

6508 E. Crossroads Boulevard

Loveland, CO 80538

www.rcschool.org

970.612.0632

Parent Handbook

It is our desire to integrate God's Word into everything we do, all day long.

Jesus is in math, numbers, colors, and shapes. He created all things, and whether we are exploring bugs, learning about patriotism, weather, or transportation we teach every subject with a biblical perspective.



Resurrection Christian School



RCS PRESCHOOL 6508 East Crossroads Blvd Loveland, CO 80538 970.612.0632

Welcome to RCS PRESCHOOL!

As the Executive Director of RCS Preschool, I am honored and excited to welcome you to Resurrection Christian School. Our preschool staff strives to provide a high quality, Christian preschool experience for your entire family. Our prayer is that your child will be nurtured and encouraged mentally, physically, and spiritually at our school.

I realize that choosing your child's path of education is not always a simple process and that there are many factors which play a part in your decision (cost, location, spiritual emphasis, curriculum, etc.). At RCS Preschool, our teachers are committed to making this one of your best decisions!

Please take some time to read through this handbook and keep it accessible if you have any questions regarding the preschool policies and procedures.

Thank you for choosing RCS Preschool. We look forward to getting to know your family and connecting with you throughout the school year!

Serving Him,

Cathi Roth

Executive Director RCS Preschool 970.612.0632

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RCS Preschool Parent Handbook

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STATEMENT OF FAITH

WE BELIEVE the Bible is the only infallible, inspired, and authoritative Word of God. Ex 20:1; 2 Tim 3:16; 2 Pet 1:20-21; 1 Cor 2:10-13; Luke 24:27; Luke 24:44-45; Rev 22:18-19

WE BELIEVE there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. Psa 2:6-9; Matt 28:19-20; 2 Cor 13:14; 1 Cor 12:4-6; Matt 3:16-17; John 14:16

WE BELIEVE in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father. John 1:1-5,14, 34; John 5:1-47; John 6:69; Matt 1:20-23; Isa 7:14; Matt 1:23; Heb 1:9, 7:26; 1 Cor 15:20-23; Luke 1:31-33; Rom 1:3-4; Eph 1:20-23; Phil 2:9-11; Col 1:13-19; Isa 9:6-7; Matt 16:16; 1 Cor 15:3-4

WE BELIEVE in the Blessed Hope— the rapture of the Church at Christ's coming. 1 Thess 4:16-17; John 14:1-7; 1 Thess 1:7-10; Matt 25:31; 1 John 3:2; Acts 1:11; Rev 17; Rev 19:11-16; Rev 21:6; Dan 7; Titus 2:13

WE BELIEVE the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. 1 Pet 1:18-19

WE BELIEVE regeneration by the Holy Spirit is absolutely essential for personal salvation. John 3:3-5

WE BELIEVE the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer. 1 Pet 2:24

WE BELIEVE the baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it. Acts 2:39

WE BELIEVE in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. John 16:7-15; 1 Cor 6:19-20; Gal 5:16-18; Eph 1:13-15, 4:30; 1 Cor 12:13

WE BELIEVE in the resurrection of both the saved and the lost; the one to everlasting life and the other to everlasting damnation. Job 19:25-27; Dan 12:2; 1 Cor 6:14; John 5:29; 11:25; Rom 6:5; 1 Pet 1:3; Rev 20: 4-6; John 5:28-29

WE BELIEVE God has established marriage as a lifelong, exclusive relationship between one man and one woman, and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. Gen 2:24-25; Ex 20:14,17, 22:19; Lev 18:22-23, 20:13,15-16; Matt 19:4-6,9; Ro 1:18-31; 1 Cor 6:9-10, 15-20; 1 Tim 1:8-11; Jude 7

WE BELIEVE God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin. Gen 1:17; Deut 22:5

WE BELIEVE that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value human life. Psalm 139

WE BELIEVE the Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Resurrection Christian School's faith, doctrine, practice, policy and discipline, the RCS School Board is our final interpretive authority on the Bible's meaning and application.

OUR HISTORY

In November of 1999, our current executive director envisioned a Christian Preschool experience to partner with the educational vision of Resurrection Fellowship Church. We began with just four teachers and twenty children. Now, after twenty-three years, we are blessed to support over 400 children with twenty-nine highly anointed teachers and staff.

In 2012, what was once known as Rez Preschool became **RCS Preschool** and is part of the Resurrection Christian School campus. This preschool serves under the leadership of the RCS Board of Directors; Dr. Jerry Eshleman, Superintendent and CEO; and Cathi Roth, the Executive Director.

We have been blessed with a beautiful campus where your child can mature in Christ and daily experience God's great love, while learning the A,B,C's and 1,2,3's!

OUR PHILOSOPHY OF EDUCATION

At **Resurrection Christian School**, the philosophy of education is to train young people spiritually, socially, academically, and physically (Luke 2:52).

We believe RCS is an extension of the Christian home, where God has given the primary responsibility of educating children to the parents. At RCS Preschool, our parents are supported in their child rearing through the teaching staff, educational readings, parenting classes and events with special speakers throughout the school year.

At **RCS Preschool**, we recognize each child is an individual whose strengths and growth rate need to be acknowledged and nurtured by our staff. We believe that children need a spiritual foundation; and as ministers of the Gospel, we provide opportunities for spiritual growth through chapel, Bible stories, scripture verses, and prayer.

OUR VISION, MISSION, and GOALS

We desire that all students who attend RCS Preschool will come away with an enriched knowledge that there is a God in Heaven Who created the whole world, Who loves them unconditionally, and has a plan and purpose for their life. Ultimately, we'd love to see the heart of each child connected to Jesus through salvation.

Our Goal at RCS Preschool is to:

- Prepare our student's hearts and minds to love God, love people, enjoy learning, and become world changers!
- Provide a healthy, nurturing, and safe environment.
- Provide age appropriate materials and equipment that supports children's learning in an interesting and fun way.
- Partner with our parents in the care and teaching of their children.
- Encourage the physical development of large motor skills through outdoor and indoor play as well as fine motor development through manipulative toys, blocks, and puzzles.
- Encourage creativity by offering experiences in music, art, and literature.
- Encourage interest in language through games, stories, and conversation.

The overall mission and three core values of Resurrection Christian School is to develop students who are

Boldly Christian
 Academically Equipped
 Globally Prepared

CURRICULUM

RCS Preschool is dedicated to immersing children into the Truth of God's Word. As our students gain confidence in their identity in Christ, skills pertaining to positive social engagement and leadership begin to emerge. The children are taught that their relationship in Christ allows them to walk in righteousness, peace, and joy- no matter the situation around them. (Romans 14:17)

The daily curriculum is structured so that children learn the skills they need to advance to the next class or to enter Kindergarten. The curriculum is based on child development, various age-appropriate practice, ability levels and developmental stages of the children.

The RCS Preschool staff is in contact with Resurrection Christian School kindergarten teachers to make sure that the curriculum meets the standards for kindergarten preparation.

ACTIVITIES and SPECIAL EVENTS

For preschool students age 3 years and older, we offer a variety of extra-curricular activities which include: Chapel, Art, Music, and Science. Also, for children in this same age group, there are a few seasonal related activities, such as: a fall field trip to one of the local pumpkin patches or farms, a Christmas program in the winter, and a spring benefit concert / art show fundraiser event. All preschool classes have an end of the year graduation / promotional ceremony in May.

CLASS SCHEDULE and DESCRIPTION

RCS Preschool is a half-day program designed for children ages 2½ through 5 years old. Classes are in session from the last week of August through mid-May of each school year.

MORNING preschool class time sessions meet from 8:30 a.m. - 11:30 a.m. and AFTERNOON classes meet from 12:15 p.m. - 3:15 p.m.

<u>JAMS (2½ year olds)</u> Classes are offered as 1 or 2 half-days per week. Children in this class must be 2 years, 6 months old by their first day of school. Children do not need to be fully potty-trained to attend this class. (JAMS parents will be provided classroom specific information regarding toileting.)

TENDER VINES (3 year olds) Classes are offered as 2 or 3 half-days per week. Children in this class are 3 years old and fully potty-trained by their first day of school.

BUDDING BLOSSOMS (Pre-K 4 year olds) Classes are offered as 2, 3, or *5 half-days per week. Children in this class are turning the age of 4 during the months of May through October, and are fully potty-trained.

AMAZING GRAPES (Pre-K 5 year olds) Classes are offered as 2, 3, 4, or *5 half-days per week. Children in this class are 5 already or turning 5 in the preschool year and fully potty-trained.

ENRICHMENT (Pre-K 4 and Pre-K 5 year olds) This class is designed as an extra-curricular Bible/ Spiritual Emphasis program and is in session on Tuesday and Thursday mornings or afternoons of each week. It is in ADDITION to the 3 half-day (Mon/Wed/Fri) curriculum program, making it a 5 half-day option for students enrolled in the Pre-K 4 or Pre-K 5 year olds class.

FINANCIAL INFORMATION

RCS PRESCHOOL is financed primarily through tuition and fees. In general, all payments made to the preschool are preferred to be paid online, using the Brightwheel Payment Management System.

A yearly registration fee is due at the completion of the enrollment process and will be charged to your account within the Brightwheel system. Registration fees are non-refundable.

Tuition can be paid in full anytime during the school year. For ease of payment, the yearly cost of tuition is broken down into nine equal monthly payments. Monthly tuition payments are due on the 15th day of each month, beginning August 15 and ending April 15. A scheduled billing notice/invoice will be sent out monthly within the student's Brightwheel account, as a reminder of the upcoming automatic draw date for the online payment.

A \$25 late pay fee will be assessed to your tuition account if the monthly payment is not paid within the 10-day grace period.

Please note: An outstanding balance due for preschool tuition automatically places you as ineligible to register/enroll for the following school year in RCS Preschool or the RCS K-12 program. Once the account is brought back into good standing, eligibility for re-enrollment/registration is reinstated.

ADMISSIONS and REGISTRATION POLICY

Eligibility for Enrollment:

- Children who are class age appropriate, and potty-trained (exception: JAMS, 2½ yr. olds) are eligible to be enrolled at RCS Preschool, provided the class space exists.
- We enroll children who are at a stage of growth and development, which enables them to benefit from our preschool program.
- The parent is responsible for submitting all required forms for the student to attend RCS Preschool; i.e., immunization records, a general health appraisal form.
- We cannot provide service to any child whose needs cannot be met or whose behavior endangers other children.

Children with Special Needs

Preschool age children with special needs shall be accepted into the preschool on a case-by-case basis at the discretion of the preschool director, and if it is determined that the school can adequately meet the needs of the child.

If it's suspected that a child may have special needs after they begin attending our program, we will request that parents cooperate with the school in obtaining the necessary assessments to determine if our staff is qualified to meet their educational needs.

ENROLLMENT REQUIREMENTS (FORMS)

Forms to be completed and submitted (online or in person) to RCS Preschool prior to admission include:

- 1. Registration Form (child info, primary contact info, emergency contact info, class and session preference)
- Parent Handbook Acknowledgement (through Brightwheel questionnaire/consent)
- 3. Questionnaire/Consent Form (Brightwheel) -photo release, emergency contacts, acknowledgement form
- 4. Proof of immunizations and a physical exam
- 5. Medication Consent (if needed)

ENROLLMENT WAIT LISTS

In cases when enrollment space in RCS Preschool is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children.

DROP OFF / PICK UP PROCEDURE

For drop off, please bring your child to their classroom. Classroom doors will open at 8:20 a.m. and 12:10 p.m. The preschool entrance (north doors) are manned by a staff member at 8:10 a.m. and 12:05 p.m. (Mon. - Fri.). If you arrive at a different time, please use the buzz-in/intercom system. The intercom system will be answered Monday - Friday, from 8:00 a.m. - 3:30 p.m.

Who May Pick Up Your Child From Preschool? Anyone given permission by you, the parent/guardian and who is listed on the release authorization form, who is at least 16 years of age with a valid driver's license, and has the carpool pick up tags in their possession.

If there is a problem picking up your child on time, please call and inform a preschool staff member. You will be charged \$5 per child for every 15 minutes late, unless there are extenuating circumstances. Carpool pick up times begin at 11:20 a.m. for the morning classes and 3:10 p.m. for the afternoon classes.

Carpool pick up is located on the north side of the building. Always enter the campus from the WEST (Centerra Parkway/CR 5) and drive around to the north driveline. You may also park in the north lot and walk up to the north west side door.

Our carpool pick up zone is a NO CELL PHONE USE ZONE!

Once the carpool line is moving, cell phones should not be in use. Thank you for your cooperation with this rule. SAFETY is our first priority!

SCHOOL CLOSURES / CANCELLATIONS

RCS Preschool is a multi-city school, therefore weather closures or delay starts may be a little more common than a neighborhood school. When Resurrection Christian School is closed for a snow day, severe weather, or for an emergency, the preschool will be closed as well. If there is a delayed start schedule for RCS K-12, the preschool morning classes will be canceled. You will be informed of any school delay starts or closures through our messaging system or you may call the preschool office at 970-612-0632 for an updated voice mail message regarding any closures.

DRESS CODE

- Dress your child in clothing that is comfortable for a variety of active, and sometimes messy, activities as well as for outdoor play (daily recess time). Clothing should be weather appropriate.
- Each child should be able to handle fastenings with minimum help.
- Accidents happen. In case of a toileting accident, crafting accident or spill, please provide an extra set of
 clothing in their backpack that is appropriate for the season (i.e. No shorts for winter weather).
- Mark your child's name clearly on all articles of clothing.
- Flip-flops or shoes without a heel strap may not be worn.
- Please have your female child wear leggings/shorts under her dresses.

In the event that a student arrives to preschool without the appropriate clothing and the parents are unable to be reached about the issue, we will provide something from our lost and found items.

BEHAVIORAL EXPECTATIONS and DISCIPLINE

The word "discipline" is derived from the word "disciple," someone who follows the teachings of another. Discipline means learning. It does not mean punishment, tears, or humiliation. It means a chance to learn how to live in a social world. Discipline is not something adults do *to* children—it's something they do *with* children.

We believe each child is uniquely made by God and responds to correction or direction according to their design. We love to partner with parents in learning how each child is designed and what motivates them. We believe in helping each child learn to handle any problems which may occur in their day at preschool.

The goals of discipline are self-control, responsibility, and self-discipline. Children need help in controlling their behavior. Most important, they need to become responsible for their own behavior and develop self-control.

At **RCS Preschool**, we believe real Christian love must always be demonstrated by our staff when bringing correction to a child. Our teachers WILL NOT humiliate or demean a child in any form, verbally or physically. Such actions from our staff will be cause for immediate dismissal.

We believe in disciplining with the "Grace Method" (two choices) as every child is unique in the way they respond to correction. After redirection or correction of the child, if we do not see a positive change in their behavior; an occasional time-out or reset time of two to five minutes may be necessary in the classroom, in the preschool office, or on the playground bench. Should a student need increased behavioral management of a consistent discipline problem, the parents will be notified to schedule a conference to help in correcting the situation. If the student continues in non-compliance to a positive solution, further action may need to be taken, i.e. student withdrawal.

STUDENT WITHDRAWAL PROCEDURE / TERMINATION POLICY

Please notify the preschool office manager 30 days in advance if you are withdrawing your child from the preschool. Any refunds of tuition paid are determined on a case-by-case basis. Student withdrawals after April 1st are not eligible for refunds of tuition.

RCS Preschool reserves the right to terminate and require the withdrawal of your student from our preschool for any of the following reasons (but not limited to):

- Failure to pay invoices as they are due
- Failure to complete required forms
- Lack of parental cooperation
- Unmanageable, destructive or unsafe student behavioral patterns.

COMMUNICATION GUIDELINE

We believe it's vital to have open communication between the teachers and parents. Please feel free to quickly chat with your child's teacher on arrival if there is a need to do so. If a lengthy conversation is needed, please set up an appointment to meet with your child's teacher at a later date and time.

A parent/teacher conference will be scheduled by your child's teacher in the fall for the classes of 3 year olds through Pre-K 5 year olds.

Our primary communication method is through the Brightwheel messaging system. It is the responsibility of the parents to update their Brightwheel account with any changes of personal information (i.e. email, new phone contact numbers, change of address, alternate contact information, etc.).

Proper communication guidelines: 1) If you have a concern with a teacher/staff member, please address it with them <u>directly</u>. 2) An in person meeting is ideally the best way toward resolution. 3) If you are not able to resolve the concern, please contact the preschool office to set up a meeting with the Executive Director.

ABSENCE

To report an absence, please message your child's teachers through our Brightwheel messaging system and report the reason for the absence.

For students ages Pre-K 4 through Pre-K 5: Excessive absences (10 or more) within the preschool year will require a conversation with the Executive Director.

If your child will be needing an extended leave of absence from the preschool (2 weeks or more), please contact the Executive Director to discuss the details of the need for the absence.

TARDY

Late arrival to class should be communicated through Brightwheel messaging with your child's teachers. Excessive tardiness will be addressed with the parents by the teacher or if needed, the Executive Director.

MEDIA and MARKETING

There may be random photos of our preschool children taken during the school year which could be posted on the RCS webpage and/or our RCS Preschool Facebook page, but will always remain nameless. A parental consent form for photo release is located in your student's Brightwheel profile questionnaire.

On occasion, a television or screen may be used to enhance teaching/learning time in the classroom or for special events requiring the use of a media screen.

PERSONAL BELONGINGS

Your child will have a hook for their coat and backpack, and a cubby for their snack and folder.

Please do not allow your child to bring toys or items of value to school, unless it's your child's turn to be the "Child/Star of the Week." We cannot be responsible for items lost or damaged.

MEDICAL POLICIES

Illness/Injury:

If your child is displaying any of the following symptoms, we request that you do not bring them to school:

- A runny nose (green or yellow discharge)
- A persistent cough (that is not being treated by a physician)
- A fever of 100 degrees or greater
- Vomiting or diarrhea in the past 24 hours
- Any contagious illness

Additional protocols may be implemented during outbreaks (i.e. Covid-19).

After being absent, your child may return to school when they have been "fever free" for 24 hours without medication. We kindly ask that you notify the preschool if your child has contacted any communicable disease.

In case of illness or injury while at preschool, a staff member will make every attempt to contact the parent or emergency contact indicated on the registration form. If your child is sick, he/she will be kept comfortable and will be isolated from the other children until someone arrives to pick them up.

Note: RCS does not carry student injury insurance, therefore parents are the responsible party.

MEDICAL POLICIES (Continued)

Medication:

Prescription medicine will only be administered if absolutely necessary. Children will be given medications which are accompanied with a signed medical consent form by the physician and parent/guardian. Medications must be in the original container.

Allergies:

If your child has allergies, please indicate that on the registration form and communicate with the teachers the severity of the allergy. If an epi-pen is required, a release form must be filled out and submitted to the preschool office.

Immunizations / Exemption / Physicals:

Every child must be current on immunizations and also have verification of a Well Child Check Up (physical) completed and forms submitted to the preschool by or before the student's first day of attendance. There will be a "Request for Records" invitation sent through Brightwheel for the following required documents:

- Colorado Certificate of Immunization or Exemption Form. (Download the form that pertains to you, have a
 medical professional complete it, then upload the completed form via the link sent through your student's
 profile in Brightwheel.)
- General Health Appraisal Form, (Download the form, have a medical professional complete it, then upload the completed form via the link sent through your student's profile in Brightwheel.)

HEALTH and SAFETY PROTOCOLS

- Children will never be left alone or unsupervised.
- There will be a minimum of 10 staff members present during the hours of operation.
- Each employee is certified in CPR and First Aid.
- Fire evacuation and severe weather plans will be posted in areas used by the children.
- Fire drills will be held several times a year and at varying times.
- Tornado drills will be held during the tornado months.
- Lock-down drills will be held periodically.
- In the event of an emergency when evacuation is necessary, the children of RCS Preschool will be taken to
 a pre-determined safe site (off campus) within walking distance. Parents will be contacted and informed of
 when to pick up their children.
- The RCS campus has a trained and qualified Security Specialist and a team of security personnel who take the safety and well-being of our students and staff very seriously.
- There are security cameras, locked doors, and secured radio communication for all the campuses at Resurrection Christian School.

Facility/Classroom Maintenance

RCS Preschool will take the following steps to maintain the facility:

- Vacuum, sweeping, mopping, and cleaning of the classrooms daily.
- Always keep the facility in a sanitary condition.
- Disinfect and Sanitize toys, furniture, and other equipment used by children daily, weekly, and when these become soiled or contaminated. All soiled items will be washed prior to sanitization.

PARENTAL INVOLVEMENT and VISITOR PROTOCOL

Please contact your child's teacher to see what needs they may have for the classroom. Upon entering into the preschool building during the hours of class time, please check in first with the preschool office (upstairs), and sign the visitor's log. You will be given Visitor's Badge before helping in the classroom. Also it's appreciated if you could please make childcare arrangements for any younger siblings of your preschool student. Thank you!

CHILD PROTECTION

The staff of **RCS Preschool** are mandated by law to receive Child Abuse Detection and Prevention training and are required by law to immediately notify the local child protection agency if they suspect that a child has been abused or neglected.

Non-discrimination Statement

RCS believes that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual is to be repudiated and is not in accord with Scripture nor the doctrines and beliefs at RCS. Mark 12:28-31; Luke 6:31

Resurrection Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school. This Christian School does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational and admission policies, scholarships, or other school programs.

Psalms 78: 4, 6, and 7

- 4 "We will not hide these truths from our children; we will tell the next generation about the glorious deeds of the LORD, about His power and His mighty wonders.
- 6 So the next generation might know them—even the children not yet born—and they in turn will teach their own children.
- ⁷ So each generation should set its hope anew on God, not forgetting His glorious miracles and obeying His commands."

