

Family Handbook

Rocky Creek Academy

Rocky Creek Baptist Church

1801 Woodruff Road

Greenville, SC 29607

(864) 331-1986

www.rockycreekonline.org

GENERAL INFORMATION

Our teacher ratio is well below the State Standard for SC. Small class sizes ensure that our teachers can meet each child's needs, and keep challenging them on an individual level.

All teachers are required to have a high school diploma; however, many of our teachers have college credits or degrees.

ENROLLMENT POLICY

- Infants must be at least 8 weeks old to enroll in the Moms Morning Out program.
- Following Greenville County School guidelines, K2-K5 children are placed in a class based on their age by September 1.
- All children are required to have a current immunization record on file when school starts in September.
- Children are expected to participate in all aspects of the program offered.
- Rocky Creek Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the preschool. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and all other school administered programs.

REGISTRATION

Registration takes place the last week of January for currently enrolled families. Church members may register on Friday of that week. Open enrollment begins the first week of February.

All classes are filled on a first-come basis. Any slots not filled by current students or church members will be open to new students who are not currently enrolled at Rocky Creek. Once a class is filled, we will start a waiting list for that class. Any class opening during the school year will be filled from the waiting list.

Your registration will be complete and a spot will be reserved when the registration fee is paid in full, the enrollment packet is complete, and a current copy of immunization is on file. Class spaces will not be held without payment of the registration fee.

New registration paperwork must be completed each year for each child enrolled at Rocky Creek Academy.

RECORDS

Rocky Creek Academy requires the following information be maintained by the Academy for each child:

- Completion of the General Health page included in the enrollment packet prior to admission.
- A current copy of immunization record signed by a physician or health care official.
- Records of accident reports, behavior notes, progress reports and payments for each child.
- Current information with home and work numbers for both parents/guardians and emergency contact information.
- All student records will be stored in such a way to maintain confidentiality for both the children and their parent/guardian.

Please remember to keep the Rocky Creek Academy office and teachers informed of changes in home, work or emergency numbers and/or contact persons. The Academy staff must be able to reach parents/guardians in the event of an emergency.

TUITION AND FEES

Registration Fee

A non-refundable registration fee is required each year at the time of enrollment to reserve a place for your child. Tuition payments are due even when a child is absent due to illness or family events.

Tuition rates are not adjusted for holidays, inclement weather or weather delays. No refunds will be given due to absence. Our program is a non-profit, we depend on regularly collected tuition fees to keep us in operation. Thank you for making payment a priority.

Checks are preferable and should be made to Rocky Creek Academy. You may place your tuition checks in the payment box outside the Academy office. It is also acceptable to set up an automatic payment through your bank. When paying with cash, you must pay someone in the Academy office and you will be issued a receipt for your payment. **Please do not leave cash payments in the tuition drop box.**

Monthly statements will be issued through the Academy office. Yearly tuition statements for tax purposes will be available by the end of January.

LATE FEE POLICY

All tuition for students is due by the 10th of each month no later than 12:30. If tuition is not received by 12:30 on the 10th of each month a \$10 late fee will be applied to your account. Post-dated checks will not be accepted in lieu of a late fee. The tuition drop box is checked daily and tuition is considered received when removed from the box, not the date on the check.

Should a problem occur in meeting the tuition fee, please discuss this with the Academy Director and we will make every effort to work with you. If tuition is not received, the following steps will be taken:

- *1st week late: a late statement will be sent home and emailed to you
- *2nd week late: a late statement will be emailed to you and mailed to your home
- *3rd week late: contact you by phone (home, work and/or cell)
- *4th week late: send a certified letter indicating date account must be current in order for your child/children to continue attending Rocky Creek Academy.

WITHDRAWING FROM RCA

Two weeks written notice is required to withdraw your child from Rocky Creek Academy. Two weeks tuition is required if proper notice is not given.

HEALTH POLICIES

To safeguard the health of all students, Rocky Creek Academy can only accept well children. RCA is not equipped or staffed to care for sick children. Cooperation of parent/guardians in helping prevent the spread of communicable diseases is expected in order to protect the health and safety of our students and staff. Parent/guardian should keep their children home if they are not well, or if they are unable to participate in daily school activities. If you have questions about bringing your child or not, please call us.

- Any child sent home due to illness, must remain at home for 24 hours **after** their symptoms have gone away.
- Rashes: If our staff notices an unusual rash on the child, you will be notified. If the rash cannot be explained, you will be asked to come and pick up your child.
- Fever: If your child has a fever of 100.5 or higher, they should be picked up immediately. The child may return when his/her temperature has been normal for 24 hours **without** the aid of medication, i.e. Motrin or Tylenol.
- Ring worm infection: Child must remain out of school for 24 hours after initial treatment prescribed by a physician and may return with a doctor's note stating that he/she is not contagious.
- Head Lice: Child may return to school after one medicated shampoo treatment has been given and there are no signs of lice.
- Conjunctivitis: If your child has pink eye, he/she may return to school after eye drops have been administered.
- Diarrhea: If your child has two loose bowel movements you will be called to pick him/her up. He/she may return to school 24 hours after diarrhea has subsided.
- Vomiting: If your child vomits at school, you will be called to pick him/her up. He/she may return 24 hours **after** vomiting has subsided.

If your child becomes ill at Rocky Creek, you will be notified to come and pick up your child. When a parent/guardian cannot be reached, we will call your designated emergency contact. If your child develops a contagious illness or will not attend because of illness, please let us know.

Children who cannot play outside or participate in other planned activities, for whatever reason, should remain at home until they are able to participate fully.

Allergies

Please notify the Academy of any food or medicine allergies by filling out the Basic Health Information page and the allergy section on your child's registration form. All food allergies must be documented. Due to the growing number of peanut allergies it may be necessary to classify a class as peanut-free.

ARRIVAL AND DEPARTURE

Hours of operation for all students is Monday-Friday, 8:30-12:30.

All classes start the Tuesday after Labor Day and end in May.

The MMO, Preschool Academy and Kindergarten follow the Greenville County School Calendar for school closings and holidays.

DROPPING OFF AND PICKING UP YOUR CHILD

- A reliable person must drop off and pick up your child each day. Under no circumstances should any child, regardless of age, enter the building **without an adult**.
- Upon arrival, place your child under the direct supervision of a staff member. When returning to take your child home, please ensure a staff member is aware of your presence when picking up your child. Please keep your child with you at all times after you leave the classroom.
- Your child will only be allowed to leave the facility with persons who are authorized to pick up your child by being listed in the "Persons to whom we may release your child" section of the registration form. Please select an emergency contact that will be able to pick up your child in the event of an emergency. We will always attempt to contact parents first, before using the emergency contact person.
- Your child's teacher and the office should be informed of any other individuals picking up your child. Individuals must show a picture ID in the office before your child is released into their care.

SCHEDULE

Each classroom has its own schedule with planned activities carefully selected to meet the needs of the children in the classroom. Please be sensitive to the schedule for your child's classroom and whenever possible plan arrival and pick up times that do not conflict with the classroom activities. Your child should arrive on time in order to participate fully in the daily program.

The preschool and Kindergarten programs begin each day at 8:30. We strongly encourage all children to arrive between 8:20-8:30 each morning for class. Please have your child here on time for class. Our teachers have a full schedule and we do not want your child to miss anything. Teachers do not always have time to go back and do a special activity with a child if they come in late.

- Car line drop off is available each morning from 8:20-8:30 for preschool and Kindergarten classes.
- We ask that all parents pick up their children from the classroom for dismissal at 12:30 each day.
- Parents must fill out the sign out sheet in the classroom each day at dismissal.

LATE PICK UP

A late pick-up charge will be administered when a child is left beyond dismissal time of 12:30. The late fee is \$1.00 per minute that the teachers are left waiting with your child. The late fee will be assessed weekly and a statement will be sent to you. Should a circumstance occur that will prevent you from being on time to pick up your child, please let us know by calling the office at 331-1986.

LUNCH and SNACK TIME

Please have children eat breakfast before they enter the Academy each morning.

Children in the MMO program and younger preschool classes will have a designated snack time. More specific information will be sent home from your child's teacher.

Lunch time is built into our daily schedule. Please send an appropriate lunch with your child each day. Classes do not have access to microwave or refrigerator. Please keep this in mind as you prepare your child's lunch. If age appropriate, each child is responsible for cleaning up and throwing away his/her trash and cleaning their area when finished. Due to an increase in food allergies, it is sometimes necessary to designate a class as peanut free. If this should happen, information will be sent to you from your child's teacher.

CLOTHING and PERSONAL ITEMS

What to bring: Please provide a daily supply of disposable diapers and wet wipes along with a complete change of clothing (including socks) for infants, toddlers and two year olds. All children age three and up should bring a change of clothing in his/her bag marked with the child's name.

What not to bring: Small toys, coins, or balloons are a choking hazard for young children and should not be brought to school. Please do not bring electronic games or other hand held devices. Please do not send toys from home unless instructed by your child's teacher. This often creates sharing issues between the children and teachers cannot be responsible for items sent from home.

What to wear: All clothing should be comfortable and washable. Clothing should also be appropriate for outside play. Please remember belts, buttons, buckles and zippers are not easy for children to manage on their own. Every child must wear shoes. Flip flops and shoes with no straps on the back are hard to keep on and are unsafe on our playground, therefore we request that children not wear them.

Outside Play: Children play outside for thirty minutes daily, except in rainy or very cold weather (below 40 degrees). When the weather becomes colder please provide appropriate clothing for your child (coat, hat) to wear at recess. All clothing should be clearly marked with the child's name.

SCHOOL SUPPLIES

Rocky Creek Academy and your child's teacher will provide a list of classroom supplies needed for your child prior to school beginning.

We ask that all students, two-year-olds and up, bring a book bag to carry home their daily work. The bag should be large enough to hold an 8x12 folder. Please check the bag daily for school work and important notes. Students should also bring a lunch box to school daily.

FIELD TRIPS

Students who are ages three and up will take field trips throughout the year to enrich their learning activities. A completed permission form is required for all children before they participate in a field trip. You will be notified in advance of trip itineraries. Please notify your child's teacher in writing if you do not want your child to attend a particular field trip. If your child does not participate, we will be unable to provide an alternative option that day, and your child will need to stay home.

Teachers will notify parents if chaperones are needed for a field trip. Due to limited space, siblings may not participate in field trips. Chaperones will be asked to provide transportation for students since we do not have a bus.

Whenever possible, Rocky Creek Academy will host "in house" field trips on our campus. Students will remain at school, and chaperones will not be needed.

BIRTHDAYS

Birthdays are important occasions for children. Each child's birthday may be celebrated during the preschool year. Birthday treats will be served during the school day so please be considerate of students who may have allergies by discussing appropriate treats and day to be served with the teacher. Birthdays will be observed on the day nearest your child's birthday. Arrangements for summer birthdays may be made on an individual basis. **Outside birthday party invitations must go through the mail.** If you need an address list, please see the office.

CLASS PARTIES

Each mother/father is invited to assist with one of the class parties. We count on our volunteers to help make Rocky Creek Academy the best! Our scheduled parties will include fall, Christmas, Valentine's Day, Easter, and the last day of school. A simple snack, planned games/activities, and a small favor help to make party days a special occasion. A sign-up sheet will be available in the classroom a few weeks prior to all parties.

INCLEMENT WEATHER POLICY

In the event of inclement weather, Rocky Creek Academy will follow the same instructions as given by the Greenville County Schools. **If public school is closed or they are on a 2 hour delay, the Academy will be closed.**

In the event of an early dismissal you will be notified by your child's teacher. It is very important to keep us informed of any phone number changes, and always keep your phone close!

Notification of closings will be announced on WYFF channel 4, as well as posted on our Facebook page and website. If possible, we will notify you through email.

SCHOOL SAFETY

EVACUATION PLANS

Rocky Creek Academy teachers and staff are well trained and prepared to handle emergency situations. Our school will have emergency drills throughout the school year in order to help prepare teachers and students in the event of an emergency. Should an emergency occur parents will be notified by your child's teacher or by a member of the Rocky Creek Academy Staff.

Fire

Teachers and staff will gather all children and proceed to the closest fire exit, using the fire evacuation plan located in each classroom. Teachers and students will gather in the bus parking lot. **NO ONE WILL RETURN TO THE BUILDING UNTIL TOLD TO DO SO BY AN AUTHORIZED PERSON.**

Tornado

Teachers and staff will gather all children and proceed to their designated safe area using the tornado evacuation plan located in each classroom.

Lock Down

In the event of a lock down situation, Rocky Creek teachers and staff will gather all students inside the classroom and follow the lock down procedure located in each classroom.

Accident Report Procedures RCA policy states that teachers are to report all injuries to the office.

Teachers and staff will address minor injuries. If it is determined more care is needed, or if the injury is questionable, parents/guardians will be contacted for direction.

Our procedure is:

- We take care of the child's immediate medical need, and then call the parent/guardian and inform them of the incident to determine whether or not they need to come examine the child.
- We fill out an Accident Report Form. One copy goes home with the child and one is kept in the office.

POSITIVE DISCIPLINE POLICY

Discipline can be a positive experience for a child to help them learn self-control. Discipline is to teach children how to live usefully and happily with themselves and others. Our staff practices the following disciplinary techniques:

- Corporal punishment or humiliating or frightening techniques are never used.
- Discipline is never associated with food or rest.
- Disciplinary problems are prevented or lessened by having consistent discipline policies in both the home and at preschool.
- We will never expect more than a child can do.
- Give recognition for achievement.
- Timely interference before a crisis develops.
- Time out may be used whenever a child needs to be separated from a situation. A child will be asked to stay in the chair until he/she can sit quietly for a few minutes-one minute for each year of their age.
- Recess privileges may be revoked.
- Biting policy-Because biting is such a dangerous offense due to germs and the possible spread of disease, we do have to respond to this behavior. Each incident will be dealt with on an individual basis. We do recognize biting can be a typical developmental trait in older infants and toddlers.

AGGRESSIVE BEHAVIOR POLICY

If your child exhibits an aggressive behavior towards another student or staff member such as, but not limited to, aggressive hitting, choking, biting (4 year olds and up), kicking, spitting on children or their food and/or physical harm with an object, the following measures will be taken:

- First Offense-The child will be sent to the office and a note will be sent home to the parents.
- Second Offense-The parent/guardian will be notified and the child will have to leave immediately.
- Third Offense-The child will not be allowed to return for two school days.
- In the event this behavior continues, after the third offense the children will be expelled from the program.

PARENT-TEACHER COMMUNICATION

Our staff makes every effort to communicate with parent/guardians about his/her student. If you are unable to meet with your child's teacher, please feel free to communicate through the Academy office about his/her progress. We will happily ask your teacher to call you during the day with any questions or concerns.

Teachers will discuss progress reports with parents/guardians of two, three, four year old children during conferences in January and May. Our Kindergarten class will have parent-teacher conferences in the fall, January and May. Other conferences may be scheduled as needed.

A monthly newsletter will be sent home each month describing future school activities and planned trips or events. You can also find information posted on our Facebook page and our website at www.rockycreekonline.org. Please check your child's book bag and folder daily.

2014-2015 Holiday List

- Thurs., October 16th Teacher Workday
- Fri., October 17th Teacher Workday
- Tues., Nov. 4th Election Day
- Wed., Nov. 26th-28th Thanksgiving Holidays
- Mon., Dec. 22nd-Jan. 2nd Christmas Holidays
(Children return to school on Monday, January 5, 2015)
- Fri., Jan. 16th Teacher Workday
- Mon., Jan. 19th MLK, Jr. Holiday
- Mon., Feb. 16th President's Day
- Mon., Mar. 9th Make-up snow day #1
- Mon., Mar. 30th – Fri., Apr. 3rd Spring Break
- Mon., Apr. 6th Make-up snow day #3

Last day of school is Thursday, May 21st .

