



# **Early Learning Center**

## **Family Handbook**

**2016-2017**

The board of trustees and the administration of Strong Rock Christian Early Learning Center reserve the right to amend, alter, add, or delete information from this handbook at any time as deemed necessary.

**Board of Trustees**

Danny L. Adams, Founding Family Member  
Douglas R. Adams, Founding Family Member  
Larry D. Adams, Founding Family Member  
Roger J. Moss, Chairman  
Dr. Robert Hall, Member  
Billy F. Thompson Jr., Member  
Courtney Wall, Member  
Bowen Jones, Member

## TABLE OF CONTENTS

### SECTION

#### OPERATIONAL POLICIES

##### **FOUNDATION**

Welcome	4
Mission Statement	5
Guiding Scriptures	5
Philosophy	5
Statement of Faith	6
Statement of Biblical Authority	6
Faculty Credentials	7
Governance	8

##### **SPIRITUAL LIFE**

Chapel	9
--------	---

##### **GENERAL INFORMATION**

Times of Operation	10
Enrollment	10
Arrival and Dismissal Procedures	11
Safety	11
Safety Planning	12
Safe Sleep	13
Diapering Procedures	13
Toilet Training Procedures	15
Before- & After-School Enrichment Program	15
Dining Services	16
Food Allergies	18
Field Trips	18
Website	19

## **FOUNDATION**

### **Welcome**

Welcome! We are excited that you have chosen to enroll your child in the Strong Rock Christian School Early Learning Center! Our commitment is to provide a safe, loving, Christian environment and a quality program for you and your child.

The early childhood years are a very special time in your child's development. Our goal is to provide a loving atmosphere dedicated to nurturing the "whole child" in the areas of physical, cognitive, emotional, social, and spiritual development.

We challenge our students by promoting inquiry and discovery as they explore the world around them. Our aim is to utilize fun and creativity to foster a love of learning. Your child will be exposed to a variety of learning methods, so when he/she finishes at our center, he/she will be ready to enter any elementary school.

Involving families in our program is a top priority. The Strong Rock Christian School Early Learning Center seeks to provide an environment where parents can feel comfortable and secure leaving their children, knowing they will receive excellent care in their home away from home. We encourage parents to visit and participate in school activities.

This handbook is designed to familiarize you with our policies and procedures. Strong Rock Christian School Early Learning Center is licensed in the state of Georgia and adheres to all Bright from the Start rules and regulations. The center also complies with all applicable local, regional, and state health department, state fire marshal, and local fire prevention guidelines and requirements, in addition to our own policies and procedures.

Please make sure you read this handbook thoroughly as it contains important information that will ensure a successful relationship between your family and our center.

We look forward to partnering with you and sharing in your child's growth and development. If there is anything we can do to make your child's experiences more meaningful, please let us know.

Many thanks for selecting the Strong Rock Christian School Early Learning Center!

Sincerely,  
Amy Justice  
Director

## **Mission**

The mission of Strong Rock Christian School Early Learning Center is to glorify God and partner with families in educating and inspiring their children to impact the world for Jesus Christ – The Strong Rock.

## **Guiding Scriptures**

Luke 2:52

And Jesus increased in wisdom and stature, and in favor with God and man.

Proverbs 22:6

Train up a child in the way he should go; and when he is old, he will not depart from it.

Romans 10:9

If you confess with your mouth that Jesus is Lord, and believe in your heart that God raised Him from the dead, you shall be saved.

Isaiah 40:31

But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.

Matthew 6:33

But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you.

Proverbs 3:5-6

Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge Him, and He will make your paths straight.

John 3:16

For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish, but have eternal life. For God did not send the Son into the world to judge the world, but that the world should be saved through Him.

## **Philosophy**

The educational experiences offered encourage children to grow in character, integrate faith and learning, and pursue academic excellence as they prepare for their future.

## **How our Philosophy Works**

- The Role of the Teacher: Study the scripture and listen to God's direction; depend on God's energy (Colossians 1:29); serve as a "living curriculum" (Christian School Education Volume 9 Number 3 Fostering a School

Culture by Koops, Winsor, and Meserole) by which they are role models whom students emulate in class and long afterward; foster a love of learning; be good stewards of God's gifts of knowledge; equip the children for impacting the World for Jesus Christ (Ephesians 4:12-13); practice the attributes of gratitude, joyful living, and God-likeness. (I Thessalonians 5:16-18)

- The Role of the Parent: Study the scripture and listen to God's direction; provide leadership and vision; ensure a safe, secure environment; love, discipline and protect each child; encourage their children to reach their potential without angering them; discipline children by reinforcing rules and standards; teach, guide, model encouragement, impart information; and evaluate. (Ephesians 6:2; Proverbs 22:6)
- The Role of the Student: Be kind and loving to classmates and school personnel; obey and have a positive attitude (Proverbs 1:8-9).

### **Statement of Faith**

1. We Believe that Jesus is Lord.
2. We Believe the Bible to be the only divinely inspired, infallible, inerrant, and authoritative Word of God.
3. We Believe there is only one living and true God. To Him we owe the highest love, reverence, and obedience.
4. We Believe that the Lord Jesus Christ is the eternal Son of God and Savior of the world. We affirm His virgin birth, sinless life, miracles, and ministry, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His return in power and glory. He now dwells in all believers as the living and ever-present Lord.
5. We Believe that all are sinners; that no one can come to the Father except through Jesus Christ; that only by the grace of God can we repent, confess with our mouths and believe in our hearts that Jesus is the Savior and the Son of God; that He gave His life on a cross and was resurrected for the forgiveness of all sin; and that only through Jesus Christ can we attain the gift of righteousness and eternal salvation.
6. We Believe that the eternal triune God reveals Himself to us as Father, Son and Holy Spirit. The fully divine Spirit of God inspired scripture, exalts Christ, and convicts of sin. He indwells, enlightens and empowers the believer to righteousness through worship, evangelism, and service.
7. We Believe that following the second coming of our Lord Jesus Christ, there will be two resurrections: one to eternal condemnation and the other to eternal life and joy.

### **Statement of Biblical Authority**

We believe that the Bible is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, and is the sole and final source of all that we believe.

2 Timothy 3:16 & Proverbs 30:5

We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.

Mark 10:6-8

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

1 Corinthians 6:18; 7:2-5; Hebrews 13:4

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

John 3:16; Acts 3:19-21; Romans 10: 9-10

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture.

1 Corinthians 13: 4-7

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 all human life.

Psalms 139

Student admission to Strong Rock Christian School is a privilege that implies a unique and demanding responsibility of involvement both for the student and for his or her family. As a Christian school, Strong Rock endeavors to correlate its curriculum, its testimony, and its general philosophy with the revealed truth of God’s Word.

All students admitted to Strong Rock Christian School must agree to accept and to comply with the responsibilities and privileges of enrollment in Strong Rock Christian School. In addition, parents of students must also agree to cooperate with the school administration and faculty to help their children reach their academic expectations and meet the school’s educational objectives. Parents must sign acknowledgment of the statement of faith that will be presented to students.

The Statement of Biblical Authority does not exhaust the extent of our beliefs.

### **Faculty Credentials**

All staff members of the Strong Rock Christian Early Learning Center must be personally committed to Jesus Christ and dedicated professionally to serving Him in early childhood development and education.

Teacher/Lead Caregiver educational and qualifying child care experience requirements for teachers/lead caregivers as listed in Rules of Bright from the Start: Georgia Department of Early Care and Learning. Specifically, all teachers/lead caregivers must possess at least one of the following sets of minimum academic requirements and qualifying experience at the time of employment:

- Child Development Associate (CDA) credential issued by the Council for Professional Recognition (PDR Career Level 4);
- Technical Certificate of Credit (TCC) (PDR Career Level 5) in
  - Early Childhood Education
  - Child Development
  - Infant and Toddler
  - Program Administration
  - School Age and Youth Care
- Technical College Diploma (TCD) in Early Childhood Education or Child Development (PDR Career Level 6);
- Associate's degree in Early Childhood Education or Child Development (PDR Career Level 7);
- Current PSC Paraprofessional Certificate (Career Level 4);
- Twenty-five quarter hours or fifteen semester hours of Early Childhood Education (ECE) or Child development coursework from an accredited college or university (Career Level 3/ review of courses required);
- Bachelor's degree from an accredited college/university in ECE or Child Development (Career Level 8)
- Master's degree from an accredited college or university in ECE or Child Development (Career Level 10)

Child Care Learning Center staff are required to obtain 10 hours of training relating to the care of children on an annual basis. The Director is required to obtain 16 hours of training relating to the care of children on an annual basis.

### **Governance**

Strong Rock Christian School is operated by a private, legally constituted, independent Board of Trustees, who possesses sole and full authority for setting the policies that govern the school. In addition, the Board of Trustees is responsible for the employment of administrative, faculty, and staff personnel; for oversight in all financial matters, fiscal affairs, and spiritual endeavors; for providing and maintaining a suitable physical facility; and for insuring the quality of academic and curricular programs of the school. The Board of Trustees accomplishes this through its professional representatives who have the authority and responsibility for the daily management and operation of every aspect of the school.

## **SPIRITUAL LIFE**

### **Chapel**

Strong Rock Christian School Early Learning Center chapel services are designed to provide opportunities for students and faculty to grow spiritually, demonstrate praise, and develop a personal relationship with Jesus Christ.

Chapel services will be held weekly. Parents are invited and encouraged to actively participate and join in our worship times. In order to ensure that seating space is available, parents should contact the director in advance of attending.

## **GENERAL INFORMATION**

### **Times of Operation**

Operating hours are Monday through Friday from 6:30 a.m. through 6:30 p.m. during the months of January to December.

### **Enrollment**

Enrollment is open to any child 6 weeks to 12 years of age, provided the Strong Rock Christian Early Learning Center can meet his/her needs. Parents may secure child care applications from the Center during regular office hours. Enrollment shall be granted without discrimination in regard to sex, race, color, religion, or political belief.

Interested parents and children are invited to tour the center, meet the staff, and review and complete all of the necessary paperwork prior to enrollment. Upon receipt of the completed application and the registration fee, placement will occur on a first-come, first-serve basis. If not included as part of the tour, prior to the child's attendance, a conference with the parent and child is requested to acquaint each new family with the environment, staff, and schedule for the child. This will give the child an opportunity to meet the teachers and other children and spend some time in their class before the first full day of attendance.

Children are grouped according to age and developmental level.

Parents must submit a medical examination report and evidence of age-appropriate immunizations or a signed affidavit against such immunizations. The items shall be maintained for each child enrolled in the Center, and no child shall continue enrollment in the Center for more than thirty (30) days without such evidence. Immunization reports are required to be resubmitted as the child receives updates.

It is the responsibility of the parent to report to the office any change of address, telephone numbers (home or work), employment, emergency contact person and medical information.

We provide care for:

- Infants- 6 weeks to 14 months
- Toddlers- 15 months to 23 months
- Twos- 24 months to 35 months
- Threes- 3 years to 4 years old (Must be fully potty trained)
- Fours- 4 years to 5 years old
- After School Ages 5 to 12

## **Arrival & Dismissal Procedures**

Upon arrival each morning, parents will use their individual 4-digit code to enter the building. Once inside, children must be signed in on the computer in the foyer. Parents then escort their children to their designated classroom or assigned area of the building where they are left in the care of the supervising staff member. Children are required by law to be under adult supervision at all times. A parent's participation in getting the child settled with the staff member will help the child adjust quickly to the morning routine. If there is anything that the staff can do to assist with the morning transition, parents should not hesitate to ask.

At the end of the day, parents must sign out their children on the appropriate computer in the foyer. The sign in/out sheets are reviewed by the state licensing personnel and are also used to determine staffing requirements. Once a child is removed from the staff member's supervision, the child becomes the responsibility of the person picking up the child.

Staffing is based on the drop-off and pick-up times designated by parents when they enroll. Parents must adhere to the designated times and any schedule changes must be discussed with the Director.

Center staff will not receive students before 6:30 a.m. Pick up time is 6:30 p.m. unless stated otherwise.

If an individual other than the parent/guardian is picking up the child, that person must be on the registration form or the parent must notify administration and the child's teacher. The individual must show identification, such as driver's license, prior to departing with the child if the staff are not familiar with the individual.

## **Safety**

The safety of students is of utmost importance during arrival and dismissal times.

The parking lot speed limit is 5 mph. Parent parking is at the front of the building.

Parents should not park in the fire lanes. This space is reserved for emergency vehicles. For the safety of all, children must be accompanied by a parent at all times during drop off and pick up times. Please turn your car off and take the keys out of the ignition before entering the Center in the morning and afternoon. Please do not leave small children unattended. Children can sometimes lock parents out of the car, or parents may accidentally lock themselves out of the car. The parent must hold the child's hand while walking between the car and the center.

Children must be properly restrained in a car seat at all times in the vehicle on school property. Please do not leave your vehicle engine running unattended and make sure to lock your vehicle. The Strong Rock Early Learning Center is not responsible for items left unattended in a vehicle on the premises.

Parents and children must enter through the front door. Once in the school, parents must accompany their children to their classrooms. Parents must not hold the door open for other parents or visitors. Each parent or visitor will be admitted from the foyer into the School on an individual basis by the Director or designated staff member. Once they enter the interior of the School, the parent or visitor must close the door behind them; this is the only way we can prevent unauthorized entry.

### **Safety Planning**

The safety of students is of utmost importance. As critical safety issues arise, Early Learning Center personnel will try to contact parents by phone.

Strong Rock Christian Early Learning Center has a comprehensive crisis management plan. Emergency plans have been developed and are posted for parent viewing. This plan includes specific procedures for fire drills, tornadoes, etc. Teachers are asked to review important procedures with their students on a regular basis. A copy of the exit locations for fire/tornado drills is posted in each classroom. Drills are conducted monthly. Fire drill instructions and a plan for evacuation are posted in each classroom, and teachers discuss and practice the fire drill procedures with the older children before a drill takes place.

### **Severe Weather/Tornado Warnings**

In the event that the Center is notified of a severe storm/tornado watch in the area, the children will play in areas of the classrooms away from windows and doors. In a severe storm/tornado warning, the children will be evacuated to designated inner areas of the building. In the case of a severe storm/tornado, a parent alert will be sent as soon as possible by phone to ensure parents are aware of the situation.

### **Fire Drills**

The Director conducts a fire drill at least once a month. Fire drill instructions and a plan for evacuation are posted in each classroom, and teachers discuss and practice the fire drill procedures with the older children before a drill takes place. If an actual fire were to occur, emergency procedures will be initiated and parents will be notified through a parent alert on their phones.

### **Physical Facility Problems**

Any problems such as power failure, which affect climate control, water supply, or structural damages, will be immediately reported to the maintenance department at Strong Rock Christian School. If the problem cannot be resolved and the program cannot be operated safely, parents will be notified by phone to pick up their children.

### **Weather Closing**

The Center will follow Strong Rock Christian School's inclement weather closing schedule. If Strong Rock Christian School remains open, the Center will remain

open. If Strong Rock Christian School closes, the Center will close. Official announcements will be broadcast on local radio and television stations.

### **Safe Sleep Practices/Policies**

1. Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.
2. Cribs shall be in compliance with CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards.
3. No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.
4. No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles.
5. Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.
6. Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots/mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed. This facility will adhere to the following practice:
7. Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety-approved crib for sleep.
8. Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.
9. Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.
10. Children who do not require a crib will have an individual nap mat to sleep on. Parents will provide a nap roll each day for the child and it will be sent home every Friday to be laundered. If a parent should forget to send a nap roll, the center will provide a sheet and blanket for the child.

### **Diapering Procedures**

#### **STEP 1 Prepare for Diapering Before Bringing Child to the Table**

- Changing table paper (if used) to cover the table from the child's shoulders to feet (in case it becomes soiled and must be folded over to create a clean surface during the change)
- Enough wipes for the diaper change (including cleaning the child's bottom and the child's and teacher's hands after taking the soiled diaper away from the child's skin)

- A clean diaper, plastic bag for soiled clothes and clean clothes (if soiled clothing is anticipated).
- Non-porous gloves (if they will be used), and a dab of diaper cream on a disposable paper towel if cream is being used.  
Supplies should be removed from their containers and placed near, but not directly on, the diapering surface before starting the diaper change.

#### STEP 2 Avoid Contact with Soiled Items and Always Keep a Hand on the Child

- Place the child on diapering table. Remove clothing to access diaper.
- If soiled, place clothes into a plastic bag.
- Remove soiled diaper and place into a lined, hands-free trash container. (To limit odor, seal in a plastic bag before placing into trash container.)

#### STEP 3 Clean the Child's Diaper Area

- Use wipes to clean child's bottom from front to back.
- Use a wipe to remove soil from adult's hands.
- Use another wipe to remove soil from child's hands.
- Throw soiled wipes into lined, hands-free trash container.

#### STEP 4 Put on a Clean Diaper and Wash Child's Hands

- Put on a clean diaper and redress child Place the child at the sink and wash hands following the proper hand washing procedure.

#### STEP 5 Clean and Disinfect the Diapering Area

- Clean any visible soil from the diapering table.
- Spray the diapering surface with bleach-water solution and wait more than 10 seconds before wiping with a disposable towel or allow to air dry.
- The recommended practice is to wait for 2 minutes to allow the solution to kill germs. However, if there is a delay of more than 10 seconds before the solution is wiped from the surface, this is considered adequate. **The surface cannot be sprayed and immediately wiped.**
- The diapering surface must be sanitized after each diaper change with a bleach-water or other approved sanitizing solution

## STEP 6 Wash Your Hands and Record Diaper Change in the Child's Daily Log

- Adults wash hands using the proper hand washing procedure without contaminating any other surfaces.
- The diaper change will be recorded on the child's daily sheet along with what kind of diaper it was i.e. Wet, BM, or Dry.

### Additional Precautions

- All surfaces must be able to be sanitized- e.g., no quilted pads or safety straps, no containers that are stored on the diapering surface. Toys that are played with or objects that are touched while children's diapers are changed must be put aside to be sanitized.

### Toilet Training Procedures

We will do our best to help make potty training go smoothly and quickly. Please help us by sending your child in clothes that will be convenient for us and them and make going potty many times a day easier.

#### STAGE 1

When a child starts showing interest in going to the potty; and will potty at home at least several times a day. At this point we will follow up at day care by taking the child to the potty at set times (every hour or two) to get them comfortable and going potty consistently here. Child is still to be brought in diapers and diapers are to be provided for the child. No pull-ups at this stage.

#### STAGE 2

When the child is going potty on a regular basis at day care and home and telling us when they need to go. At this point the child may wear pull-ups or training pants and provide diapers for nap or emergencies. If the child does not have bowel movements in the potty you will be asked to keep them in pull-ups until this has been mastered.

#### STAGE 3

When the child is telling us and going potty consistently and also keeping the pull-up or training pants dry without many accidents. At this point you may still provide diapers or pull-ups for nap time if necessary.

#### STAGE 4

The child is going potty on their own and wearing panties or underwear and staying dry at naptime. Congratulations!

## **Before- & After-School Enrichment Program**

Before and After Care is offered for students PK through the fifth grade at the following schools:

Locust Grove Elementary  
Strong Rock Christian School  
Unity Grove Elementary

The program is designed to stimulate students' spiritual, social, physical, and intellectual abilities in carefully planned integrated activities. The safety and security of students during the before and after school hours is a major purpose of the program. The after-school program provides quality after-school care for students in a fun, safe, educational, and caring environment. Before care includes breakfast and transportation to school on a state approved bus from Strong Rock Christian School. Bus drivers will not leave children unattended if no one is at the drop-off site to receive the child. After care includes transportation from school on a state approved bus from Strong Rock Christian School and a snack.

The following fees are required for school children up through 5<sup>th</sup> grade in attendance to fund the cost for operation of the school facilities during the extended hours.

Before & After	\$85.00 weekly	\$20.00 daily
Before Only	\$35.00 weekly	\$8.00 daily
After Only	\$75.00 weekly	\$18.00 daily

Parents should pick students up by 6:30 p.m. each day. Late fees are effective at 6:31 p.m. at a rate of \$1.00 per minute.

The program is also operated during school vacation and holiday periods and on teacher in-service days. For school holidays, the drop-in rate is \$35.00 per day or \$135.00 per week dependent upon availability.

If Strong Rock Christian Early Learning Center closes due to inclement weather, students should be picked up immediately.

## **Dining Services**

The Early Learning Center will provide breakfast, lunch, a morning snack, and an afternoon snack for our students. Breakfast will be served between 6:30 a.m. and 7:30 a.m. In the event that your child is going to be late for breakfast please call the Center by 7:00am. The Center will only be able to hold their breakfast for 1 hour.

Children who arrive after 7:30 a.m. should eat breakfast at home as school activities at this point in the day do not allow for the supervision of children who

are eating breakfast. A mid-morning snack is served between 8:45 a.m. and 9:05 a.m. daily.

All meals and snacks are prepared based on the USDA Child Care Food Program Guidelines. Menus are posted and sent home weekly.

Copies of menus are posted in the lobby and in each classroom for parents to review. Once the menu is posted, every effort is made to adhere to it. If a change is necessary, the food substituted is from the same group.

Except for human milk, staff serve only formula and infant food that comes to the center in factory sealed containers (e.g., ready-to-feed powder or concentrate formulas and baby food jars) prepared according to the manufacturer's instructions. Bottle feedings may not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice.

Parents must provide formula and baby food for their infants. The Center does provide Stage 2 baby foods and meals to infants who are at least 11 months and eat from the table. Parents must prepare the infant's formula at home and bring it to the Center COLD and labeled with the child's name and the date.

Mothers are always welcome to come to the school to breast feed their infants. Instructions regarding a feeding schedule that has been established by the parent must be provided and these schedules should be updated as necessary when new foods are introduced. Infant bottles will be heated in hot water for 5 minutes, shaken, and temperature tested before feeding. Any contents remaining in a bottle after a feeding will be discarded. It is therefore suggested that bottles be filled with the approximate amount the child will drink at each feeding. Small bottles may be most appropriate for a young infant. All bibs, bottles, cups, bowls, spoons, etc. must be taken home daily.

Parents are required to fill out an infant feeding schedule before the first day of care whether or not the Center provides the food.

If your child is on a special diet, the center will provide substitutes which will meet the requirements of the USDA guidelines. Occasionally, parents may need to provide food for children who are on special diets that are prescribed by the child's physician. Parents must have a Physician or Dietitian to substantiate the need for a special diet in writing. Notes from Physicians are needed to substantiate food allergies.

The Center provides morning and afternoon snacks on a daily basis. These may include items such as cheese and crackers, cheerios, pretzels and graham crackers. Fresh fruit and vegetables will be served. 100% fruit juice, milk, or water is served with all snacks. The snack menu is posted in the foyer for parents' review. Extra snacks, other foods and/or beverages are not permitted in the Center. The Center provides a balanced snack, which meets nutritional guidelines. Soft drinks are not allowed.

Lunch is served between 11:15 and 12:35; afternoon snacks are served from 2:35 to 3:00 p.m. All lunches are served with milk or water. All snacks are served with 100% apple juice or water.

The following is a sample menu:

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Applesauce</li> <li>• Cornflakes</li> </ul>	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Peaches</li> <li>• Waffles</li> </ul>	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Pineapple Juice</li> <li>• Sausage Biscuits</li> </ul>	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Peaches</li> <li>• Oatmeal</li> </ul>	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Bananas</li> <li>• Rice Krispies</li> </ul>
AM Snack	<ul style="list-style-type: none"> <li>• Apple Juice</li> <li>• Banana Muffins</li> </ul>	<ul style="list-style-type: none"> <li>• Graham Crackers</li> <li>• Yogurt</li> </ul>	<ul style="list-style-type: none"> <li>• Apple Juice</li> <li>• Animal Crackers</li> </ul>	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Rice Krispie Bars</li> </ul>	<ul style="list-style-type: none"> <li>• Apple Juice</li> <li>• Vanilla Wafers</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Meatballs</li> <li>• Wheat Roll</li> <li>• Broccoli</li> <li>• Peaches</li> </ul>	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Hamburgers</li> <li>• Wheat Bread</li> <li>• French Fries</li> <li>• Oranges</li> </ul>	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Chicken Nuggets</li> <li>• Wheat Roll</li> <li>• Corn</li> <li>• Apples</li> </ul>	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Ham</li> <li>• Wheat Bread</li> <li>• Peas &amp; Carrots</li> <li>• Oranges</li> </ul>	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Chicken Strips</li> <li>• Wheat Roll</li> <li>• Green Beans</li> <li>• Peaches</li> </ul>
PM Snack	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Vanilla Wafers</li> </ul>	<ul style="list-style-type: none"> <li>• Apple Juice</li> <li>• Goldfish Crackers</li> </ul>	<ul style="list-style-type: none"> <li>• Orange Juice</li> <li>• Teddy Grahams</li> </ul>	<ul style="list-style-type: none"> <li>• Apple Juice</li> <li>• Cheez-It Crackers</li> </ul>	<ul style="list-style-type: none"> <li>• Grape Juice</li> <li>• Ritz Crackers</li> </ul>

### **Food Allergies**

Emergency action plans and food allergy and anaphylactic (FARE) care plans will be developed and utilized as needed for students with specific medical needs.

The goal of Strong Rock Christian School Early learning Center is to provide a safe environment for children who may have or who may develop a severe allergic reaction. It is the responsibility of the parent to also inform the child's teacher of the type of allergy and any special instructions. The information will be posted in the child's classroom and in the kitchen.

Products containing nuts should not be bought into the center at any time. If you bring in food substitutes for your child, please check the ingredient label to

ensure the product does not contain nuts. Any treats from home must be pre-approved by classroom teachers and may not contain tree nut/peanut products. If there is any question about whether it is appropriate, it will not be distributed to students, and we will be asked that you immediately remove the product from the center.

### **Field Trips**

Field trips enable teachers to expand the students' learning beyond the walls of the classroom and make a valuable contribution to a student's education. Field trips will be taken periodically to nearby places and are considered an important part of the educational program. The same responsible adult supervision will be provided for those excursions as are available to the children while in attendance at the Center.

Parents will be notified in advance of all field trips away from the Center and a separate permission slip must be signed prior to the trip. During field trips, the children are transported on our state approved buses from Strong Rock Christian School. Each bus meets state guidelines and requirements.

Students are strongly encouraged to wear sneakers on all field trips. Toys, electronic devices, games, and other such items should not be taken on trips; unless, special permission is given by staff. The Strong Rock Christian School Early Learning Center will not be held liable for any lost, damaged, or stolen items on field trips.

Parents are encouraged to go along to help supervise children. All parents are considered to be a chaperone for the trip; therefore, siblings will not be allowed. To ensure the safety of our children, all parents participating in field trips must have a current background check on file at Strong Rock Christian Early Learning Center for the current year. Fingerprinting is required with the background check for individuals, who have moved to Georgia in the past 10 years, and must be submitted 30 days prior to the trip. Details on each field trip will be sent home prior to the trip.

### **Website**

Early Learning Center information can be found on the Strong Rock Christian School website at [www.strongrockchristianschool.com](http://www.strongrockchristianschool.com).

## TABLE OF CONTENTS

### SECTION

#### ACADEMICS

<b>STAFFING &amp; LEVELS AND COURSE OFFERINGS</b>	21
Trained Teachers	21
Child-Centered Lessons	21
Infant Care	21
Toddler Nursery School	22
Pre-School Care	22
Pre-Kindergarten Care	22
School Age Program (5-12 Years)	23

## **STAFFING AND LEVELS**

### **Trained Teachers**

Thorough hiring practices ensure that the best people work at the Strong Rock Christian School Early Learning Center and teachers receive ongoing professional development along with Bright From the Start training. Our teachers use proven methods to nurture healthy development in children and encourage a lifelong love of learning.

### **Child-Centered Lessons**

Teachers plan fun, engaging activities that build upon what children can do, encouraging exploration and fostering self-esteem. We intentionally guide and extend a child's play to ensure children achieve key developmental milestones across the following areas:

- Personal and social development
- Language and literacy
- Mathematical thinking
- Scientific thinking
- Social studies
- Creative expression/Music
- Technology
- Spiritual development
- Physical development

Our center uses the Pinnacle curriculum as a guide for our classroom lessons. Pinnacle is a theme-based curriculum that provides interesting activities daily to reach each developmental domain for every age child. Lesson plans will be posted in each classroom so that parents are always aware of what is going on each week. All programs are tailored to your child's developmental progress.

### **Infant Care (6 weeks - 18 months)**

The center provides your infant with lots of attention, a variety of age appropriate activities, and abundant conversation and nurturing so your infant's world is fun, interesting, safe, and loving. Your infant will be with his or her caregiver in one of our special center areas where he or she will experience an array of experiences specially designed to meet your infant's needs. Teachers sing songs and read stories to encourage language acquisition, and they pass balls and play games to develop the children's motor skills. Teachers work with the parents to develop the child's daily schedule, including nap times, play times and feeding times.

The infant program provides an enriching environment designed to enhance infant's development while allowing them to explore and learn at their own pace. We surround infants with pictures, colors, and soft toys to stimulate exploration. Our safe, age appropriate equipment, and soft, cuddly toys are designed to meet each infant's special developmental needs. Our qualified caregivers talk to infants, hold them and rock them to encourage their overall development. Our experienced caregivers work to form a basic trust. They show each infant that

his or her needs will be met and that this is truly a wonderful new world designed by a loving God. Once infants learn to trust, they will respond openly and securely to new things, acquaintances, and challenges.

Classrooms have areas designed for sleep, feeding, movement, exploration, communication, diapering, comforting, and outdoor play.

### **Toddler Nursery School (18 - 36 months)**

Toddlers enjoy a consistent daily structure engaged in activities that promote learning and discovery. Whether it is playing with sand, filling or emptying containers, stacking blocks, or playing with age-appropriate toys and puzzles, your toddler will learn as he or she plays. Your toddler will spend each day in a variety of activity centers, each designed for special purposes and experiences necessary for toddler growth and development.

Learning centers with blocks, puzzles, art supplies and books encourage imaginary play, and circle time incorporates stories and songs that foster the development of language and social skills. Caregivers focus on constantly listening to and talking with children, encouraging their social, emotional and language development. Activities encourage exploration and discovery and enhance their overall development.

Centers include areas for movement, creativity, sensory exploration, manipulative play, life skills, pretend, reading, building, and outside play.

### **Pre-School Care (3-4 years)**

Highly trained teachers introduce preschoolers to cognitive skills, social skills, and language arts skills. Teachers encourage children to progress at their own rates according to their individual needs and abilities. Learning centers for math, science, dramatic play, music, creative art and technology provide opportunities for both shared and independent learning experiences.

Learning occurs when children are engaged in enjoyable and meaningful activities, so activities are designed for creative play, innovation, and most of all, fun!

Caregivers spend lots of time listening to and talking with pre-schoolers. This type of positive interaction encourages the development of emotional, language, and social skills and enhances the development of positive self esteem. Children begin to develop personal interests at his or her own pace.

### **Pre-Kindergarten Care (4-5 years)**

The pre-kindergarten program focuses on kindergarten preparedness, social finesse and mastery of gross motor skills. Students enjoy opportunities for independent discovery and cooperative learning through age-appropriate lesson plans as well as outdoor playtime. Children also enjoy music, foreign language and world cultures experiences and access to technology.

We are excited about providing a classroom environment where children have opportunities to pursue spiritual, as well as academic excellence.

The pre-kindergarten curriculum focuses on:

- Beginning reading skills and concepts
- Foundation skills for understanding mathematics
- Writing Skills
- Introduction to Science and Social Studies
- Dramatic Play
- Creative Play
- Creative Art
- Physical Health and Movement
- Social Skills enhancement
- Emotional Development
- Bible and Spiritual Development

### **School Age Program (5-12 Years)**

Elementary children thrive as they get help with their homework and have the chance to play with their friends. Hands-on activities help reinforce what children learn in school, enhancing their educational experiences. This before and after school program is structured to address the interests and development levels of children between 5 years old thru 12 years old.

Created for parents who are looking for an outstanding before- and after-school program, Strong Rock offers excellent and convenient options for the care of elementary school children. We provide a safe, nurturing and stimulating environment for social interaction and educational experiences before and after school hours featuring opportunities for socialization and encouraging sports and physical activities. The program is also available during elementary school holidays.



## TABLE OF CONTENTS

### SECTION

#### STUDENT LIFE

25

Attendance

25

Discipline

25

Discredit to Strong Rock Christian School ELC

26

## **STUDENT LIFE**

### **Attendance**

A parent should notify the Center by 9:00 A.M. whenever a child will not be attending on a scheduled day. Teachers attempt to wait until everyone has arrived to start their activities, so timely notification is appreciated. Also, the Director should be notified if a child is ill. We are unable to accept a child with a diagnosed communicable disease (measles, mumps, chickenpox, etc.) or obvious acute illness. Therefore, please do not send your child to the Center when he/she is sick or has signs of a possible contagious disease. If your child has a communicable disease, please keep him/her home until the symptoms have subsided and the child feels well enough to participate in activities.

### **Discipline**

Maintaining an orderly atmosphere is critical to the learning process. Teachers are expected to manage their classrooms with Christian love and firmness.

Corporal punishment will not be administered on Strong Rock Christian Early Learning Center property by either parents or school staff members.

It is the belief of the Strong Rock Christian Early Learning Center that children learn best in an environment where love, guidance, and encouragement promote the development of self-esteem. Staff will provide verbal guidance by speaking kindly to children, providing positive verbal praise, giving positive directions and suggestions, and modeling Christian values. Appropriate classroom management is accomplished through adequate supervision, developmentally appropriate classroom activities, and consistency in discipline practices.

Disciplinary issues should be minimized to help children monitor their own behavior. The staff present and model age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. The staff encourages self-control, self-direction, responsibility, and cooperation. When practical and safe, logical or natural consequences will be presented to the child.

"Time out" may be used selectively for children over 18 months of age who are at risk of harming themselves or another child. The period of "time out" will be just long enough to enable the child to regain personal control and will never be longer than 1-2 minutes per each year of age. During a "time out" a staff member will visually observe the child.

Aggressive physical behavior (fighting, hitting, biting, etc.) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior. Physical restraint (a teacher holding a child) will not be used except as necessary to ensure a child's safety or that of others, and then only for as long as is necessary for control of the

situation. If a child's behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child from school for the day. If a child continually exhibits aggressive physical behavior toward another child or staff member, without provocation, he or she may be unenrolled for the safety of all of our students and staff. Parents will be informed of any aggressive behavior incident, and a conference may be requested to discuss an acceptable behavioral plan. Open communication between home and school is considered the key to effective discipline.

At no time will a child be humiliated, frightened, or verbally abused by staff. Children will never be disciplined for sleep habits or toileting accidents. At all times, a child's age, emotional state, and past experiences will be considered in discipline matters. Any violation of the school's discipline policy should be brought to the Director's attention immediately.

### **Discredit to Strong Rock Christian Early Learning Center**

Because of the importance of harmony and open communication between the home and the Center, parents/legal guardians are expected to bring problems or areas of confusion or misunderstanding to the attention of Strong Rock Christian Early Learning Center personnel immediately and privately.

- All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
- If the situation is not cleared up at this level through direct contact, it should then be brought to the director.

Should parents/legal guardians lose confidence in the Center's ability to serve the best interest of the child, they are expected to withdraw the student immediately. In the event that this is not done voluntarily, Strong Rock Christian Early Learning Center will request such a withdrawal. All payments beyond the date of official withdraw are subject for review through the business office.

All parents/legal guardians must be in harmony with the aims and purposes of the Strong Rock Christian Early Learning Center. The Center may request the withdrawal of a well-behaved student if the parents/legal guardians of that student become excessively disruptive, slanderous, abusive, disorderly, or uncooperative.

## TABLE OF CONTENTS

### SECTION

#### PARENTS

<b>ADMISSION AND FINANCIAL POLICIES</b>	28
Admissions Policies and Procedures	28
Special Needs Services	28
Withdrawal	28
Tuition Payment	28
Additional Days/Hours	29
Damages	29
Termination of Enrollment	30
<b>HEALTH SERVICES</b>	31
Health Services & First Aid	31
Child Abuse Reporting	32
General Medical Guidelines	32
Prescription Medications	33
Non-Prescription Medications	34
Diaper Creams, Powders, Sunscreen, etc	34
Parent Responsibilities	34
Accidents & Injury	35
Head Lice	35
<b>PARENT INTERESTS</b>	35
Opportunities for Involvement	35
Personal Belongings	36
Custody Rights	37
School Closing	37
Parents and Visitors	38
Communications	38
Playground	38
Notice of Disclaimer	38
Handbook Agreement	40

## **ADMISSION AND FINANCIAL POLICIES**

### **Admissions Policies and Procedures**

Strong Rock Christian Early Learning Center admits students of any race, color, national origin, 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 origin, or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Special Needs Services**

Strong Rock Christian Early Learning Center is not structured to offer services to children with special needs. However, children will be admitted as long as staff members are able to meet the prospective student's needs and do so with excellence. Children with physical, emotional, social, or learning problems may be considered for admission on an individual basis. If the special need is significant, parents should seek specifically-focused programs for the child. Speech services will be available through the speech pathologist at Strong Rock Christian School.

### **Withdrawal**

A minimum of two weeks written notice is required for withdrawing for any reason. If the required notice is not given, parents will be charged the standard tuition fee for that period. If two weeks notice is given, any additional tuition will be refunded within thirty days of the withdrawal less any outstanding charges for late fees, field trip costs, etc.

### **Tuition Payment**

You can separate your fees into weekly, biweekly and monthly payments. Full payment for weekly tuition is due on Friday for the upcoming week of service. Payments will be late if not paid in full on Monday for that week of service at 6:30 p.m.

Full week's tuition will be charged regardless if your child is present or not. This includes full-time, before- and after-school care.

Strong Rock Christian School Early Learning Center accepts cash, checks, money order, debit or credit cards. We will not take postdated checks; nor can we hold a check. If full payment is not received by Monday at 6:30 p.m., there will be a \$25.00 late fee added to your account. The late fee will be charged to all accounts on Tuesday and every Tuesday thereafter as long as the account is delinquent.

**The Center may discontinue services if tuition is two weeks or more delinquent. Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be billed.**

At the time of enrollment, parents are required to sign a tuition agreement, pay an annual registration fee of \$60.00 along with one week's tuition in advance. **The registration fee and 1st week of tuition is nonrefundable.** The registration fee/tuition will also serve as a security deposit to secure a child's space in a classroom for a minimum of one (1) week. At the end of the week, the child will need to have started the program, or another week of tuition will be due or the space will be lost.

Pricing Information:

Ages 6 weeks to 1 year — \$155/week

Ages 1 year to 2 years — \$150/week

Ages 3 years to 4 years — \$145/week

Drop in rate — \$35 per day

Please obtain a receipt for any cash payment at the time payment is rendered. Checks should be made payable to "Strong Rock Christian School." There will be a fee for checks returned by the bank. This fee is due at the time of notification. If two or more checks are returned by your bank, a money order or cash will be required for all future tuition payments.

Please contact the Director if payment difficulties are anticipated, so alternative arrangements may be made.

There is no credit given for scheduled school closings, a child's illness or school closing due to inclement weather or acts of God. However, a 50% discount may be applied for days missed if a full week's notice has been given.

There will be a late fee charged for children not picked up before the school's regular closing time. The charge will be \$1.00 per child per minute late being picked up.

### **Additional Days/Hours**

Children who are enrolled in the After School Enrichment Program may come to the school for a full day when their public/private school is not in session (i.e. in service days, inclement weather, school holidays, etc.). Parents should discuss these extra days with the Director as soon as possible to ensure space. There will be advanced sign-ups, and it will be a first come, first served basis.

### **Damages**

Damages to school property and instructional materials by students are the financial responsibility of the student and his/her parents. Fees for damages will be added to the student's account with the school.

## **Termination of Enrollment**

Strong Rock Christian School Early Learning Center reserves the right to terminate a student's enrollment when the Administration determines that the student and/or the parent(s) of the student does not conform to the standards, philosophy, or purpose of the school.

## **Health Services & First Aid**

The school is required to have a Certificate of Immunization on file for each student. The certificates may be acquired from your family physician or health center. It is imperative for the school to be advised of any serious or chronic health problems. Parents/legal guardians should notify the director of any health issues. This information is required in each student's file.

In order for the staff to administer medication, it must be prescribed by a doctor unless it is an over-the counter medication, which can be given only as recommended by the label. Please help us by:

- Signing and dating a medical consent form, which can be picked up from the office.
- Making sure all medication is in the original container and the date, child's name, doctor's name, and the dosage plainly stated is present on prescribed medications.

Children who are ill cannot be appropriately cared for in a preschool setting. A child who is unable to participate in all school activities due to illness should not be in attendance. By establishing and maintaining a healthy environment, and reasonable health policies, all of our children will benefit. If a child does arrive in the morning showing symptoms of ill health, the school will be unable to accept him/her.

If a child becomes ill during the day, a parent will be advised immediately by phone. The child will be given the opportunity to rest or have diversional activities in a separate area until a designated release person can pick the child up. If the child is not picked up within one hour from the time of notification, the emergency contact person will be called. Children who are sent home due to illness will not be readmitted to school until all signs of illness have been gone for 24 hours without the use of medication. The exception to this requirement would be that a licensed physician has indicated in writing that the child does not present a health threat to others and is able to participate in all school activities.

If the child becomes ill or experiences an adverse reaction to a prescribed medication or is injured during the day and the illness, and the reaction or injury does not warrant professional medical attention or causes less than moderate discomfort to the child, the parent or guardian shall be notified personally of the illness, reaction or injury by the end of the day on which the illness, reaction or injury occurred.

If there is a serious injury and/or medical problem, the parent and/or 911 may be called for assistance. If the nature of the illness is not life threatening, the director or their designee will transport the child to the hospital or local physician. If this action is taken parents/guardians will be contacted immediately.

Parents and staff are reminded to notify the Center within 24 hours if a child or family member has developed a known or suspected communicable disease. If a child has not been fully immunized for some of these diseases (due to the

child's age, medical condition, or religious reason) he/she will be excluded from the school during an outbreak of a vaccine preventable illness as directed by the state health department. Examples of "Reportable Diseases" include (but are not limited to):

Lyme disease	German Measles	Giardiasis
Whooping cough	Spinal Meningitis	Mumps
Tuberculosis	Salmonellosis	Hepatitis A
Measles	Rubella	Shigellosis

All parents will be informed in writing if a communicable disease is reported.

### **Child Abuse Reporting**

It is the legal and mandatory duty of each person on the staff to report child abuse. Child abuse is not only physical abuse; it is mental abuse as well. Neglect is also child abuse. Staff members are required to report any unusual information to the Director.

### **General Medical Guidelines**

A short-term/long-term medication form must be completed by the parent for each medication. Records will be kept of all medication issued.

If a student is running a fever, he/she should not be given fever-reducing medicine and sent to school. A child must be fever free, (under 101°) without fever-reducing medicine for 24 hours before returning to school. If the clinic nurse determines a student has returned too early, the parent will be contacted by phone and asked to pick up the student.

If a child has a confirmed case of the flu, he/she must stay home until fully recovered. Most confirmed flu cases require the student to be out of school for four to seven days. If the clinic nurse determines a student has returned too early, the parent will be contacted by phone and asked to pick up the student.

If a child has conjunctivitis (pink eye) or any other contagious disease, he/she should stay at home for as long as the doctor advises. The parent should contact the school nurse and the student's teacher(s) if a child has been diagnosed with a highly contagious condition.

If a child is sent home with a questionable highly contagious illness/rash, the parents must present a doctor's note stating that he/she has been seen and doesn't have a contagious illness/rash; or he/she was diagnosed with a contagious illness/rash, has been treated by your doctor and can return to school. If a student is vomiting, do not send them to school. A child must stay home 24 hours without vomiting before returning.

Parents are asked to provide all available phone numbers where they can be reached during the day. If a child needs to go home, we ask that parents pick

him/her up within an hour. Parents should provide emergency contacts that live within the area of the school and are able to pick up the child if they are not available.

Staff, or any other persons being supervised by staff, shall not be allowed in the center that knowingly have, or present symptoms of a fever or diarrhea.

### **Prescription Medicines**

In order to safely administer medications during school hours, the following are required:

1. Parental Authorization. Except for first aid or as authorized under Georgia law, Personnel shall not dispense prescription or non-prescription medications to a child without specific written authorization from the child's physician or parent. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent.
2. Dispensing Medication. Written authorization to dispense medications shall be limited to two (2) weeks unless otherwise prescribed by a physician or authorized under Georgia law. For any medication (prescription or non-prescription) that will be administered longer than two weeks, the parent/legal guardian must submit an Authorization to Administer Long Term Medication form with a physician's signature.

Medication shall only be dispensed out of its original container which must be labeled with the child's name or as authorized under Georgia law. The label must include:

- student's name
- physician's name
- name of medication
- exact dosage of medication
- date prescription was filled
- expiration date of medication

3. Dispensing Records. The Center shall maintain a record of all medications dispensed to children by Personnel to include the date, time and amount of medication that was administered; any noticeable adverse reactions to the medication; and the signature or initials of the person administering the medication.
4. Storage. Medications shall be kept in a locked storage cabinet or container which is not accessible to the children and stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leakproof container in a refrigerator that is not accessible to the children.

5. Unused Medication. Medicines which are no longer to be dispensed shall be returned to the child's Parent(s) immediately.
6. Non-Emergency Injections. Non-emergency injections shall only be administered by appropriately licensed persons unless the Parent and physician of the child sign a written authorization for the child to self-administer the injection.

When filling a prescription, ask the pharmacist for a "school bottle," an empty bottle with the correct prescription label. Please do this for all medications that are to be administered at school, even short-term antibiotics. Medications will not be administered from an envelope or plastic bag.

Dosage will be altered only by instruction of physician on an Authorization to Administer Medication form.

### **Non-Prescription Medications**

All non-prescription medications must be in their original containers and accompanied by a written request for their administration. You may use the Authorization to Administer Medication form for non-prescription drugs; no physician's signature is required. We will not administer medications that are in plastic bags or other containers. Students, upon parental approval at the beginning of the year, can and will be given Tylenol if needed by the school nurse. This request must include:

- student's name and grade
- name of medication
- amount to be given
- time(s) to be given
- reason for medication to be given
- length of time and date medication is to be given
- signature of parent/guardian

### **Diaper Creams, Powders, Sunscreen, etc.**

If a child requires over-the-counter diaper ointments, lotions or powders, these must be labeled with his/her first and last name. The parent must complete an authorization form for each type of ointment. This authorization must be updated every six months. If diaper ointment is applied, it will be noted on the child's daily report. These ointments and lotions must be placed in a central location in the classroom and may remain at school overnight.

### **Parent Responsibilities**

- Complete the authorization form.
- Whenever possible, medication should be administered at home.

- No medication can be given unless the form is completed in its entirety. The authorization form needs to be completed for each new cycle of medication.
- The form must be dosage and time specific.
- The form must be completed for each medication to be administered.
- The medication will only be given for the dates indicated on the form.
- The dates cannot exceed two weeks, unless otherwise prescribed by a physician.
- The authorization form should be given to the Owner or Director.

### **Accidents and Injury**

Should a child become injured at school, the parent will be notified via an accident report form. The parent will be asked to sign this form indicating that he/she has been notified, and a copy of the form will be included in the child's school record. If the injury is of a serious nature, a parent will receive a phone call from the school at the time the accident occurs.

**In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency room facility and a parent will be contacted by phone to meet an accompanying staff member at that facility.** It is extremely important that emergency contact information is up to date.

### **Head Lice**

Head lice continue to be one of the most prevalent communicable diseases among American children, and outbreaks are possible wherever children gather. Please notify the director and the student's teacher(s) immediately if head lice are detected. The student may return to school as soon as treatment with a lice-killing product is completed and all nits have been removed. The student will need to be reexamined prior to school reentry. Students with nits will be sent back home for nit removal.

## **PARENT INTERESTS**

### **Opportunities for Involvement**

Strong Rock Christian School Early learning Center believes that God has given the responsibility for a child's education to his/her parents/legal guardians. Strong Rock Christian School Early Learning Center serves to assist parents/legal guardians in this task, so parents are encouraged to visit all center areas used by the child.

In order to support the education process and be an encouragement to the student, parents/legal guardians are asked to take an active part in the Center. As in any activity that children undertake, the interest and involvement of parents/legal guardians has a tremendous positive influence on the child's

performance. Parents/legal guardians are urged to attend all regularly scheduled activities and any other specially called meetings affecting their children. It is necessary for each family to be represented at these informative and important gatherings.

Parents/legal guardians are also encouraged to volunteer to help in a variety of ways. This includes, but is not limited to, chaperoning field trips, weekly volunteer opportunities and assisting with class celebrations. Other opportunities are available from time to time, such as serving as room parents or as helpers during the holidays, as well as helping with other special events. Parents/legal guardians should notify the school office of their interest in volunteering.

Finally, parents/legal guardians are asked to commit to pray for the school, the students, the staff, the administration, and the Board of Trustees every day.

### **Personal Belongings**

Please abide by the following expectations in regards to personal belongings:

- Toys and money should not be brought to the Center unless it is requested for a special occasion.
- Bottles are only allowed in the infant class.
- Pacifiers are only allowed in the infant and toddler classes.
- All parents are asked to bring 2 extra sets of seasonal clothing to be left in their child's cubby. The extra clothes should include socks and underclothes. (Note: When a child is being potty trained, several pairs of training pants should be brought to the Center on a daily basis. Please be considerate of the type of bottoms your child wears during training. Clothes should be easy to remove by the child & the teacher.
- Please put your child's name or initials on all items left at the Center.

We want to assure your child is properly cared for while in our Center. Parents are responsible for providing the following items:

- Infants: 6 weeks to 15 months Diapers – weekly Wipes – daily \*Breast milk or formula (up to 12 months) \*Must be brought in COLD everyday and labeled with the child's name and the date 2 sets of seasonal changing clothes – at all times
- Toddlers: 15 months to 24 months Diapers or Pull-Ups and Wipes – weekly, 2 sets of seasonal changing clothes – at all times, 2 Sippy cups- cleaned at home daily
- Twos: 24 months to 36 months Diapers/ Pull-Ups/Training Underwear (if child isn't potty trained) 2 sets of seasonal changing of clothes – at all times (Pacifiers are not allowed)

Note: When potty training begins, please dress children in clothes that will help increase independence of this new skill. Clothes to avoid: overalls, Onesies, jumpers, & body shirts.

- Threes & Fours 2 sets of seasonal changing clothes, socks and underwear included – at all times

Note: Please dress children in clothes to have fun in. Children should not have to worry about getting clothes dirty while they are playing, learning, and having fun.

**Custody Rights**

In situations where custody of a student has been given to one parent, Strong Rock Christian Early Learning Center must have a copy of the divorce/custody decree, dated and signed by a judge, clearly stating which parent has custody, and also clearly stating the visitation rights of the non-custodial parent. Strong Rock Christian School will follow the rulings of the courts.

Either parent will be allowed to pick up a student from school unless the Center has a court order stating otherwise. If one parent has custody of a student, they may allow the other parent to pick up their child at times other than what is stated on the court decree, by placing the non-custodial parent on the release form; otherwise the non-custodial parent may only pick up the child at times stated in the court decree.

For the protection of students, Strong Rock Christian Early Learning Center will not give out attendance, financial, academic, or other information pertaining to a student by phone, except for the account balance due. Parents/legal guardians wishing other information must obtain it in person.

**School Closing**

**In the event of bad weather, Strong Rock Christian Early Learning Center closes any time the Henry County Public Schools close. In addition, Strong Rock also reserves the right to close if the leadership deems necessary; so parents/legal guardians are advised to listen to WSB radio (750 AM) for announcements for closing information. An announcement will also be placed on the school website and on the telephone, text message system, email via ProCare and Facebook.**

The Center will be closed on the following days:

New Year’s Day	1 day
Memorial Day	1 day
Independence Day	1 day
Labor Day	1 day
Thanksgiving	2 days
Christmas	2 days
Good Friday	1 day
Staff Training Day	1 day

Please look for posted dates on all main entrances and bulletin board. Please add them to your personal calendar as soon as possible.

## **Parents and Visitors**

Strong Rock Christian School Early Learning Center is always happy to have parents visit, but it is important to be careful not to disturb the academic climate of the classroom.

All visitors should report to the office to sign in and obtain a visitor's pass. Guests without a visitor's pass will not be allowed into classrooms.

Visitation Guidelines:

- Visitors must be dressed conservatively.
- All class rules and expectations should be followed.
- Other children should not be included in the visit.
- Visitation times should be not utilized as conference times.
- Visitors other than parents are strongly discouraged except for special days like Grandparent's Day.

Only parents and immediate family members may eat lunch with the students. Pastors, alumni, and special guests may request permission through the administrative offices.

Parents, who wish to volunteer in his/her child's classroom should coordinate this with the classroom teacher in advance.

## **Communications**

The Strong Rock Christian Early Learning Center provides many opportunities for parents to receive information on the progress of their children as well as details on other general activities occurring from time to time. Examples of the types of communication that parents will receive include daily reports, email, parent conferences conducted twice annually, child portfolios, information boards, calendars, monthly newsletters, website, and blogs.

If parents wish to speak with a teacher to discuss a child's progress or behavior, the teacher will be happy to schedule an appointment. Out of respect for our teachers and the students, morning impromptu conferences are not allowed. Parents should send a note or email, or call the school to request a return call from the teacher.

## **Playground**

Parents should never leave their children on the playground unsupervised. Children may not go outside to play without adult supervision.

## **Notice of Disclaimer**

This handbook is in no way contractually binding on Strong Rock Christian School or its employees.

This handbook is subject to change without notice from the school's governing body.

## **Strong Rock Christian Early Learning Center Handbook Agreement**

As the parent or guardian of this student, I acknowledge that I have read the Strong Rock Christian Early Learning Center Family Handbook online and agree to abide by its guidelines. I have also reviewed this handbook with my child(ren) and ensure full compliance and responsibility for his/her actions. I understand that I will receive information on the progress of my child(ren) as well as details on activities occurring, so I can fully partner with the Strong Rock Christian Early Learning Center. I acknowledge that Strong Rock Christian Early Learning Center faculty cannot police the students' use of computers (or the Internet) at all times and that they will have no responsibility with respect to the materials that the student accesses or other actions the student takes that are not in compliance with this agreement. I further understand that the Board of Trustees and the Administration of Strong Rock Christian Early Learning Center reserve the right to amend, alter, add, or delete information from this Handbook at any time as deemed necessary.

---

Parent/Guardian Signature

---

Date

---

Student's Name

If there are any questions concerning the contents of the Strong Rock Christian School Family Handbook, either now or as the school year progresses, please contact the elementary principal or the academy/high school principal. Using the contents of this handbook as a guide should make this year more successful for students, parents, and faculty.

Strong Rock Christian Early Learning Center admits students of any race, color, national origin, 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 origin, or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.