medical Conditions

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

Injuries

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

Lice Policy

When head lice is discovered on a child in the classroom, the parent will be notified immediately and asked to take the child home for treatment. **When returning to school, the student must be checked and free of nits before being re-admitted to class.**

Emergency Action Plan

An Emergency Action Plan has been established that will govern how we react to a variety of different situations: intruders, nearby police activity, natural disasters, extreme weather conditions, fire etc... If an event should occur we will notify parents when instructed to do so by emergency responders or as soon as it is considered safe to do so. We ask parents to remain at home until notified, for your own protection and to allow emergency responders to focus on protecting your child. Parents are welcome to have a copy of our Emergency Action Plan.

In case of an emergency the following procedures will be followed:

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

Please update your emergency form whenever there is a change of phone numbers or addresses. This is our only way to get in touch with you

Emergency Preparedness

Response drills will be scheduled on a regular basis. The teachers will review the emergency procedures with their students in preparation for the drills. Campus maps indicating evacuation routes are posted in each classroom.

Partnering with the Family Unit

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

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

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

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

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

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

Communication

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

Accountability Structure

Administration, Faculty & Staff

SRCP&K is an integral ministry of the Christ the Rock Community Church and is an extension of our children's ministry. The school administrator is a member of the Christ the Rock Community Church ministerial staff. School faculty and staff are professing and practicing Christians in full agreement with our church's Statement of Faith and Philosophy. Those on staff are also regularly attending members of either Christ the Rock Community Church or a Bible believing church whose doctrine is consistent with CRCC's. The Administrator of SRCP&K reports first to the SRCP&K's Advisory Board, and then to CRCC's Elder Board, which remains the final authority.

Guidelines for Conflict Resolution: Keeping the Peace

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

- Let love be genuine; hate what is evil, hold fast to what is good; love one another with brotherly affection; outdo one another in showing honor. Romans 12:9-10

- Put on then, as God's chosen ones, holy and beloved, compassion, kindness, lowliness, meekness, and patience, forbearing one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony. Colossians 3:12-14
- If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every word may be confirmed by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Matthew 18:15-17

In summary, when in conflict:

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

Thank you so much for entrusting your student with us this year



