



# Early Childhood Education Parent Handbook 2023-2024

*The RSMCS Parent/Student Handbook is designed to provide general information on school policies and practices, as well as a specific section for each division of the school. A student's and family's presence in the school signifies their acceptance and willingness to abide by the policies set forth in this handbook, and as they shall be revised periodically. RSMCS reserves the right to alter policies at any time without prior notice. Students and parents signify acceptance of a change in policy by remaining members of the school community after notice of the change is given.*

*After reading the 2023-24 Parent Handbook, please log in to your FACTS Family Portal and digitally sign the agreement use form.*

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## **WELCOME**

We welcome you and your children to RSM Christian Preschool. We believe that each child is a gift from God, and we count it a privilege to partner with you in educating your child. We seek to integrate Christ throughout all our subjects, keeping a spiritual and academic atmosphere that edifies and nurtures our students. Our hope and prayer is to be a blessing to each student and their family and to bring glory to God in all that we do so that our students will learn to do the same.

It is our prayer and our goal that all of our students will come away from RSM Christian School with the love and knowledge of the Lord Jesus Christ and that our fun and loving school environment will instill in each child a love for school and for learning that will continue with them throughout their lives.

This parent handbook is designed to inform parents and families about our policies and procedures and to ensure the quality of care we provide.

## **MISSION STATEMENT**

RSM Christian School exists to serve families who desire for their children an education that is distinctly Christian. To this end, we provide a biblically integrated academic program in a godly and loving classroom environment and a safe campus setting. Qualified and committed faculty and staff help guide students to identify and achieve their God-given potential.

## **OUR VISION**

Christian education is a vital component in the transforming process by which students become the people who God intends them to be. RSM Christian School teachers shape the hearts and minds of their students by bringing them into alignment with the truth of God's Word (Luke 6:40; Deut. 6:4-8). RSM Christian School equips students for life by cultivating the spiritual, intellectual, social, and physical dimensions of the whole child (Luke 2:52). Our goal is that each student may be presented mature in Christ (Col. 1:28). This understanding of Christian education provides the backdrop of our vision.

## **PHILOSOPHY OF EDUCATION**

Within a caring, relaxed, safe, Christ-centered setting, we provide opportunities for learning and growth through developmental, age-appropriate exploration, discovery, and hands-on experiences. Every day, your child will learn new things from ordinary moments that are made extraordinary through the natural curiosity and explorative heart of a child.

Our curriculum's core values focus on developing the child's spiritual formation, academic skills, critical thinking development, and social responsibility. We believe that positive expression and attitudes should be used in guiding the behavior of each child to help him or her become a self-directed individual. We understand that each child is unique and special and that each has their own pace and style of learning.

## **NON-DISCRIMINATORY POLICY**

RSM Christian School does not discriminate based on race, ethnicity, or national origin in determining which children or families are served.

## **OUR STAFF**

We are fortunate to have professional, caring staff members who are willing to give of themselves to help each child develop to his or her full potential. Each member of our staff has been employed as a qualified and competent person in Early Childhood Education to provide loving, firm, and caring

direction and guidance to all children. Each staff member is aware of unique differences and will provide appropriate care for each child according to his or her needs. Each staff member has been employed as a professionally qualified person meeting and/or exceeding state regulations. All of our staff are certified in Pediatric CPR and First Aid. Our staff continually participates in conferences and in-service training to remain up to date in the field of Early Childhood Education and the needs of families and young children.

Each staff member is a professing believer in the Lord Jesus Christ and is active in a Christ-centered church of their choice that is in agreement with the mission statement of RSM Christian School. Each staff member shares the attitude of serving you and your child(ren) based on Colossians 3:23, "Whatever you do, work at it with all your heart, as working for the Lord." The Director is available to serve and help our families in any way possible.

### **CHILD ABUSE REPORTING PROCEDURE**

Employees of RSM Christian School are legally mandated to report suspicion of child abuse or neglect to Child Protective Services. In addition, the preschool administration must be informed to report the incident to California Child Care Licensing.

### **LICENSING**

The school is in harmony with the regulations of the State Department of Social Services and is licensed under their authority and supervision. If you need to contact this agency, the address is:

Community Care Licensing  
750 The City Drive, Ste. 250  
Orange, CA 92868  
(714) 703-2800  
License #30437185

### **HOURS OF OPERATION**

The preschool is open Monday through Friday at 7:00 a.m. and closes promptly at 5:00 p.m. Please check the school's main calendar for the dates that the preschool is closed.

- Morning session 8:30 a.m. - 12:00 p.m.
- Extended Care Hours (additional fee):

Morning Care	7:00 - 8:30
Lunch Bunch	12:00 - 1:00
Early Bird	12:00 - 2:30
Late Bird	12:00 - 5:00

### **ADMISSION**

RSM Christian Preschool program is licensed by the State Department of Social Services to serve children ages 3-5 years old. Children must be 3 years old and potty-trained to start our preschool program. Children are admitted on a space-available basis. A waiting list is maintained and will be used when an opening presents itself. Priority will be given to students with a currently enrolled sibling.

Each child should be ready for the type of group experience that our preschool has to offer. Children will be accepted if it is determined that they will benefit from the program and the staff is able to meet their needs in addition to the needs of the other children in the class.

RSM Christian School reserves the right to cancel enrollment for the following reasons:

- Written withdrawal from RSM by the parent or guardian.
- Non-payment or excessive late payments of tuition and/or fees.
- Failure to complete required paperwork in a timely manner.
- Repeated late pick-up.
- Director feels that the child's behavior or actions are unacceptable.
- RSMCS cannot meet the developmental needs of the child.
- Physical and/or verbal abuse of staff or children by parent or child.
- RSMCS terminates the program the child is in.

## MANDATED FORMS

In compliance with the State of California Department of Social Services and RSM Christian Preschool, all students are required to have the following forms completed before the child's admission into the program, including the physician report.

- Identification and Emergency Information
- Child's Pre-admission Health History – Parents Report
- Consent for Emergency Medical Treatment
- Personal Rights
- Parents' Rights
- Physician's Report - Filled out, stamped, and signed by the child's physician.
- California Immunization Record- ***ALL shots must be up to date/NO SHOTS - NO SCHOOL***
- Birth Certificate
- Parent Handbook Receipt
- Photo Release (on application)
- Tuition Schedule and Agreement (FACTS account)

The California Health Department requires that all forms be on file. You must notify the preschool director if there is a change in any of the information requested on the enrollment application and/or emergency forms. If we are not kept current, we may not be able to reach you in the event of an emergency or illness.

## IMMUNIZATIONS

All immunization records must be up to date. As mandated by the state of California, children 8 months to 4 years old must have received the following immunizations. Parents must submit their child's immunization records as part of their application. The following immunizations are required:

### STATE-REQUIRED IMMUNIZATIONS:

- Polio 3 doses
- Dtap or DTP 4 doses
- Hep B or HBV 3 doses
- MMR 1 dose
- Varicella (Chickenpox) 1 dose
- 1 HIB 1 dose

## POTTY POLICY

Your child must be potty-trained to attend our program. We understand occasional accidents do happen. If your child is still unable to stay dry after two or three consecutive accidents, we may request a two-week reprieve from school to work on potty skills (no tuition refund). Disposable training

pants or disposable pull-ups are not considered acceptable substitutions for being fully potty-trained. Children must be able to wipe themselves as the staff is not able to help with this.

## FIELD TRIPS

Pre-K students may attend a variety of school-sponsored field trips, with the following guidelines:

1. Parents are expected to complete a Field Trip Permission Form. These forms are used for all field trips during the school year. The teacher will notify you in writing regarding the particulars of each field trip, including the date, time, cost, and location.
2. Most field trip vendors usually require payment prior to the field trip, therefore, all fees for field trips are due prior to the date of the class trip and are billed through your family FACTS account. There are no refunds on field trip fees.
3. It is the parent's responsibility to determine whether the student may participate in the trip. Those who do not attend the field trip will not be penalized but will remain at home during the trip.
4. Transportation is provided by parents. Parents who drive may carry only the number of students for which they have seat belts. Parents must complete a "Volunteer Driver Application Form" and provide proof of current car insurance (car insurance that covers children riding in the car), and a current driver's license. Drivers must have adequate insurance coverage as stated in the Driver Application Form. This process must be repeated each year the parent desires to be a driver.
5. While parents are invited to attend many of the field trips, siblings of the student may not attend. When a parent goes as a chaperone, he/she helps supervise the children in the class and cannot be distracted by bringing siblings.
6. Students and parents/chaperones are expected to stay with the class until they return to school. In the event of an emergency, which would require the parent and student to leave early, they must sign out with the teacher upon departure from the field trip.

## DROP-OFF AND PICK-UP PROCEDURES

Every child must be accompanied by an authorized adult to the classroom each morning. Our state license requires that each child must be signed in upon arrival and signed out upon departure every day through the BrightWheel app. A full signature is required (full legal and legible signature). Failure to check-in/out your child is a violation of state licensing requirements and will be subject to a fine per missing signature. **For failure to comply with the sign-in and sign-out procedures, preschool families will be fined \$35 per missing signatures.** No one under the age of 18 years of age may check in/out your child.

New families will be invited to download the Brightwheel app and be assigned a check-in and check-out code. Each authorized pick-up will have their own special code to use. Please do not share your codes. Brightwheel will be downloaded on Ipads, and QR Codes will be accessible and located near the door of each classroom. Other than the child's parent, students may only be picked up by an authorized adult whom the parent has approved and uploaded on the Brightwheel application.

## LATE PICK-UP POLICY

Please be prompt when picking up your child. He/she will be waiting for you. It is the school's policy to charge a late pick-up fee of \$1 per minute starting at 12 p.m. for half-day students, 1 p.m. for students staying for Lunch Bunch, 2:30 p.m. for extended care, and 5 p.m. for full-day students. After the third late pick-up, we reserve the right to discuss the issue with the parents. Please call if there is a problem that prevents you from being here on time. We can be reached at (949) 589-4504 during

regular school hours (8 a.m. to 4 p.m.). After 4 p.m., please send a message through ParentSquare or Brightwheel.

## ILLNESS

Your child's health is important to us. For the welfare of students and teachers, children must be kept home when sick. If your child is ill and unable to attend school, please message your child's teacher through Brightwheel. **Per state licensing, all children are expected to be in good health when they attend school. Teachers are required to do a daily health check to all children upon arrival to our facility.** You may be called to pick up your child when they have the following symptoms but are not limited to these:

- Fever above 99 - can return to school 24 hours without fever-reducing medication
- Diarrhea of any kind (two times) - Stay home 24 hours after last symptom
- Conjunctivitis (Pink Eye) - requires a doctor's note to return back to school
- Suspicious rashes of any type - requires a doctor's note to return back to school
- A barking cough - Stay home until there is no substantial time spent coughing
- A lethargic child; not playing, not eating, not themselves
- Heavy green or yellow nasal discharge
- He or she has been taking an antibiotic for less than 24 hours
- Vomiting - once incident. Stay home 24 hours after last episode
- Head Lice; children with lice will be sent home to be treated and return to class after appropriate treatment has begun. The child must see the director for a head check before entering the classroom.

If symptoms of illness are observed or a child develops these during the day, the child will be isolated in the front office while parents are being contacted for pick-up. We require pick-up within 30 minutes of our call. If parents cannot be reached, we will use the emergency contacts you provided to us. Please be sure to update your emergency contact list when known changes occur. Remember your child wants YOU when he/she is ill.

Parents will be notified if children have been exposed to any communicable or serious illnesses. Before a child returns to the preschool after having a communicable illness, the parent must provide a doctor's note to assure that returning is safe for the child and others.

If you have any doubts about your child's health, please keep your child home and contact your child's physician. Observing this illness policy helps protect all of the children in our preschool center. These standards are a necessary part of our program policies that help ensure a healthy environment for all children enrolled. There will be no refund of tuition or trading days due to your child becoming ill.

## EMERGENCY CONTACT INFORMATION

It is your responsibility to keep the IDENTIFICATION AND EMERGENCY INFORMATION FORM and BRIGHTWHEEL APP authorized pick-up list current and up to date. We will use this information to check the permission of those who may pick up your child from the preschool area. The information provided is your authorization for releasing a child, contacting persons authorized to care for your child in an emergency or pick up before, during, and after school. A student will **not** be released to anyone who is not listed on this form and on the Brightwheel app. IDs will be checked by staff members at the beginning of the year and at any time when someone other than the usual parents are picking up your child from our preschool. No child may be released to a person under 18 years of age. Please notify the preschool director if you have any contact changes during the school year.

## **MEDICATION POLICY**

The RSM Christian School preschool program strives to meet the needs of all children entering our program. If medication must be given at school, please see the preschool Director to set up a plan for your child. In the event your child needs medication, we ask that the parent or authorized guardian make every effort to administer medications at home. We require you to let our staff know if you do administer any medications before school.

The following procedures must be followed for your child to receive medication:

- NO medication may be stored in a child's belongings such as a backpack, bedding materials bag, or lunch bag. This includes antibacterial hand sanitizer.
- All medications must be in their original containers from the pharmacy with the child's name, date, medication name, dosage, frequency of administration, beginning and ending dates of administration, and expiration date.
- The parent or authorized guardian must fill out a Parent Consent for Administration of Medications and Medication Chart form (LIC9221) and written instructions and authorization from the parent. The child's doctor's name, phone number, and specific written instructions must be included. This includes prescription and non-prescription medication.
- Our staff will not dispense over-the-counter medication, which includes, sunscreen, cough drops, ointment, lotion of any type, etc., without an Administration of Non-Prescription Medication form on file.
- NO MEDICATIONS WILL BE ACCEPTED INTO THE CENTER AND ADMINISTERED WITHOUT THE ABOVE

Should a lifethreatening reaction occur, our staff will follow emergency instructions that have been provided by the physician AND call 911. Staff is also instructed to contact parents in the event of a suspected accidental exposure to an allergen. Please notify the preschool Director if your child has ever experienced an anaphylactic allergic reaction, and describe the circumstances. All medications are stored out of the reach of children in locked containers.

## **ALLERGIES**

All allergies to medication and/or food must be stated on the emergency and medical forms. Information about children with allergies will be posted in all classrooms and in the kitchen. If a child has severe food allergies, we may ask the parent to provide snacks for party days for their child. We are NOT a "Peanut-free" school.

## **OUCH REPORTS**

Safety is a top priority at RSM Christian Preschool. Yet, there are times when a child will have an accident or a "boo-boos." If the accident or "boo-boo" require "more than a hug and a kiss," our teachers will complete an incident report on Brightwheel for you, detailing what happened and the nature of the incident. If any first aid is administered, the treatment will be described to you, and the notice will be sent to you immediately through the Brightwheel App.

## **POSITIVE GUIDANCE**

A child's self-image is of great importance to us. Consistent, realistic expectations are set and maintained through positive guidance. A positive approach focuses on what is good rather than concentrating on what is not. We believe that discipline is an opportunity to support a child's growth through guidance and instruction. Discipline promotes self-direction, self-control, wise choices, empathy, respect, and kindness toward others. We work on this by empowering children with tools and positive communication to help them resolve conflicts as they arise.



Children at this stage are learning how to communicate and function in a group setting. We are prepared to handle undesirable behaviors and help our students to focus on behaviors that will lead to positive outcomes. Our goal as a staff is to support all children.

The responses to the behaviors:

- Explaining consistent, clear rules to children
- One-on-one encouragement from staff
- Anticipating and eliminating potential problems
- Redirecting behavior
- Encouraging the children to use their words and offer suggestions on how to resolve the conflict
- Self-regulation period (i.e., calm down time, reflection time, private space)
- Any concerns will be brought to the parents

If challenging behavior persists, the classroom teacher and preschool director will meet with parents to discuss further support. We will make all efforts to connect our families to resources as needed. If it is determined that RSM Christian School is not able to meet the needs of the child, the student may be removed from the program.

## **EXTENDED CARE PROGRAMS**

A Preschool Extended Care Agreement form must be filled out and given to the Director before your child may stay in any of the extended care programs. This form is available on our website. Those children who are staying for the early- and late-bird extended care must purchase a “NapMat” type bedding. (See link: [NapMat](#)) If your child is staying for any of our extended care programs, please pack a lunch and an afternoon snack. Our extended care programs will begin Sept. 5.

## **REST TIME**

All children enrolled in the extended care program are required to have rest time after lunch. You will provide a “NapMat” for your child (see the above link or our school website on the extended care form). Due to limited storage space in the classroom, please do not send large blankets, pillows, or any other types of bedding. We will keep the nap mat during the week and send it home every Thursday or Friday to be laundered.

## **WHAT TO BRING TO SCHOOL**

Here are a few things for your child to bring on the first day of class:

- Full-size backpack.
- Sport top water bottle with an extra water bottle.
- Extra change of clothes labeled in a gallon zip-lock bag.
- Lunchbox; for a snack and/or lunch, please pack with an ice pack. Please pack enough food items for your child if they are staying for our lunch bunch and/or extended care.
- Earthquake Kit - [Earthquake Supply List Link](#)

## **FIRST EXPERIENCE**

For some children, it is hard to leave home and begin the school experience. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Talk about some of the new people your child will meet and all the new things that your child will experience. Your positive attitude during this whole process will be very reassuring to your child.

On the first day of school, perhaps you might have him/her carry his/her own backpack. This will allow him/her to start out knowing what is expected and that this is an important part of school. After you have made sure your child is safely “checked in” his/her class, go ahead and leave. A cheerful goodbye kiss, a smile, and a reassuring word that you will be back are all you need to do. Our caring staff will take it from there. Even when there are tears, a quick exit from the parents is the best plan. Usually, the child will settle down shortly after you leave. You will be notified if there is prolonged distress.

## **ABSENCES**

If your child is absent from school due to illness or other reasons, please let us know by sending a message through Parentsquare or Brightwheel. No tuition credit will be given for days your child does not attend school, regardless of the reason (i.e. Covid-19 exposure, Covid-19 class closure, illness, or vacation).

## **SNACKS**

At RSM Christian Preschool, we are interested in the total development of your child. Nutrition plays a very important role in a successful day at school. Be sure your child has a good, balanced breakfast before coming to school.

RSM Christian encourages parents to provide healthy snacks that your child likes to consume. Please pack snacks that they are familiar with. This helps their day to be more enjoyable. If a child does not have a snack, we will provide a healthy snack. It is the parent’s responsibility to let us know in writing any allergies your child has - especially food items. Our school is not an “allergy-free” school.

## **LUNCH**

Please make sure your child has a lunchbox and a sports-top water bottle filled with water each day. The lunchbox and water bottle need to be marked with your child’s name on the outside. We do not allow CANDY, GUM, or SODA, and please limit sweets. Teachers will encourage each child to eat the healthy foods first, leaving the dessert item for last. If your child is staying for our lunch bunch or extended care program please pack enough food items for the whole day.

## **CLOTHING**

It is beneficial for children to enjoy all of the preschool experiences of climbing, painting, sand play, mud, play dough, etc., without anxiety about keeping special clothes clean. Children are most comfortable wearing safe, washable play clothes. Clothes should be easy for little hands to manage, such as elastic waist pants or shorts. This encourages independence and is beneficial in promoting self-help skills. Make sure the clothes your child wears can be taken care of by him/herself when he/she is using the restroom. Please, no suspenders or bib-type overalls. It is suggested that girls wear shorts or tights under dresses and skirts. Tennis shoes or rubber-soled shoes are required: open-toed sandals, boots, Crocs, flip flops, jellies, or leather-soled shoes are not permitted, as they are unsafe. **No uniforms are required at this age.**

Please send a complete **EXTRA SET OF CLOTHES** to be kept in your child’s backpack for any accident/emergency. Label these and plan to update as sizes/seasons change. Please put the extra set of clothes in a labeled gallon-size Ziploc bag.

## **HOLIDAYS**

You can download our Academic School Calendar from our school website [here](#).

## **HOLIDAY CELEBRATIONS**

Our curriculum is thematic, often including seasons and holidays. During Harvest, Christmas, and Easter, our focal point is scriptural. We celebrate God's bountiful provisions in Harvest, the glorious birth of our Savior, and the redemptive death and resurrection of Jesus. We have not included Halloween, Santa Claus, or the Easter Bunny in our curriculum. Please know that we do not teach against these secular traditions, but we desire to keep our focus Christ-Centered.

## **PARENT-SCHOOL COMMUNICATION**

Your child is important to us, and we want to communicate regularly about what your child is learning. You may send messages to your teacher or Director through ParentSquare or Brightwheel. This should include such things as illnesses, tartness, changes in home situations, and so forth. You must communicate with the Director if there is any change in address, phone number, or emergency contact information.

Your child's teacher will be regularly sending home a newsletter. You will find many helpful hints in the newsletter. Also, it will let you know what your child is learning and will give you ideas to use at home that will complement the learning taking place at school. Always watch the parent bulletin board outside the classroom for important school announcements.

What is the difference between Brightwheel and ParentSquare? Brightwheel is your child's activity for the day, check-in and check-out system, potty accident reports, food intake, napping, accident reports, and photos & videos. ParentSquare is where you will see "when and what is happening around our campus."

Parent Conferences will be held once a year in January for the Pre-K classes only.

Parent and teacher conferences are held once a year for the Pre-K classes. Conferences may be scheduled with the teacher and/or director if the need arises at any time during the year. Parents and teachers working together allows the child to have a positive opportunity for growth and development throughout the year.

Pre-K and Preschool parents will receive progress reports

## **PARENT VOLUNTEERS**

As a licensed Child Care Facility in the state of California, we are required to maintain full compliance with all laws and regulations set forth by the Department of Social Services, Child Care Licensing Division, and several other state agencies, including the Health and Safety Code. Senate Bill 792 has changed the immunization requirements for volunteers in a childcare facilities. Volunteers refer to anyone who might engage or interact with children on our school campus.

All volunteers must:

- Be verified by a statement signed by each volunteer affirming that he/she is in good health.
- Provide proof of a clear tuberculosis test performed not more than one year prior to or seven days after initial presence in the school.
- Provide proof of immunization vaccinations for measles and pertussis (whooping cough).
- Provide annual proof of influenza vaccine or a personal note stating that they are opting out of the vaccine. (The flu vaccine must be administered between Aug. 1 and Dec. 1 each year.)

This will apply to all adults who desire to volunteer in their child's classroom and/or participate in field trips and class parties where they are engaged and interactive with children. Proof of immunizations

will be kept in a specific file in the school office and will only be available for review by Licensing analysts.

There are no Parent Service Hours required for preschool or Pre-K families.

### **PARENT-TEACHER PARTNERSHIP (PTP)**

The PTP serves as a support to the students, parents, faculty, and staff with the purpose to be educational and philanthropic. Any parent or legal guardian of a student will automatically become a member. The intention of the PTP is to coordinate many of the school's volunteer positions and activities and to support school spirit. Volunteers are needed throughout the year for support. Please join the PTP group on ParentSquare to get updates and be included in monthly meetings and event planning.

### **BIRTHDAYS**

We celebrate and give special recognition on birthdays. If your child has a birthday during the year and you wish to share this day with his/her class, a special snack may be brought. Please arrange the birthday celebration with your teacher in advance. We recommend a healthy treat; muffins, fresh fruit, fruit-based popsicles, etc. Please be aware of any food restrictions or dietary allergies in your child's class. Please note that licensing does not allow juice to be served. Water bottles are a safe choice. If you would like to pass out birthday invitations at school, they must include ALL of the students in your child's class. If you would like to be more selective, you must mail the invitations to that student.

### **CHAPEL**

Students attend a weekly chapel. This is a time of worship, praise, and prayer while learning about God's love for us and about our Lord and Savior Jesus Christ.

### **EMERGENCY PROCEDURES**

In the event of a crisis/disaster situation, be assured that the staff will be giving your child any emergency care they may need. Emergency Procedures at RSM Christian School follow state and local codes when conducting fire, earthquake, and stay indoor (lockdown) drills. The preschool maintains emergency supplies, water, first aid, emergency blankets, etc. in case of an extended emergency. Parents are given an emergency supply list at the beginning of the school year. Parents are to provide an emergency kit that contains food and other small personal items to sustain the child in case of an extended period of emergency. Also, please keep a minimum of one (1) full change of clothes in your child's backpack at all times. All staff members are trained in First Aid and CPR.

The procedures are as follows:

1. The child(ren) will be picked up at the school by a parent/guardian or one of the authorized persons listed on the form.
2. The child(ren) will be kept at RSM Christian School as long as it is deemed safe.
3. If RSM Christian School is deemed unsafe, the child(ren) will be evacuated, with the staff members, to the local commercial area at Calle Corta & Aventura. Our staff members will stay until all the children have been picked up. Your child(ren) will only be released to a parent or guardian who is on the student's approved pick-up list. Any person(s) other than the parent/guardians will be asked to show identification when picking up your child(ren).
4. Your child(ren) will participate in safety drills once a month. Emergency exit routes are posted in each classroom. The children are taught safety procedures and exit procedures and are accompanied by their teacher or another staff member.

- 5. DO NOT CALL OUR SCHOOL.** We will need to keep our phone lines clear for emergency calls ONLY.

We encourage you as parents to discuss and practice safety drills with your family at home.

## **TUITION**

All tuition payments are made through FACTS Family Portal. Payments will be automatically deducted from a designated financial account. A convenience fee applies to all card transactions. Please refer to the 2023-24 Tuition and Fee Schedule for rates and payment plan options. Any incidental expenses throughout the year (Field Trips, Extended Care, Extracurricular, etc.) will be invoiced and paid through FACTS and are non-refundable.

All fees paid are non-refundable. If a student is withdrawn before the 1st day of school, 100% of the tuition paid is refundable, minus any enrollment and material fees. Beginning the first day of school, tuition paid is non-refundable. After the first day of school, a refund on tuition paid in full will be calculated based on a 10-month instruction schedule, minus any pay-in-full discounts given.

## **LATE/DELINQUENT PAYMENTS**

A fee will be assessed for all late payments and any dishonored payments. After three attempts to collect, your FACTS account will be listed as unresolved and a manual payment will need to be made.

Accounts delinquent 45 days, with no prior financial arrangements for payment, may result in the suspension of the student(s) from classes or extracurricular activities until the obligation is met. Report cards may be held for any delinquent fees.

## **WITHDRAWAL POLICY**

There is a 30-day withdrawal notice required if you chose to remove your child from the program before the school year ends. E-mail Admissions and/or the preschool Director for the withdrawal form.

- When notice is given, full tuition will be charged for the last month regardless of the number of days attended.
- Additional charges may apply if it is determined that extended care fees are outstanding and school property is not returned.

## **PHOTOGRAPHY**

Parents or guardians are given a Photo Release agreement as part of the registration process. You have the right to consent or deny the public display of pictures. Photographs, digital photographs, and videos will be taken of children during school activities or events. The images will be used for classroom documentation, portfolios, displays, ParentSquare postings, social media, and advertising purposes. No compensation will be given.

## **QUALITY START OC**

The RSM Christian Early Education department is proud to be a part of the QualityStart OC (QSOC) program. This is a community partnership led by the Orange County Department of Education, focused on raising the quality of early learning programs across the county. QualityStart OC focuses on four key areas:

- Raising community awareness on the importance of investing in high-quality early learning so that all Orange County's children have a strong start.

- Supporting parents who are looking for early learning experiences for their children by providing them a directory of resources, local programs, quality rating scores, and information on how to choose a quality program.
- Supporting educators and care providers who are seeking to improve the quality of their programs. This includes the [QualityStart OC](#) which provides training and assistance to all types of early learning programs throughout the county.
- Operating the Quality Rating & Improvement System (QRIS) Pilot Project: QualityStart OC's QRIS is a voluntary program designed to support, promote and improve the quality of early learning programs throughout Orange County. It provides resources to support continuous quality improvements such as coaching, training, and technical assistance to school staff.

## **START WELL Mental Health Consultation for Early Care and Education**

Our center works with Start Well, a program to support our staff in the improvement of practices in the following areas:

- Development of social and emotional skills and resiliency in young children
- Best practices in providing positive behavioral support within the classroom
- Working with young children who require individualized behavioral support
- Connecting young children and families to resources within the community

## **HEALTH AND SAFETY PROCEDURE**

### Cleaning and disinfection

- Tables and chairs will be sanitized by staff members (as recommended by the CDC).
- Tables and chairs are disinfected after each used.
- Door handles and other common surfaces are sanitized.
- Bathrooms, classroom surfaces, and frequently touched areas will be disinfected according to CDC guidelines.
- A professional cleaning crew cleans and sanitizes the school every evening.
- Staff members wear gloves to serve food.

### Health Screenings/COVID-19\*

- Parents/guardians must notify the school if your child has tested positive for COVID-19. Students will be required to quarantine at home for at least five (5) days after the start of symptoms (Day 0) or after the date of the first positive test (Day 0) if no symptoms.
  - Isolation can end after Day 5 if symptoms are not present or are mild and improving AND the student is fever-free for 24 hours (without the use of fever-reducing medications)
  - If symptoms, other than fever, are not improving, continue to isolate until symptoms are improving or until after Day 10.
  - Infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.
- Children who become ill at school will be separated into our isolation area and parents will be notified.
- Staff members who become ill will be sent home.
- All children and staff must be fever-free for 24 hours to attend school, without using fever-reducing medications.

If a child or staff member tests positive for COVID-19\*, we will implement the following procedures:

- There will be NO discount or refund on tuition.
- We will contact Community Care Licensing and complete an unusual incident report.
- We will follow CDC guidelines.

## Hand washing

All children and staff will engage in hand hygiene at the following times:

- Arrival at the facility and after breaks
- Before and after preparing food or drinks
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage
- After blowing one's nose, coughing, or sneezing
- Before and after snack or lunch
- Regular hand-washing routines will be established throughout the day.

All staff and children will adhere to regular handwashing with soap and water for at least 20 seconds:

- Turn water on and wet hands, remove from water
- Add soap to hands and create friction to make bubbles
- Scrub for 20 seconds, sing Happy Birthday (twice) or ABC's
- Rinse hands under running water
- Dry hands with single-use paper towels

\*Covid-19 procedures are subject to change based on current Covid-19 protocols

## **PARENTAL COMMITMENT AND AGREEMENT**

God has given parents the responsibility of "training up a child in the way he should go" (Proverbs 22:6). By enrolling, you as parents have asked RSM Christian School to work in partnership with you in that responsibility. To do the best job possible requires teamwork and communication between the home and the school. By enrolling your child(ren) at RSMCS, you agree to the following:

1. You have read the RSMCS Early Childhood Education Parent Handbook and have studied the standards as stated. You will abide by the policies and procedures in the handbook and will give your support and cooperation in upholding, applying, and enforcing the standards.
2. RSMCS has full responsibility for placing your child(ren) in the class or classes that the school feels is in the best interest of your child(ren).
3. You support the discipline policies as stated and understand and agree with the zero tolerance policies.
4. You will pay the tuition and other fees on the dates due, and you understand that, should you neglect to do so, your child/children will be required to remain at home until all fees are paid in full.
5. You understand that progress reports, and any other records which require our service, will not be released until all fees are paid in full.
6. You will abide by the Resolution Agreement Policies stated in the handbook should any questions or disagreements arise.
7. You agree that if, at any time, the school administration feels it is in the best interest of RSMCS, your child will be removed from class and/or dismissed from the school.
8. You will sign the Parent Agreement Form prior to the beginning of each school year.

## **RESOLUTION OF DISAGREEMENTS**

RSMCS is a family that is based on the teachings and example of the Word of God, the Bible. When there is a question, concern, or disagreement between the student/parent/staff member, the policy of the school is to follow the principle of Matthew 18:15-19.

- A parent who has a question, concern or disagreement with a staff member should go to that staff member and present the concern to him/her.
- A meeting should be scheduled between the two parties and should take place within a two-week period.
- If the parties involved cannot come to a satisfactory resolution, the following steps should be taken:
  1. Bring the issue of concern to the teacher or staff member involved in the issue.
  2. Bring the issue of concern to the preschool Director.
  3. Have a meeting with all parties involved with the preschool Director.
  4. If, after these steps, the issue is unresolved, we will meet with the VP of the school.

**NOTE:** Concerns which are voiced anonymously (through letters, phone calls, etc.) cannot be dealt with by RSMCS staff or administration since anonymity does not allow for resolution between the parties.

God calls each of us to listen to one another's concerns and to be willing to offer God's forgiving love to one another. Your concerns and issues should never be shared with other parents, teachers, or staff members who are not directly involved in the situation.

"Let the peace of Christ rule in your hearts, since as members of one body you were called to peace." (Colossians 3:15)