
ROCKY POINT CHRISTIAN ACADEMY

OPERATIONAL POLICIES & STUDENT HANDBOOK



WARRIORS

Purpose

Our objectives in teaching children are to enable them to;

- Grow in their knowledge of God and His love for them.
- Work with and enjoy relationships with other children and adults.
- Explore the world around them, discovering science, math, and seasons.
- Develop small muscles through art, puzzle, block and home-living activities.
- Exercise large muscles through movement activities, indoor and outdoor.
- Learn and enjoy creative expression through music, art, and play.
- Develop emotionally, spiritually, academically, and physically.
- Develop language skills through interaction with other children, teachers, and exposure to literature and God's Word.

Philosophy

Parents who choose Rocky Point Christian Academy for their children are committed to Christian education because of a strong desire to prepare their children for the future. The staff at Rocky Point Christian Academy places a high value on the lives of the children attending our school. We believe that God desires a wonderful future for each child. We are committed to partner with families in giving their children all the love, encouragement, and training necessary to help each one achieve what the Lord has planned for them, for the children are our future.

Curriculum

Our RPCA-WEE school curriculum is divided into unit topics by the week. The sequence of topics is developmental in emphasis as teachers build foundations and plan seasonal activities. Group and individual activities are planned around centers of art, blocks, puzzles, nature, music, and home living. Bible and literature stories are told daily with conversation, songs, and related role-playing concepts. Kindergarten students will primarily use the ABEKA Book curriculum. You may visit their web site at www.abeka.com. Teachers are encouraged to provide their students with a variety of learning activities and environments.

Registration & Fees

Students are accepted on a first-come-first-serve basis. Pre-registration is available in April. A Registration fee is due upon application and is non-refundable. Children will be registered into the class that corresponds with their age on September 1st of the new school year, unless previously approved by the director. Registration is permitted throughout the school year on a case-by-case basis, provided space is available. An annual supply fee will be charged per child. Tuition is paid in monthly payments and is due on by the 15th of each month. After the 15th of the month, a \$5.00 late fee per week will be charged until the tuition is paid. If your tuition has not been paid by the end of the month and arrangements have not been made with the director, your child will be withdrawn from the program and the position will be filled from our waiting list. Tuition is due even if your child is absent, as you are paying for the space and not the child's attendance.

Enrollment

Children entering the two's class must be two by September 1st. Children entering the three's class must be three by September 1st and so on. With the interest of each child as our utmost concern, we reserve the right to request the withdrawal of a child whom we feel is not ready for our preschool program. The child may be accepted back into the program at a later date. If such a move is requested, monetary adjustments will be made. Occasionally, underage children may be accepted into our program if space permits. This is done on a case-by-case basis and at the directors' discretion.

A waiting list is compiled and classes will be filled in the order requests are received. We do not practice discrimination.

Withdrawals & Late Enrollments

In the event of withdrawal from school, the student's family is responsible for the tuition payment through the end of the month in which the withdrawal paper work is received. Re-enrollment will not be possible if fees are still due.

Students that enter once the school year has begun will have their tuition and supply fee prorated according to their start date.

Hours of Operation

RPCA will be in session from 9:00am to 3:00pm. Extended Care is available at 7:45am to 9:00am and 3:00pm to 4:30pm. Students attending extended care hours will be charged an additional fee. Children must be picked up promptly at 4:30 pm. A late fee of \$1.00 per minute will be charged after 4:30 pm pick up. Our Early Release time is 12:00pm.

Since teachers need time to prepare their classrooms each day, classroom doors will not be open to students before 8:45am. If you arrive early, you must wait with your child or take them to extended care.

Students MUST be signed IN and OUT of school by a parent or guardian. Children must be left in the presence of a faculty member. Children will only be released to the parents or a person designated by the parents. Names of individuals approved to pick up your child must be on file in our office. If a person unfamiliar to our faculty arrives to pick up your child, they will be required to show photo identification. We will check our records to verify your permission. Please notify us by note or phone call if someone unfamiliar will pick up your child.

School Closings & Bad Weather Announcements

In the event of bad weather, school closings will be posted on our web site and Facebook. We will attempt to notify you of our decision to close or delay start by 7:00am. Your child's teacher will also attempt to contact you via text or REMIND.

Required Forms

Parents who enroll their children in Rocky Point Christian Academy must complete the required forms.

Required forms include;

- Pre-Registration Form
- Admissions Application
- Consent to photograph form
- Current Immunizations records

All records must be received and complete by the first day of class. Immunizations must be up to date prior to enrollment.

All parent volunteers must submit a photo copy of their valid driver's license. They must agree to and pass a back ground check according to Title 40, Texas Administrative Code, Chapter 745, Licensing, Subchapter F, Background Checks.

Health & Medical Information

Faculty will perform daily health checks on students as they arrive to class. The health check procedures are posted in each classroom. Children who show signs of acute cold, constant cough, earache, red or watery eyes, headache, skin eruptions, sore throat, fever or diarrhea cannot be accepted. A parent will be notified to pick up a child if symptoms of illness occur during the school day. The child will be isolated from other children until the parent or designated person arrives. We ask parents to notify the director when their child has been exposed to a contagious disease. **Children must be fever free without fever reducing medications for 24 hours before returning to school.** If your child needs special attention with regards to a chronic condition, please speak with the director to make arrangements for special care needs.

Immunizations are required of all children attending child care in the state of Texas. We understand that there may sometimes be a medical reason not to give an immunization on the scheduled time. However, unless we have a written note signed by your child's physician, we are not allowed to make any exceptions. If we do not comply with this requirement, we could lose our state license. TB testing is not required by the county for children to attend Child Care.

IMPORTANT: You must show proof of the appropriate immunizations **BEFORE** your child can attend our school. Your physician must sign an Immunization Form. You may have your child's Pediatrician Fax it to us @ 254-965-4816

In order to protect your child from vaccine-preventable diseases RPCA requires our faculty members to have or obtain the required childhood vaccines. A statement of vaccination, proof of exemption or their vaccination record will remain on file in the director's office for the duration of their employment. RPCA recommends but does not require faculty members to receive the annual Influenza vaccination.

Medication Administration

At the directors' discretion, upon parental request, we may administer medications to your children. Parents must complete the **Authorization for Dispensing Medication form**. The medication must be in the original container, labeled with the child's full name and the date brought to the school. We will administer the medication according to the label directions or a physician's orders. If at any time the director does not feel comfortable administering the medication or we are unable to properly store the medication, we reserve the right to refuse administration of any medication.

MEDICAL EMERGENCY PROCEDURES:

In the event of a Medical Emergency we will first call 911, then parents or guardians.

Hearing & Vision Screening Requirements

Hearing and vision screening will be provided for Kindergarten students and children who are 4 years of age by September 1st. Testing will be completed within 120 days of admission. Children under four years of age may be screened upon teacher recommendation and parental request.

Food & Nutrition

Please ensure your child eats a good breakfast prior to arriving at school. Children arriving for morning extended care are welcome to bring their breakfast with them provided they arrive before 8:20am. They will be asked to eat upon arrival and to clean up after themselves. Please ensure the breakfast that is packed is one that he/she can manage themselves.

We prefer and will practice a low sugar environment for our children. A mid-morning snack will be provided for students. If you would like to provide a special snack for your child's class, please make prior arrangements with the teacher or director.

Each day your child should bring a nutritious lunch with a non-carbonated, non-staining beverage. We recommend that sugary sweets be limited to one. We are unable to warm lunch items. In the event you forget to send a lunch with your child, we will attempt to contact you. If we are unsuccessful in our attempt to contact you, we will provide your child with a nutritious lunch, at an additional fee.

If your child will stay for afternoon extended care we request you send an additional after school snack.

PLEASE NOTE: Gum is strictly prohibited! Please have your child discard his/her gum in a trash can prior to entering the classroom.

Discipline Policy

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11, NIV). Discipline at our school is a conscious, non judgmental, positive way of teaching our children how to manage their own emotions and behavior. We want our children to develop the ability to express their wants, needs, and emotions appropriately by giving them a variety of tools. We will direct them to solve problems by making good choices. We establish reasonable rules and teach the children the process of following those rules. Parents are encouraged to call the School for a conference with the teacher if there are questions about the discipline. Any changes in the family dynamics that may affect the child should be communicated to the child's teacher and shall be handled professionally and confidentially.

Code of Conduct

As a community of Christians who have come together to educate children in the ways of the Lord, RPCA supports its parents in expecting students to lead Christ-honoring lives not only at school, but outside of school hours as well. Our public conduct should be consistent with our basic philosophy of life – to love God above all and to love our neighbors as ourselves. That love should be reflected in all our actions and attitudes. Students, parents, and faculty members must behave in a gracious and respectful manner. As a school family we all are expected to obey those whom God has placed in authority and conduct themselves accordingly. (Romans 13: 1-7) Obey the commandment Jesus gave to His disciples to love one another.

Attendance at Rocky Point Christian Academy is a *privilege*. Any faculty member, student, or parent whose conduct or attitude, in or out of school, shows him or her to be in opposition to the basic principles and purposes of the school will be dismissed. The ultimate corrective action the School will take is to suspend or terminate enrollment.

Dress Code & Personal Belongings

Students should dress modestly and in comfortable clothing. At the director's discretion, any student dressed inappropriately will be sent home.

- Shoes MUST have a closed heel so that they will remain on during play and exercise.
- Heelys are not allowed.
- Label all garments.
- Parents of younger children should provide an extra set of clothing.
- A lost and found will be kept in the director's office until the last day of school. After that date unclaimed items will be donated.
- We are required to provide Pre-School with a supervised nap time. We recommend parents provide their own nap mats. If you are unable to locate a mat, we will provide one to you at our cost.
- Pre-School students are provided nap bins for items such as a pillow, blanket, or stuffed animal. Items too large to fit in the nap bins will be sent home. We encourage you to take all items home at least once a month for cleaning. Children attending our five day program may require their items be cleaned more often.
- Please do not allow your child to bring toys or stuffed animals with them to school. (Exception – Pre-K students may bring one small stuffed animal for nap bin)

Visitors

Parents and other visitors must check in at the church office if visiting during class time. Visitors may observe, but not interact with, the teachers and/or children during class time. Teachers and volunteers are required by law to meet certain requirements including, but not limited to, a criminal history background check.

Classroom Visits & Conferences

Parent–teacher conferences are planned for twice a year, but may be scheduled throughout the year as needed. Special problems or occurrences affecting the child or classroom will be brought to the parent’s attention. Teachers are very busy as school is dismissing so they may not have time to speak with you at that time; however, if you need to speak with your child’s teacher and if time permits, she will be glad to do so once all the students have been dismissed. If this is not possible, she will be glad to make an appointment with you. We do not require or ask our teachers to remain for after school conferences.

Transportation & Field Trip Policy & Water Activity

We will comply with all State transportation laws, rules and regulations. All children will be in an approved restraint system, applicable for the child’s age and weight requirements. A copy of the route plan, list of students being transported, and an itinerary will be filed in the director’s office prior to leaving the campus.

Water Activity will be allowed with parent permission and will adhere to DFPS guidelines.

Birthdays

Your child may want to celebrate their birthday with friends at school. Preparation should be kept simple and arrangements made with the director. We encourage you to follow our low sugar policy when selecting the birthday treat. Favors are not required and are left to the parent’s discretion. Parties will be held at the daily snack time.

Invitations to Personal Parties - Invitations to personal parties may be distributed in weekly folders provided all children in the class are invited. If all children are not included in a party, please mail them to the child’s home.

Animals

At various times of the year, there may be an animal present in your child’s classroom as part of the weekly lesson plan. Prior to an animal visiting the school, you will receive notification. The following animals will NOT be allowed: chickens; ducks; or reptiles of any sort. Animals provide practice in responsibility for taking care of pets, as well as giving us the opportunity to learn about their habits and unique things they do.

Policy Reviews or Changes

Parents wishing to review and discuss with the director any questions or concerns about our policies may do so during normal hours of operations or by appointment. Parents will be notified of policy changes via email. Policy changes will also be posted on the school's news board located at the WEE school wing of our campus.

The minimum standards for child care licensing and or the most recent inspection report may be viewed upon request. Parents may contact the local Licensing Office at 817-573-8612. The PRS child abuse hotline is 1-800-252-5400. www.tdpfs.state.tx.us

Conflict Resolution

Occasionally, misunderstandings occur. In keeping with Matthew 18:15-17 the following procedure is followed at RPCA. All questions, problems or complaints should be brought promptly to the teacher/parent involved. Please do not take this to another teacher, as our teachers have been instructed to redirect concerns to the teacher/parent involved. If the situation cannot be resolved, the School Director and/or Church pastor may become involved.

How You Can Help

- Check your child's folder/student planner each day
- Contact your child's teacher or director whenever a question arises
- Read all newsletters, emails, texts, and notes
- Pay tuition on time
- Pick up your child on time
- Read message board outside classroom
- Do not leave unattended children in your vehicle, even for a few moments
- Sign your children IN and OUT each day
- Volunteer!! Consider joining or attending PTF
- Send your child to school in clothes and shoes they can manage and that are suitable for play
- Send extra clothing
- Label clothing and personal items

Emergency Preparedness Plan & Relocation Center

RPCA's Emergency Preparedness plan meets all state requirements.

A copy of these requirements as well as our plan may be viewed upon request.

If for any reason our students require evacuation from our campus, they will be relocated to:

Community Life Center (CLC)
1217 US HWY. 67
Stephenville, TX 76401

Gang Free Zone

Under Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Child Abuse and or Neglect

Reporting Abuse and Neglect—Texas law requires caregivers to report suspected child abuse or neglect to The Texas Department of Family and Protective Services (DFPS) or law enforcement. The Texas Family Code (sections§34.07) States, Failure To Report: (A) A person commits an offense if the person has cause to believe that a child’s physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with Section §34.02 of the code, (B) An offense Under this Section is a “Class B” Misdemeanor.

If you are a victim of abuse or neglect and/or you suspect abuse or neglect you may contact DFPS toll-free, 24-hour Family Violence Hotline: 1-800-252-5400 Web site <http://www.dfps.state.tx.us/>

RPCA caregivers will obtain at least 1 hour of annual training on prevention, recognition and reporting of child abuse. The Center’s Director or teacher will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being neglected or abused. We will strive to increase faculty and parent awareness of issues regarding child abuse and neglect, warning signs and prevention methods via newsletters, emails handouts, etc.

Contact Information

Office: 254-965-3582

Fax: 254-965-4816

Mailing Address:

P.O. Box 62, Stephenville, Texas 76401

Physical Address:

3595 County Road 178, Stephenville, Texas 76401

Website:

www.rpcacademy.com

Newsletters, emails handouts, etc.

*Please return this acknowledgement page and all required forms
to your child's teacher or the director on or before the first day of school.*

**Rocky Point Christian Academy
Operational Policies Acknowledgement**

I acknowledge that I have received and read a copy of the written operational policies for Rocky Point Christian Academy for the 2015-2016 school year. I understand and support the contents therein.

Child's Name/Class

Parent's Signature/date

Parent's Name (Printed)

****Please return this page to the Director on or before your child's first day of school.**