



Solid Rock

PARENTS AND STUDENTS HANDBOOK

Thank you for choosing Solid Rock

Solid Rock will be open year-round, except for the following Holidays: Good Friday, Memorial Day, July 4-, Labor Day, Thanksgiving Day, and Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Day. We will close New Year's Eve when New Year's Day falls on a Tuesday. Otherwise, we will close at 2p.m. On New Year's Eve.

Hours of Operation

Monday to Friday

6.00am to 7.00pm

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We welcome you and your child to Solid Rock . At Solid Rock we commit ourselves daily, to be 'the best we can be' in providing your child with a secure, comfortable and academic structural setting in which children will thrive. Solid Rock truly is a place where learning and fun become one. Studies have found that children are more likely to retain information learned when they are engaged in an enjoyable and meaningful activity. And that's what Solid Rock is all about. Our child care programs and preschool curriculums integrate a wealth of intriguing and engaging learning activities that stimulate brain development in children.

We have programs and curriculums for children from newborn through School age. And, Solid Rock also offers convenient and educational after-school programs for children up to twelve years old. You can rest assured that your child is mastering important skills at the most appropriate time by being exposed to curricular activities carefully selected by our professional team of credential educators.

PHILOSOPHY AND CLASSROOM POLICY

We strive to see that all the programs offer a balanced, well-planned curriculum, with lots of actual experiences for the child. Through the involvement in many activities and experiences, the child will grow and mature in many areas of his/her development. These areas will include cognitive (knowledge), creative, social, emotional, language, and fine motor (small motor) and gross-motor (large muscle) skills. The year(s) spent at Solid Rock should be a strong foundation for future learning.

The philosophy of Solid Rock is based on a set of strongly held beliefs:

We believe that each child is a unique individual. We are sensitive to a child's social, emotional, intellectual, and physical needs. We provide developmentally appropriate programs that focus on the process of learning and help children enjoy successful experiences. We encourage not just learning, but also the love of learning.

We believe in providing a physical environment that is safe, clean, healthy, and oriented to children.

Classrooms are arranged to offer challenging play and learning choices at a range of developmental levels. Activity areas allow children the opportunity to explore, to experience, and, most importantly, to succeed.

We believe that the strength of our program is in the dedication of our teaching staff. We support our teachers with training, resources, and freedom to create a unique learning experience for children. We provide many opportunities for teachers to share ideas and grow professionally. Our teachers create a caring and nurturing atmosphere and foster each child's creativity and positive self-image.

We believe in positive methods of discipline. We establish consistent, age-appropriate limits to help children function in their world. Our programs are designed to develop in children a sense of independence and responsibility. We desire to strengthen each child's own cultural identity, while instilling a respect for others who might be different.

We believe parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers: a partnership for the benefit of the child. We encourage daily communication between parents and center staff. Our doors are open to parents at all times. Solid Rock values people: the children in our care, their parents, and our employees. We continually work to earn the trust placed in us. We strive each day to be the best provider of early childhood educational services in the community we serve.

MISSION STATEMENT

The school's mission is to provide and ensure that young children have opportunities to learn, grow, develop, enjoy, and experience in a well-planned, developmentally appropriate and caring environment.

GOALS

- The teachers will plan and guide the child in developmentally appropriate activities.
- The teachers will demonstrate caring, nurturing, and respectful attitudes toward the child.
- The teachers will plan and guide activities to help the whole child to develop – emotionally, socially, cognitively, linguistically, and through movement and creative expressions.
- The teachers will recognize and accept individual differences in the children.
- The child will have opportunities to develop and grow and to experience learning (hands-on activities) for him/herself at school.

- The child will feel positive about his/her self and what he/she learns.

MAGICAL CLASSROOM MANAGEMENT

It is recommended that children within the young ages be given a minimum number of rules. The following rules will be stressed at Solid Rock:

1. TALK NICE.
2. KEEP YOUR HANDS TO YOURSELF.
3. BE QUIET WHILE THE TEACHER IS TEACHING OR TALKING.
4. FOLLOW DIRECTIONS.

BEHAVIORAL MANAGEMENT

Behavior management techniques used by the staff will not involve corporal punishment or humiliation of the child. The school/center reserves the right to withdraw its services if a child's behavior has continued to be destructive, hurtful, or inappropriate after the parent has been told and reasonable efforts have been used by staff and parents to improve the behavior. We may also withdraw services if the parent(s) refuse to work with our staff to improve the child's behavior, or to seek professional services.

CURRICULUM AND SCHEDULE

At Solid Rock, our education goal is simple—to help children blossom intellectually and emotionally, while having a lot of purposeful fun along the way. Our unique early childhood education programs are designed to match each child's developmental level. Our classroom equipment is carefully chosen for age appropriateness. Our well-rounded program curriculums incorporate activities in all of the important developmental areas that benefit children throughout their early childhood education and elementary school years including:

Physical/Fine and Large Motor Skills

Thinking/Cognitive

Communication

Social/Emotional

Whatever your child's stage of development, Solid Rock has an early childhood education program curriculum to meet his or her early childhood education needs.

TODDLER (P2) CURRICULUM

Our toddlers' curriculum (for 18 months-olds up to age 3) provides an enriching environment with activities that are designed to enhance your child's total development in a quality early childhood education environment. The Solid Rock toddler curriculum allows your two-year-old to spend busy, fun-filled days engaged in activities that promote learning and discovery. Whether it's filling containers at the water table, stacking and tumbling blocks, or playing with appropriate toys and puzzles, your child will learn as he or she plays. Your child can investigate brightly colored objects and shapes, play dress up. We encourage their social, emotional and language development. We surround them with age-appropriate toys and tools to encourage exploration and discovery and enhance their overall development. We provide every opportunity possible for your child to develop his or her own interests, at his or her own pace. Your child will spend each day in a variety of center activities, each designed for special purposes and experiences so necessary for toddler growth and development. We also help the children progress with potty-training and separation anxiety.

PRESCHOOL (P3) CURRICULUM

What sets our preschool programs apart from the rest is the fact that we approach everyday with imagination, innovation and, most of all, fun! Studies have found that learning improves when children are engaged in an enjoyable and meaningful activity. That's why we include a variety of intriguing activities that stimulate early brain development with a focus on creative play. The P3 curriculum includes:

Movement activities

Indoor activities (puzzles, songs, spelling, art, painting, crafts, numerals, etc.)

Indoor activities (theme of the week, rhyming words, reading, math manipulates, video, learning tape, or story time)

Outdoor or indoor gross motor activities and games

PRE-KINDERGARTEN (PRE-K) CURRICULUM

Our Pre-K students learn Language, Art, and Math at a more advanced level than the 2s and 3s. Several of the puzzles are computer-based. The kids learn how to operate a mouse driven computer program and solve puzzles using the mouse and keyboard. Our Pre-K curriculum includes:

Movement activities

Group time (calendar, weather, attendance, chart, songs, letter box)

Concept Development, Social Studies (sometimes cooking lessons)

Language and Math

Lab Activities (including Science, Art, and Computer training)

Phonics and Reading

Hand writing, learning tapes, or story time

Outdoor or indoor gross motor activities, games, songs, crafts, etc.

AFTER-SCHOOL CARES

For the added convenience of today's busy families, we offer after-school care so that your child remains cared for in a safe, enriched and familiar environment when the academic day is complete.

SUMMER PROGRAM

Each summer, Solid Rock offers a special program with hands-on activities for younger and older children in a variety of categories such as arts and crafts, science and cooking, dances drama music, communication, computers and fitness. Program themes and activities vary from year-to-year to ensure fun experiences for both new enrollees and returning young campers.

OUTDOORS PLAY

Outdoor play in the fresh air contributes to a child's good health and overall development. To that end, Solid Rock plans daily outdoor activities. It is generally our policy that a child who comes to the center must be well enough to participate in both indoor and outdoor play. If there are medical reasons that your child cannot play outdoors, but is well enough to be at the center, we will be happy to comply with your physician's request when presented with a note from your child physicians

CLOSING POLICY DUE TO WEATHER

If School District closes due to severe weather, we will close as well if we find that the weather conditions do not warrant closing, we will open at a later hour to give the Director time to staff.

ARRIVAL AND DISMISSAL

Try to be prompt in bringing and picking up your child. All kids must arrive at school not later than 10:00 a.m. No kid will be admitted for the day after the cut off time. Arrival at the scheduled time is very helpful to the staff and insures that your child does not miss out on planned activities. If your child is going to miss school, please call the school (after 7:00 a.m.) as soon as you know of the absence.

Arrival Times: ----- 6:00 am; 3:30 pm (afterschoolers)

Dismissal Times: ----- 6:50 p.m.

Children receiving full-care services and staying at SOLID ROCK until 7 p.m. must be picked up as promptly as possible. The staff is dismissed to go home at 7:05 p.m. After this time, parents arriving late to pick up children will be charged \$1.00 per minute (after 7:05 p.m.).

NUTRITION

FOOD PROGRAM

Solid Rock participates in the Child And Adult Care Food Program (CACFP). We serve nutritious meals to all children enrolled in our center. We receive federal support to help pay the cost of the meals at no cost to the parents. This nutritional program meets the U.S. Department of Agriculture (USDA) nutritional standards. Weekly Menus are posted for review. All substitutions are of the same food group and posted. Our goal is to ensure that all children are served meals that comply with the recommended daily dietary allowance.

We provide Breakfast, Lunch, Afternoon Snacks, and supper with items selected from the four food groups (grains, proteins, dairy, and fruits/vegetables). The center provides snacks and meals that contribute to the daily food needs. If the child is in care for four hours or less, we will serve one snack. If the child is in care for four to seven hours, we will serve one meal or one meal and one snack equal to 1/3 of their daily needs. If the child is in care for more than seven hours, we will serve two meals and one snack or one meal and two snacks, equal to 1/2 their daily food needs.

Breakfast

Our breakfast is served between 7:45 and 8:15 a.m. If not arriving between 6:30 am and 8:00 am, please be sure your child eats a balanced breakfast prior to arriving at the center. We serve three of the four food groups (grains, dairy, and fruits/vegetables) at breakfast.

Lunch

Our lunch is served between 11:45 and 12:30 p.m. We serve all of the four food groups at lunch.

PM Snack

We serve afternoon snack at 3:00 pm, with two items selected from any of the four food groups. Snacks for twos and threes are carefully selected to prevent choking by the children.

Dinner

Our Dinner is served between 5:30 and 6:00 p.m. We serve all of the four food groups at Dinner.

Breastfeeding

We encourage parents to breastfeed their babies. Breastfeeding mum can breastfeed their babies in the baby room.

CELEBRATIONS AND PARTIES

We can celebrate your child's birthday at school. On that day, you will be asked to send birthday cups, napkins, and plates (optional), as well as the food and beverage. Please do not send favors for birthdays. We do need you to send the snack, beverage, birthday cups and napkins for that day. You are welcome to come to school when we celebrate your child's birthday. We also celebrate Thanksgiving, Christmas, Valentine's Day and Easter with parties at school. Other special events are Open House Night, School photos, Spring Art show, field trips, and graduation ceremonies for P3, Pre-K, and K classes. A special activity is planned on the last day of school for the Two's.

HEALTH INFORMATION AND POLICY

TB Testing is no more required for your child but vision and hearing screening is required for children four years and older.

SICK CHILDREN

Please inform the school's staff if the child comes down with something that might have spread to other people. This includes strep throat, flu, pinworms, lice, scabies, impetigo, childhood diseases, ringworms, etc. If SOLID ROCK staff notifies you that your child is ill, you should pick up your child within one hour of notification. Because we do not have a nurse on staff, we may request that your child see a physician and/or have a physician's release to return to school, in certain situations.

For the protection of all children and staff, we ask that you notify the center within 24 hours after your child has developed a known or suspected communicable disease, or if any member of the child's immediate household has a communicable disease. When your child has disease requiring exclusion, we ask that you inform the Center Director of the diagnosis. If we become aware of communicable disease-affecting children in the center, a health alert will be posted. We will attempt to indicate the earliest symptoms so that additional exposures can be avoided.

Exclusion of Sick Children from activities

If one or more of the following exists, the child may not be included in the center's activities:

- Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs of illness;
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea; two or more vomiting episodes in 24 hours; rash with fever; mouth sores with drooling, behavior changes, or other signs that the child may be severely ill;
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Stay Home Guidelines for Sick Children

When a child has a strep infection, he/she should not return to school unless he/she has been on antibiotics for at least 24 hours. When a child is exposed to chickenpox, the incubation period is 7 to 21 days, with most children breaking out between 10 – 14 days. The child is contagious 24 – 48 hours before breaking out occurs. If the child has been exposed, please check the child carefully for fever and/or spots, from the 7th day on. If the child has the disease, he/she may not return for at least 7 days or until all the sores are crusted over. Apply these Guidelines for the Management of Illnesses in determining when your child should not attend the center.

1. Do not bring your child to the center if he or she is not well enough to participate in a normal day's activities or is exposed to a contagious disease, develops symptoms of a contagious disease or is diagnosed by a physician as having a contagious disease
2. Please keep your child at home if he or she develops any of the following symptoms of contagious disease until symptoms disappear or your physician decides your child can return to the center:
 - Diarrhea (more than one loose stool or increased number of stools)
 - Difficult or rapid breathing (especially in infants under 6 months)
 - Yellowish skin or eyes (may be signs of Hepatitis)
 - Mouth sores with drooling
3. If your child has one of the following symptoms and a fever of 100⁰F or above (oral thermometer), 101⁰F or above rectal thermometer):
 - unusual spots or rashes
 - Headache
 - Sore throat or trouble swallowing
 - Infected skin patches
 - BACTERIAL MENINGITIS
 - CHICKEN POX, DIPHTHERIA, HEPATITIS A
 - IMPETIGO, INFESTATION
 - MEASLES, RUBELLA, MUMPS
 - PERTUSIS (Whooping Cough), TUBERCULOSIS (TB)

- CONJUNCTIVITIS
- HAEMOPHILUS INFLUENZAE TYPE b (Hib, Pneumonia, Meningitis, Epiglottitis)
- STREP THROAT
- PIN WORM & RINGWORM

KEEP YOUR CHILD AT HOME Until child physician / Health Department says it is safe.

This Center does not administer medicines to keep a fever down or anti-diarrhea/vomiting medicines. Your child must be free of fever, diarrhea, vomiting for 24 hours without the need of medicine for these.

Medication

If your child requires medication at school, an authorization must be completed, signed, and sent to school. It is extremely helpful when you can administer medication before or after center hours. There may be times, however, when your child needs medication during the day. Solid Rock staff will administer medication prescribed by your child's health care provider if you have completed a CHILD MEDICATION AUTHORIZATION AND LOG. Designated staff may administer medication only. Please give all medication to the Director or designated person-in-charge, who will see that it is stored and administered properly and safely. Please do not send medication in your child's bag or coat pocket, or leave medication in your child's storage space.

For prescribed medications, give the Director or designated person-in-charge the medication in the original, child-resistant container, labeled by a pharmacist with your child's first and last names, date prescription was filled, medication's name and expiration date, administration, storage and disposal instructions.

For over-the counter medications provide the Director or designated person-in charge, with a note from your child's health care provider recommending the medication, indicating the dose, frequency, method of use, and administration duration. The medication should be in a child-resistant container, with the child's first and last names, displaying instruction for administration and storage supplied by the manufacturer, and the expiration date. Be sure to check with the Director on additional local health department requirements.

Solid Rock logs each instance of medication administration, as well as any adverse reactions, spills or refusals to take.

The director reserves the right to refuse to administer medication, which may include breathing treatments, controlled substances, due to liability and risk, involved.

ALLERGIES

If your child has allergies, please discuss this with the Center Director and your child's caregiver. We will make every effort to accommodate your child's special needs.

EMERGENCY INFORMATION

It is very important that the parent/guardian keep emergency information up-to-date. Remember to notify us when your address, home telephone number Or work telephone numbers changes.

Emergency Evacuation

See Safety policies and Evacuation plan

Weather Emergencies

In the event of severe weather conditions, which prevent the center from opening, please call ahead to make sure staff have arrived and that there are no prohibitive problems. Likewise, should severe weather conditions make it necessary for a center to close early; you will be notified by the Center Director so that you can make appropriated arrangements for picking up your child.

Medical Emergencies

Staff will:

- Assess the scene of the injury and nature of injury to the child
- Stay with injured child and attain as much information as possible
- Send another staff person to get first aid supplies and/or call 9-1-1 for help; if needed
- Administer first aid and/or CPR or rescue breathing if needed – or safety procedures to dislodge object if the victim is choking

- Stay with the child until emergency personnel arrive or until crisis is resolved
- Fill out accident form; inform director and parent or emergency contact person. This call may need to be made earlier at same time as step 3.
- If necessary and parent or emergency personnel aren't at the center, transport the victim to the hospital or doctor, specified on medical emergency authorization form. Another staff person would supervise child while one staff drives.
- Stay with the child at least until family arrives.

ENROLLMENT AND FEES

ENROLLMENT

Solid Rock is an equal opportunity provider of Private school and childcare services. Applications for enrollment are accepted without regard to race, religion, sex or national origin. We request that you read “our philosophy” chapter, which delineates our policies and procedures. You must also complete and sign all enrollment forms. The registration fee and the first week’s tuition are due on or before the first day of your child’s attendance. Solid Rock requires a pre-admission conference with parent and child to acquaint the new family with the center environment, child’s caregivers, and schedule for care.

Enrollment forms

The following forms need to be completed at enrollment:

1. Admission and Health Information form
2. CACFP enrollment form
3. CACFP income eligibility form
4. Emergency contact form
5. Media permission form
6. Financial agreement form

You will receive a copy of this handbook or you may download your copy at www.solidrockschool.com

Prior to child’s first day of enrollment the following must be completed:

- 1) Enrollment form completed
- 2) Current immunization record signed by physician and stating that child is able to participate in a childcare program. For school age children, a dated statement signed by parent that the child’s immunization record is current and on file at the school the child attend — this must include name, address and telephone number of school in the statement; or A notarized statement signed by parent/guardian stating that the immunization conflict with the rules and practices of a recognized religious organization of which the parent is a member

Confidentiality

Solid Rock respects the right of each family to privacy and confidentiality regarding all health, behavioral and developmental records and information concerning their child. Various federal and states statutes, local ordinances, and regulatory rules protect these rights to privacy and confidentiality. If your child is involved in a biting incident with another child, Solid Rock cannot reveal the biter’s identity to the parents of the other child without prior written consent from the biter’s parents, except as required by law.

FEES

Registration Fee

All new students to SOLID ROCK will be registered for \$50.00. Returning students shall be registered for another year at SOLID ROCK for \$30.00. After the March deadline, current students are no longer given priority in registering and registration is open to the public. In order to ensure reserving a place for the next year for a currently

enrolled SOLID ROCK student, it is wise to register on/before the March deadline. Registration fees are non-refundable.

Tuition

The tuition fee depends on the program the child is enrolled for. The following programs are available at Solid Rock Preschool:

1. Full time preschool program (includes care from 6:00 a.m. to 7:00 p.m.)
2. Half day preschool program
3. Private Kindergarten
4. After school program
5. Summer program

For all programs at SOLID ROCK, tuition is assessed on a weekly basis. Tuition may be paid for the week, for two weeks, or for four weeks as may be convenient for the parent, and is due at the first day of the week.

Tuition will not be reduced due to holidays in the month or due to family trips or an illness of the child. Tuition may be paid in by check or by money order, and they should be enclosed in an envelope labeled with the child's first and last name, the class group the child is in at school, and an indication of what the money is being paid. (For example: Jones – week of 4/3 – 4/7 Twos tuition). Ask the director for the tuition amount for your child. If you choose to pay the total year's tuition charges in advance by June 15, you'll receive a 5% discount. .

Children Present for 3 or more days during a week (Monday through Friday) are required to pay full tuition.

Children Present 0-2days during a week will pay one-half tuition for that week.

Parents are required to pay a reservation fee if their children will be absent for a full week. The reservation fee reserves your child's enrollment with the academy.

Withdrawals

Intention to withdraw a child must be made in writing and submitted to the school office two weeks in advance of Withdraw. If notice is not given, parents may be required to pay an additional week's tuition.

Supply Fee

Supply fee is non-refundable and is charged once in an academic year. It can be paid once or twice. The supply fee, like tuition, depends on the program in which the child is enrolled. Typical supply fee charges for full-time students in 2004 are: Twos, Threes (\$160); Pre-K (\$200); Kindergarten (\$210). These amounts are not fixed every year. They are provided just to give you an idea.

Tuition Late Fees

Tuition for the week is due on Mondays. If payment is not made by Wednesday, a \$10.00 late fee is added. The grace period is extended to 7 days if the parent is paying for four weeks tuition. If tuition and the late fee are not paid after 10 days, the school will discontinue services until the payment is received. This policy also holds for those who have to co-pay for NCI program. SOLID ROCK will send out billing reminders for the previous week's charges.

Returned Checks

A \$35 per check fee will be assessed for each returned check -- in addition to the amount of the returned check. Both the \$35 fee and the regular payment must be paid in cash. After (3) three returned checks, future payments must be made in cash or money order. If a returned check has not been paid within (3) three working days, your delinquent account will be presented for collector. If your bank made the error; a letter from the bank must be presented for a credit of the return check charge.

Early Dismissals

There is an additional charge of \$10.00 for early dismissal days.

Late Pickup

Your child should be picked up at or before 7:00 p.m. The SOLID ROCK staff is released at 7:05 p.m. You will be charged \$1.00 per minute for every minute your child stays past 7:05 p.m.

Tax receipt

As required by law, we will provide our Tax Id upon request. A \$5 fee will be charged for a prepared year-end tax statement, available upon request. Families with (2) two or more children receive a discount.

Other Items

Solid Rock T-shirt is obtainable at \$15 each. Students are required to wear this for field trips. A rest mat is required if your child naps at Solid Rock. You may send one or pay Solid Rock mat fee to provide one.

Graduation Fee

To cover the costs of our annual graduation event, students in Pre-K, and P3 classes will be charged \$X (ask the director). This fee is in addition to the cost of graduation caps and gowns. This fee will be charged in addition to any other necessary parental help that is assigned to carry out the graduation event.

DELINQUENCY

To maintain the quality childcare facility that your child deserves and that you expect, the Center cannot and will not attempt to operate on delinquent tuition payment. We will pursue every means of collecting on delinquent accounts, including dis-enrolling your child.

REFERRAL BONUS

We hope you will recommend us to friends, neighbors and colleagues. If a child enrolls based upon your referral, you will receive, after the child's fourth week at the center with full payment, 10% off one month of Solid Rock care for your child.

SAFETY POLICIES

EMERGENCY EVACUATION

Evacuation drills are held regularly at Solid Rock Center. Should an emergency occur which requires evacuation of the center, you will be notified as soon as possible, and you will be asked to pick your child if the emergency is expected to last a significant length of time. If you are at the center at the time of a drill or an emergency, you are requested to follow our procedures and evacuate the building immediately along with the children. Please check with the Director for center specific information related to evacuation and natural disaster emergency procedures.

TORNADO:

Director will notify all staff members of the watch and caution them to be alert for a drill. Tune to emergency broadcast station (740-am dial) for Houston information tune in to KWWJ 1360 AM or KIKK 95.7 FM. Try to keep telephone lines open and available to receive additional information.

If a tornado is in the area or one is seen approaching, initiate the disaster drill and move all students and staff to the pre-k class. Keep everyone in the safe designated area until parents arrive to take their children or until the crisis passes. Children will seek protection under the table and protect their neck and head with their hand

Hazardous Materials/Chemical Spills/EXPLOSION:

Depending on the type of material we might evacuate building as quickly as possible or take shelter-in-place, we will seal window, doorway and shut off air intake system and notify parents.

FIRE:

We will keep everyone low to the floor and exit the center as quickly as possible to the parking lot of the adjacent building before transporting all children using the school van to the public library on Fondren @clarewood

Earthquakes:

We will remove heavy items away from where children play, store breakables and heavy items on lower shelves and we will stay in the pre-k class

Flooding:

Listen for announcements of flood watches and warning. We will heed evacuation orders from public officials. We will not drive through flooded areas that are deeper than knee-high.

Terrorism:

We will call all parents and notify law enforcements

Hurricanes:

Monitor hurricane watches and warning and call the center if we are closed before leaving your home. But if hurricane happened during the business hours we might remain indoor until storm passage is confirmed and if time permit, we will we will relocate to the public library on Fondren @clarewood. We will call parents to notify them where the children are being evacuated.

TRANSPORTATION POLICY

Solid Rock van is used to transport children for field trips and to pick up afterschoolers from schools. All students in the van must remain seat-belted for the entire duration of the trip, should not move around to distract the driver for safety of all in the vehicle and they may not ride in the front seat of the vehicle. New state regulations will require us to use child safety seats for all children and children under a certain height must use booster seat. You will be required to bring such a seat on announced field trip dates.

SIGNING IN AND OUT

The parent should sign in and out at the front table (entry area) to register the child's time at SOLID ROCK daily. Children arriving should be brought inside and given to the appropriate staff for supervision. Please do not drive up and drop children off to go inside alone. You should accompany the child inside the school and take him/her to the childcare room and to a SOLID ROCK staff. Please say your good-byes before leaving your child.

When it is time for the students to be dismissed from school, we want to accomplish this as safely as possible. If someone that is not on your child's enrollment information needs to pick up the child, please inform us in writing or by phone and the person will need to show identification when he/she arrives at the school.

PROCEDURES FOR RELEASE OF CHILDREN

We can release children only to a person designated by the parent or guardian in the Enrollment form. Parents (guardians) must inform us in writing, in person, or by phone if a change will occur in who will be picking up the child. Please tell us what the person looks like, what type of vehicle he/she drives, and what time the child will be picked up. We will ask for and make a copy of the person's photo ID. If we suspect a person picking up a child is under the influence of drugs or alcohol, we may call local police and request their assistance.

If you need to add or delete a name from this list, please inform SOLID ROCK immediately. If you need to make a short-term change in the arrangements for our child's dismissal (i.e. for one day or one week, etc.) you must inform SOLID ROCK in writing, by phone call or in person. Please contact either the Director or the child's main teacher regarding such a change. Please inform the school of changes in address, phone numbers, work phone numbers, etc. as soon as possible. When someone different (other than those specified on the enrollment form) picks up the child, the person should be prepared to present identification, driver's license, to the teacher at the door with the child. This rule applies to anyone new that we may not recognize, even a relative of the child.

If the need arises to pick up your child before or after the normal dismissal time (for your child's normal schedule at SOLID ROCK) you should also inform the school of this change.

SMOOTH SEPARATIONS

Separation when school begins can be a difficult time for the parents as well as the children, regardless of their ages. There are things that you can do to help the staff ease your child's anxiety during this period.

What to expect:

- Preliminary anxiety occurs for many children until they adjust to the school environment and learn to trust the adults at school. The child climbing, crying, pouting, hiding behind the parent, sucking his/her thumb or fingers, etc. may manifest this.
- Occasional anxiety – such as sadness, tummy aches, and saying he/she doesn't want to go to school may be part of the adjustment process.
- Delayed reactions – Many children begin school with almost no trouble, only to experience full-blown separation anxiety some time later. This happens because the child has just realized that he/she will not just be visiting, but will be coming to school regularly. This may happen when a family crisis or trauma occurs, such as a divorce or a parent's work schedule changes.
- Repeat performance – Separation worries can recur after vacations, long absences from school, the departure of a friend or classmate.

What the parent can do:

- Try not to get discouraged.
- Establish a good-bye ritual with your child. Repeat the ritual if the child asks you to.
- Let the staff know what kinds of activities the child really likes, blocks, books, puzzles, painting, drawing, etc.
- If the child is attached to a special "lovie" and you feel it will help the child separate easier, please feel free to bring it to school.
- Stay in the classroom for a period of time. Never leave without telling the child good-bye. Always reassure that you will be back to get him/her and talk about what you will do together.
- Sometimes a family photo that the child can keep at school will help the child feel less sad.
- Help the child find a special buddy at school, encourage this friendship outside of the school setting.
- Call back after 15 – 30 minutes to check on your child's adjustment.

What the Staff can do:

- Be sensitive to the parent's and the child's feelings.
- Be accepting of the ritual for good-bye; create a hello ritual with the child.
- Learn from the parent what may comfort the child.
- Allow the parent to stay with the child for a reasonable period of time. Encourage the parent to call back to check on the child.
- Guide children to share their feelings with their classmates to help them realize that others have the same feelings and worries.

PARENTAL (GUARDIAN) VISITS TO THE CENTER

Parents or guardians (legal custodians) of children enrolled at SOLID ROCK are welcome to visit the school during our hours of operation to observe their child, the school's operation, and program activities without having to secure prior approval.

PARENTAL PARTICIPATION IN THE CHILDCARE CENTER'S OPERATION/ACTIVITIES

You may volunteer by contacting the staff or director to inform them of your desire to participate. There are field trips, special events, and other times when we need parent volunteers. If you know you'll be volunteering, regularly or frequently, we will need to do a criminal history check and have a notarized Licensing Affidavit on file. Please see the director about these requirements.

MINIMUM STANDARDS OF LICENSING

Our center is state-licensed, and we have to comply with a set of state-mandated minimum standards. To review a copy of these standards, you may check with the director to checkout SOLID ROCK copy. The website to review these standards is www.tdprs.state.tx.us/child care

You may contact the local Licensing office by dialing 713-940-3009.

Ways to report Abuse

Texas law requires that any abuse or neglect of a child be reported to the Texas Department of Family and Protective Services (DFPS). Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide. **1-800-252-5400** or report through a secure web site www.txabusehotline.org.

WHY A FAMILY AND THEIR CHILD MIGHT BE ASKED TO LEAVE SOLID ROCK

Though this is a difficult decision for the staff and the family, sometimes circumstances make it a necessary step. First, the SOLID ROCK staff and director would communicate with the family about the problems as they occur. In most situations, the staff would make suggestions, gather information from the family, and work out a cooperative plan of action between the family and the staff. Most of the time, this is all that is needed to bring about improvement. However, if after a reasonable (specified) period of time, the family has not taken steps to cooperate with the staff, the family will be asked to withdraw the child from the SOLID ROCK program.

Situations that might warrant such a step as withdrawal:

Bringing a child to school that is chronically sick, destructive, or abusive to other children or staff;

Regularly resisting, ignoring, or breaking of the school's policies;

Being constantly negative, as in chronic complaining, having unrealistic expectations of the staff;

Failure to seek outside, professional help for the child with reoccurring negative behaviors, after the staff who work with the child and the director have suggested this to the family;

Failure to pay for services, as outlined in the financial section of the SOLID ROCK handbook

GENERAL POLICIES

CLOTHING

Each child should bring a set of clothes to leave at the school. These should be bagged and labeled with the child's name. In the case of an accident at school in which we have no clean clothes for your child, we will be using extra clothes and underwear that we keep at school. If your child comes home with clothes/underwear supplied by SOLID ROCK, please return them clean within two days or you will be billed. (\$1.00 for underwear)

DRESS CODE

Solid Rock uniform consist of Red or Blue polo shirt and Khaki pants/skirt/short.

Please dress your child in appropriate play clothes, as we will often be involved in messy activities at school. We do use cover-ups for painting and some other messy activities. We also use washable tempera paints, washable markers, and stamp pads. Also, send appropriate underwear when the weather gets cooler. We do take them outside on cooler days for playtime and walks. Please label your child's underwear with the child's name. Clothes with drawstrings may be hazardous outside on certain equipment.

Shoes

Tennis shoes or athletic shoes are the most appropriate shoes for school. No western boots are allowed, except on the designated Western day for each class. Hiking boots are acceptable. Athletic shoes with cleats are not allowed. No open-back shoes, sandals, flip-flops will be allowed. Sandals are permitted if they have a strap around the back of the heel.

Clothes

Children may not wear clothing that exposes the midriff. Halter-tops, tube tops, and tops that expose the midriff are not allowed. Girls may not bring purses or make-up to school. Girls should wear shorts under dresses to insure modest behavior when playing. No caps or hats, unless they are protection from weather, are allowed at school. If the clothes are deemed unacceptable by staff, extra clothes you have left at SOLID ROCK will be used. If there are no appropriate clothes at SOLID ROCK, a parent will be called to come change the clothes or take them home for the day.

Backpacks and toys

Backpacks are very helpful and we do request each child bring one daily. Please choose one that will hold folders for Pre-K students. Children may not bring electronic pets (toys) to school. Children may not bring cell phones to school. Children should not bring toys or other belongings to school unless it is for show-n-tell.

FIELD TRIP POLICY

Let teacher know by specified deadline or at least 48 hours in advance if you wish to go on trip. Solid Rock van is used to transport children for field trips. However, children are allowed to ride in their parent's vehicle, if the parent is a chaperone. Each vehicle transporting more than one SOLID ROCK student must have a driver and an extra adult. We try to take the minimum number of vehicles especially on longer trips, so the teacher may choose the drivers with larger vehicles first.

All SOLID ROCK students must wear Solid Rock T-Shirt and must remain seat-belted for the entire duration of field trip, and they may not ride in the front seat of the vehicle. We try to accommodate a parent's wishes regarding where a child rides. These requests should be made in advance and usually occur when a parent is not attending the trip. If payment is required for a field trip, please send this money in advance of the field trip date. If a parent attends a field trip, he/she is expected to help the teachers with whatever is needed. On longer trips, out of Houston, vehicles transporting children should try to stay together and should travel with their lights on. If a chaperone needs to cancel his/her attendance on a field trip, please notify the teacher at least 90 minutes before the departure time. New state regulations will require us to use child safety seats for children under a certain height. You will be required to bring such a seat on announced field trip dates. Parents will need to sign an individual permission slip for each field trip. Each vehicle transporting children must have a first-aid kit and a fire extinguisher. SOLID ROCK will furnish these. Each driver on a field trip will provide the center with a copy of his/her current Texas driver's license, a copy of the valid insurance policy on the vehicle being used, and the license plate number of the vehicle. This information may be given to us no later than the morning of the field trip.

PARENTAL NOTIFICATIONS

Parents will be informed of any changes in center's policies by individual notes. These changes will be posted in our entry area as well

Parents will be notified of field trips in advance by notes sent home and one will be posted in our entry area as well.

Parents will be notified of medical emergencies, involving their child, as outlined in Medical Emergencies

Parents will be notified of minor accidents, incidents by phone and/or by report forms. The parent will be given a copy of the incident form and will need to sign the center's copy

RESPECT OF PROPERTY

If your child is responsible for the loss or destruction of SOLID ROCK property, you will be notified and you may be asked to compensate for or replace the item with one that is comparable. This includes SOLID ROCK library books, readers, stuffed animals, toys, and equipment.

DIAPERS AND WIPES

Parents of two-year-olds, who are not toilet-trained, will need to provide disposable diapers and wipes. Refills for these items should be brought the next day after notification. The staff uses a disposable glove, disposable paper on the changing table, and washes their hands after each diaper change.

BATHROOM VISITS

The SOLID ROCK staff will be encouraging your child to wash his/her hands after each visit to the bathroom. We will also be encouraging the child to develop independence and self-help skills during bathroom visits for students four and older. Please support us by teaching your child self-help skills at home as well.

NAPS AND MATS

A rest time will be part of the day's schedule for twos, threes, and fours. For those taking naps, naptime is from 1:00 to 3:00 pm daily and a rest mat, king size pillowcase or crib sheet is required. You may send one or pay SOLID ROCK mat fee to provide one. For the older children, a quiet or rest time will be included if they are in care for seven or more hours each day. If you do not wish your child to take a nap, we need a written note to include in the child's records stating that and signed by you. Each child that will be resting at SOLID ROCK should bring a small lightweight blanket, for use on the mat at rest time. Please label all nap items with child's name. Blankets and pillows shall be sent home once a week for laundering and should be returned the next week with the child. Each child will have a personal mat, labeled with his/her name, and the mat will not be used by anyone at Solid Rock. Parents of these children will be asked to pay a mat fee in addition to the regular supply fee. At the end of the year, you may take the mats home.

BIRTHDAYS AT SCHOOL

When we celebrate your child's birthday at school, we recognize the child with a flannel board cake story, some songs, and we light the appropriate number candle for him/her. We present the child with a small gift and a birthday pencil. We do need you to send the snack, beverage, birthday cups and napkins for that day

ENVIRONMENT

SOLID ROCK maintains a smoke-free environment.

SOLID ROCK is a gang free Zone. Gang activities are prohibited within 1000 ft of this facility.

Infant Policy

PLAY TO LEARN.

- Motor Skill Development — grasping, clutching, movement
- Sensory Development — touching, feeling, listening
- Play and Rest
-

Every moment with an infant is precious and we take advantage of that. We coo, cuddle, rock, sing and bond with your baby. Our specially designed infant care rooms are places where babies feel safe, secure and happy. Personal cribs, separate areas for changing and feeding, and a "no-uncovered-shoes" policy, ensure clean playing, eating and sleeping spaces. Through simple games like peek-a-boo, our loving teachers begin the foundational work for later learning and help infants develop motor skills. But we never forget that you are your child's most important teacher, so we'll work with you, give you daily reports and offer tips on how to reinforce what your child learns in her time with us.

Guidelines for Infant Care

We are aware that newborns rarely have a fixed feeding and sleeping schedule. They will be fed every 2-3 hours or as indicated by parents and rest as needed. A sleepy baby will be allowed to rest, and an alert baby will be removed from his/her crib.

It is not practical in a group setting to expect an infant to be held continuously. It is also not beneficial to the baby. Infants are included in-group activities whenever possible: sitting on caregiver lap for story time, playing on the floor during free play, rocking during quiet time. **AT NO TIME WILL I ALLOW, EVEN AT PARENTAL REQUEST, AN INFANT, ESPECIALLY A NEWBORN, TO *CRY IT OUT*. ALL BABIES WILL BE HELD OR ATTENDED TO WHEN THEY INDICATE THE NEED.** Infants will be fed formula or breast milk only (supplied

by parents) for the first 4 months, unless directed otherwise by a doctor. All babies will be held during bottle feedings. Between four and six months, we will start feeding the babies solid foods provided by the parents. Solid Rock will supply sippy cups. A cup can be introduced around 6 months if desired. All formula, bottles, and food will be labeled with the child's name and date. Formula will be discarded in 48 hours if not used. Jar food will be kept for 24 hours before discarding the unused portion.

Diapers will be changed every 2 hours or more often if necessary. If the use of creams, powders, or ointments is requested, you will need to supply those. The children will be diapered on an individually provided pad that will be sanitized after each use. Hands will be washed and sanitized after each diapering.

Infants will be allowed to nap in a crib. The bedding will be washed when needed and twice weekly.. They will NOT be confined to a crib/playpen while awake. The baby will be moved about throughout the day to different areas, or be rocked, held, or carried about to prevent boredom. Older children are NOT allowed to pick up or roughhouse with the baby. The use of hugging, snuggling, rocking, singing, and smiling will be abundant.

Infants who can crawl or "scoot" will be allowed to do so freely. Playpens will not be used to discourage this time of exploration and movement. Please dress your child for the predicted weather, including socks/shoes and outer covering (jacket, sweater, hat, and mittens).

Illness is inevitable at some point. Although it can be stressful for parents when their infant has a cold, we will do everything possible (see below) to reduce germ transfer. Please realize that not all germs can be removed from an area. Germ control is a priority when infants are in care. All toys are sanitized after they are mouthed, and at least daily. Noses are wiped as soon as needed, and the provider's hands are washed and sanitized afterwards. Children's hands are frequently cleaned with wipes during cold season. Disinfectant spray is routinely applied to surfaces (after hours, not during the normal child care day).

ALL INFANTS WILL BE PLACED ON THEIR BACKS TO SLEEP TO DECREASE THE RISK OF SIDS until the baby is able to turn over on his/her own. Alternate sleep position requires a written and signed physician's note.

Daily Baby Sheets

For infants 18 months and younger, parents receive a [daily baby sheet](#), listing when your child was given a bottle (when applicable), what they ate and drank, when diapers were changed and what it was, their nap schedule, and any other pertinent information.

Diapering and Supplies

Disposable diapers are required in the Infant Room. Typically, the Infant Room staff changes each child's diaper every two hours. If your child is sleeping, his/her diaper will be changed upon waking.

Disposable Diapers

Please bring a pack of the appropriate size diapers for your child. When your child needs more diapers, the Infant Room staff will indicate this on your child's daily sheet. If you change your child's diaper while in the Infant Room, please follow the state licensing procedures for proper sanitation. Also, the Infant Room staff would be happy to change your child's diaper for you!

Diaper Wipes

Please bring a hard plastic container of wipes that can stay at school with your child. A note will be sent home when you will need to bring refill wipes.

Diaper Rash Ointment

Please bring a tube or container of diaper rash ointment to be kept In the Infant Room. Also, the Infant Room staff recommends that You supply a tube of moisturizer in case your child's skin gets dry.

Clothing and Supplies

Please bring three sets of the appropriate size onesies, shirts, pants, and socks to be left in your child's bin at school. Make sure to label all clothing items with your child's first and last name. If your child's clothing becomes dirty due to a messy meal, or because of a diaper leak, the Infant Room staff will put the dirty clothing in a plastic bag and place the bag in your child's bin.

While the Infant Room staff tries to make sure that your child stays clean during the day, please note that it is an important part of a child's development to explore and get messy. Hands-on activities are essential at all stages of a child's life. Consequently, staff recommends sending your child in clothing that stands up to a little wear and tear. Infant clothing may become stained.

CONCERNS/QUESTIONS ABOUT POLICIES/PROCEDURES

If you, as a parent, have a concern or question concerning a policy or procedure, you should follow the outlined steps listed here.

Talk to the teacher or caregiver or employee of the center who was most directly involved with your child at the time of your concern.

If satisfaction is obtained after step 1, this may be all you have to do.

If you feel this concern should be told to the director, you may proceed to the next level.

To inform the director of a concern or question, please do one of the following:

Write a note and put it in the locked cash box in the entry

Call the director or Leave a note in a sealed envelope on the director's desk.

The director will contact you by phone within 24 hours.

The director and staff also appreciate verbal and written words of positive appreciation and validation.

And finally to the parents...

Again, thank you for entrusting your child to our care. We will do our best to serve you as well.