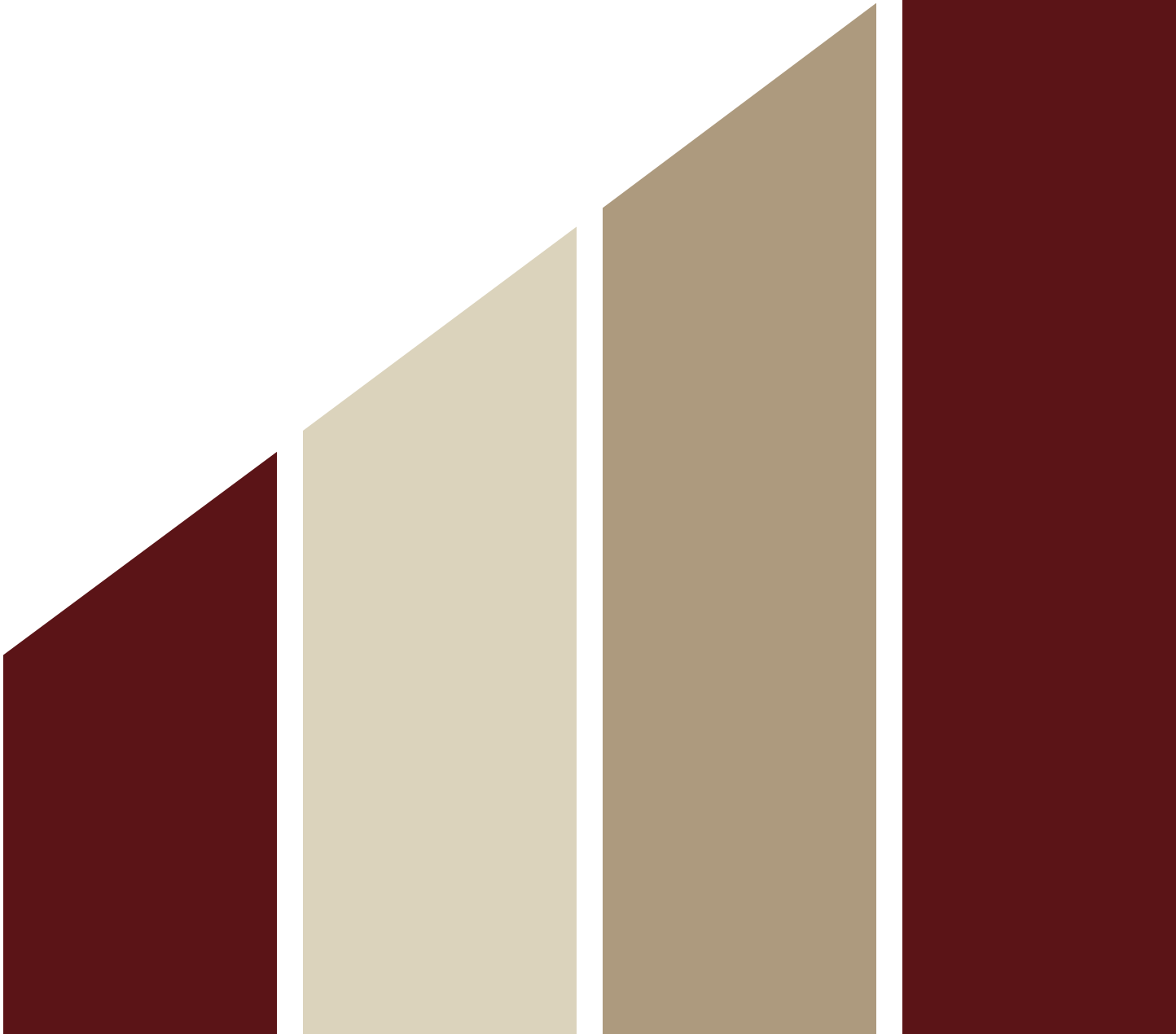


REAL LIFE
CHRISTIAN ACADEMY
— MOUNT DORA PRESCHOOL —

PRESCHOOL
PARENT
HANDBOOK



PARENT HANDBOOK

TABLE OF CONTENTS

03	Welcome Families
	General Information about our School
04	We Believe
05	Real Life Core Values
	Mission
06	Vision
	Philosophy of Education
07	Programs of Study
	Our Administration and Teachers
08	Communication and Sharing
10	Parent, Family, and Visitor Code of Conduct
11	School Safety and Security
12	Emergency Plans and Procedures
14	School Information, Hours, Attendance and Programs
16	Enrollment, Financial Policies and Withdrawal
19	Arrival, Dismissal and Child Safety
22	Getting Started at School
28	Toilet Training Policy (2 yr old Class)
30	Medication Policy
31	Children's Health and Wellness Policy
32	Wellness Policy
35	Discipline Policy
37	Behavior Probation
38	Visitor/Volunteer Policies

WELCOME FAMILIES

On behalf of Justin Miller-Lead Pastor of Real Life Christian Church, Dr. Dawn Engle, Head of Schools, Chuck Babbino- Campus Pastor at Mount Dora, and Dana Blackstock-Preschool Program Director, our teachers and staff

We welcome you to Real Life Christian Academy Preschool, the Mount Dora Campus. We are excited to have you as part of our school family!

As a school family, we must team together to create a positive and quality educational environment. We take the responsibility of early education earnestly, and the policies in this handbook provide the functional framework for our preschool. We hope you find us to be a safe, quality, and positive educational environment for you and your family.

REAL LIFE CHRISTIAN CHURCH

The Academy-Preschool is a ministry of Real Life Christian Church, one of the fastest-growing churches in America. Real Life is a church for real people.

If you are new to Mount Dora or if you are looking for a church home, please visit our website: real.life

The Real Life Christian Academy Preschool in Mount Dora is a ministry of Real Life Christian Church. The church and preschool shall have a racially non-discriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

GENERAL INFORMATION ABOUT OUR SCHOOL

SCHOOL HISTORY

In 2006, the Christian school at our main campus in Clermont became Real Life Christian Academy. The academy has been providing students in preschool through twelfth grade with an outstanding education in a wholesome environment that encourages and empowers students to discover their God-given potential, passionately pursue their dreams, and positively change the world.

We are very excited that in the 2017-2018 school year, we extended our preschool program to our Mount Dora campus. Real Life Church is one church with multiple locations, and now we are one school with multiple locations.

OUR BELIEFS

At Real Life Christian Academy Preschool, our focus is on teaching the Bible to our students, not forcing theology on them. At the same time, it is important for parents to understand that we are a Christian school and a ministry of Real Life Christian Church – those distinctions guide all that we do. Our teachers and administrators are evangelical Christians, and each has signed our statement of faith. Each student in the preschool will be taught the Bible, and its teachings are integrated into the curriculum.

We acknowledge the Bible as our authority; the following statements should help you understand the non-negotiable biblical ideas that fundamentally define who we are.

WE BELIEVE

- There is one sovereign God eternally existing in three persons—Father, Son, and Holy Spirit. He is the creator of all things. (*1 Chronicles 29:1-12, Psalm 135:6, Acts 2:32-33, Mark 12:29-30*)
- Jesus Christ, God’s only Son, was born of a virgin, lived a perfect life, died as a substitute for us, and rose from the grave. (*Colossians 2:9, Luke 1:30-35, 1 Corinthians 15:3-8, 2 Corinthians 5:21*)
- The Holy Spirit convicts the world in regard to sin, righteousness, and judgment. He indwells every believer and equips them for personal growth and service to Jesus Christ. (*John 16:8, Acts 2:38, Ephesians 1:13-14*)
- The Bible is the inspired Word of God and the final authority for all matters of faith and practice. (*2 Timothy 3:16-17*)
- Man, created by God in His image, willfully sinned and, as a result, is lost and without hope apart from Jesus Christ. (*Genesis 1:27, Romans 3:23, 6:23, Acts 4:12*)
- Salvation—the forgiveness of sins—is available only by the grace of God through the blood of Jesus Christ. This free gift of salvation is offered to all who receive Christ as Lord and Savior through faith. (*John 3:16, Ephesians 2:8-9, Colossians 2:6, Acts 2:38*)
- Those accepting Christ should repent of sin, confess their faith, and be baptized into Him. (*Romans 10:9, Acts 2:38, Mark 16:16, Acts 8:36-38, Galatians 3:26-27*)
- Death seals the eternal destiny of each person. When Christ returns, He will pronounce the eternal fate of each individual—the saved to eternal life in heaven, the unsaved to eternal separation from God in hell. (*Acts 1:10-11, John 5:28-29, Daniel 12:2, 2 Corinthians 4:14*)

REAL LIFE CORE VALUES

At Real Life, we strive to be:

- **People-Centered** | We put others first. How we represent Christ's love to each other and our surrounding communities matters more than any personal preference, program, or institution. We reach beyond the four walls of our church and never give up on those who are far from Jesus.
- **Life-Giving** | We breathe life and encourage hope with intentional joy and positivity. We are inviting, extend grace, believe the best of each other, and make it our goal to lighten burdens and leave people in a better place than we find them.
- **Open-Handed** | We grow by living open-handed and open-hearted with the gifts we've been given. From a place of overflow, we show up generously with our time, talents, resources, words, and money.
- **Faith-Filled** | We believe God does big things in and through us and trust His leading in our lives. Uncomfortable with empty religion, we spur each other on, overcome obstacles, and find real faith in our everyday life, struggles, and opportunities.

ACCREDITATION AND AFFILIATION

Real Life Christian Academy Preschool is accredited by Christian Schools of Florida.

OUR PURPOSE AND PHILOSOPHY

"Train up a child in the way they should go, and when they are old, they will not depart from it."

- Proverbs 22:6

MISSION

Real Life Christian Academy Preschool is a ministry of Real Life Christian Church and an integral part of its community. As a program providing preschool to children from two through four years old, the VPK program, and Summer Camp, we will grow to offer services to meet the needs of our community for early education. Children at RLCA Preschool will begin with a feeling of safety, security, and love along with meaningful experiences to interact and learn. They will learn that God is crazy about them and their families. We aim to equip children and their families with a strong foundation so they may discover their interests, talents, and find real faith.

VISION

As a vital ministry of Real Life Christian Church, Real Life Christian Academy Preschool exists to change the lives of children and their parents.

PHILOSOPHY OF EDUCATION

Our philosophy of education is built upon four cornerstone values:

1. **High-Quality Academics:** We believe every child should have the opportunity to succeed in life by excelling scholastically. Providing an effective early educational experience is imperative.
2. **Genuine Compassion:** We believe every child matters. Love and respect must govern the actions and attitudes of each person at our school.
3. **Structured & Responsive Environment:** We believe that children learn best in a structured environment that provides routines, clear expectations, and a safe place while also allowing for flexibility and teachable moments. All students are unique learners, and our teachers and staff will work to help each student meet with success.
4. **Christian Perspective:** We believe that all “truth” must be measured against the truth of the Bible, which is the most important guide for life.

These principles determine our total approach to education, the people we hire, and our classroom environment.

Our philosophy of Christian education also includes the following commitments that flow from our values and mission:

1. The home, church and school all play a vital role in meeting the total needs of a child.
2. The education of children is the primary responsibility of parents. Our intent is to partner with parents, not replace them.
3. The Bible is God’s Word, the supreme authority for every area of our lives including the education of children.
4. Academic knowledge must come from a Christian viewpoint – the Word of God applied to all subjects. True wisdom comes from the knowledge of God.
5. Education is future-oriented with an eternal perspective – it is about changing lives. We encourage each child to grow morally and spiritually, in turn saving and disciplining future generations.

6. America is a great nation and we teach about the heritage of this country – the stories of its heroes and the love of its flag

This philosophy of education and commitments determine our total approach to education, the people we hire, and our classroom learning environment. Our school values what the scripture says is true of us in Christ and what it means to participate in living out the gospel. As such, our philosophy of family is threefold: the body of Christ, faculty and staff, and a relational approach with students and families.

THE ELDERS OF THE CHURCH APPROVE ALL SCHOOL POLICIES, AND THEY ARE THE FINAL AUTHORITY.

PROGRAMS OF STUDY

At Real Life Christian Academy Preschool, we provide a curriculum that is developmentally appropriate, allowing children to learn through exploration as well as carefully planned learning activities. Our instruction teaches students a Christian worldview while meeting all instructional requirements for our early childhood education programs. Our program fosters student growth in:

- Physical development
- Approaches to learning
- Social and emotional development
- Language and communication
- Cognitive development

OUR ADMINISTRATION AND TEACHERS

At RLCA Preschool, we have dedicated teachers and staff who are highly qualified, hardworking, and caring. Good communication is foundational and the cornerstone for a solid relationship. We are here for you with fidelity.

We are grateful for the opportunity to know you and your children. We love what we do and thank Jesus for the opportunity to teach, love, and connect every day!

COMMUNICATION AND SHARING

PHONE AND EMAIL

- Preschool phone number: 352-383-3277
- Director- Dana Blackstock- dana.blackstock@real.life
- Teachers' email format: firstname.lastname@real.life
- Preschool Administrative/Finance Assistant- Diane Guy- diane.guy@real.life

PROCARE

- Procare is the system we use for data management and documentation, parent check-in & check-out, monthly school wide newsletters, time-sensitive updates and reminders, and for communication between the parent(s) and the teacher(s).
- Procare is not a prudent method for connecting with administration.

CONNECTING WITH ADMINISTRATION

Your administrators are Dana Blackstock and Diane Guy.

- You may connect with us in person, via a phone call or an email.
- If we are not available when you call, leave a voicemail to include (name, #, & the purpose of your call)
- Remember we are a school, we prioritize the health and safety of everyone on campus. We strive to answer promptly and/or return messages in a timely manner.

CONNECTING WITH YOUR CHILD'S TEACHER

Communication may take place in person, via email or using our Procure App.

All digital communication between the parent and teacher must go through our approved platforms (Procure and/or Teacher's email), and is subject to review by the administrative team at Mt. Dora and/or Clermont. Parents/families may not use a teacher's personal information on any platform to communicate about RLCA matters.

- The Procure App is specific to each classroom for direct contact and information sharing regarding that classroom.
- Please, message your teacher within school hours (specifically their working hours for a prompt response). Information sharing may include, but is not limited to classroom activities, notice of an incident/accident, reminders, and anything deemed helpful to your child's learning journey.
- Non-emergency responses will be during non-instructional time, during school hours
- To avoid lengthy conversations during routine drop-off and pick ups, please, schedule a meeting.

PHOTO AND VIDEO

Parents/guardians give Real Life Christian Academy Preschool permission to take and use their child's photograph and/or video image while he/she is in the care of RLCA Preschool personnel.

Photos and videos may be used for:

- Classroom assessments and documentation
- Sharing with families
- Visual schedules and class projects
- Learning activities and special events
- Social media posts on RLCA's Facebook page

Parents may not take or post pictures or videos of enrolled students during school hours or events. Parent volunteers may assist in photography; however RL posts all pictures and videos. *Children's names/identities are not shared in any of our posts.*

PARENT, FAMILY, AND VISITOR CODE OF CONDUCT

Parents and families are an integral part of Real Life Christian Academy Preschool. This partnership depends as much on parent cooperation and support as it does faculty excellence. In order to communicate expectations to each preschool parent and their families, we adopt the following Parent Code of Conduct.

Each parent enrolling their child in RLCA Preschool agrees to the following commitments; and agrees to share them with family members and visitors:

1. I will treat my child's teachers and administrators with respect as dedicated professionals, called by God to this school and ministry. I will work hard to demonstrate support, cooperation, appropriate conduct and appreciation for them in written and oral communication.
2. I will make sure my child arrives on time each day, prepared to learn with the required items for school.
3. I will provide and keep RLCA Preschool up to date with my current email, address and phone numbers. I will promptly respond to all communication from preschool personnel.
4. I will promptly share any and all pertinent information regarding my child's health and safety.
5. I will maintain perspective and retain control of my emotions even when I may feel anger or disagree with a teacher or an administrator. I will never take a threatening tone of voice or posture with school staff/administration or do anything that feels intimidating to a preschool student, parent, staff/administration.
6. I will correspond with my child's teacher if I have a concern, and follow-up with the preschool administrator(s) to ensure my concern is acknowledged and addressed.
7. I will not approach or engage other preschool parents, families, or students about daily classroom routines, incidents/accidents or concerns involving the children's behavior or actions.
8. I will keep all students safe by following the campus safety and security protocols while on the campus. Honoring the background check policy, signing in/out each day, keeping locked doors shut, and complying with all school property safety and driving regulations. I will keep all minor children within my sight and reach at all times.

9. I will dress modestly and respectfully as appropriate for a Christian school environment, refraining from inappropriate attire that exposes body parts or depicts vulgar, crude or scary images. Shoes are required.
10. I agree to comply with, only designated service animals are permitted on campus during school hours.
11. I will read and review this parent handbook for all policy and procedures to ensure my awareness and cooperation with RLCA

SMOKE-FREE ENVIRONMENT

RLCA Preschool is a non-smoking facility. Smoking is prohibited on our campus and outdoor areas.

SCHOOL SAFETY AND SECURITY

CAMPUS SECURITY

- School safety is the responsibility of all Real Life personnel and families.
- Please, DO NOT open the door, unlock a door, or hold the door open for anyone you do not know.
- Please, DO NOT give anyone access to our building.
- Please, ask all visitors to ring the doorbell and wait for assistance outside
- Please, DO NOT assume anyone is Real Life personnel. All Real Life personnel have the appropriate access to the building.

PARKING LOT SAFETY

- Please, hold your child's hand/keep them within arm's reach, walking in the parking lot
- Practice safety when entering and exiting the car
- Drive slowly and be aware on campus

ENTRY TO THE SCHOOL

- Parents are provided access to the building with a door key card.
- Each parent receives and is responsible for the two cards issued at enrollment.

Please, be prepared by having your door key card.

Report lost, stolen or damaged cards immediately.

- Access is only for days and times the preschool is open.
- Children of any age are not permitted to use or play with the door or door key card.
- We teach that only an adult opens and closes doors at school, please practice this safety measure with your child.
- All parents and families are to enter and exit only through the front (main) doors.
- Replacement cards are \$25 per card; this fee applies to cards not returned upon withdrawal or to replace lost, stolen or damaged cards.

CHILD SAFETY

- If you have a person on your Emergency Contact List who is picking up your child, but does not or will not normally pick up, that person will use the doorbell and must show ID prior to entering and/or picking up your child.
- Lockdown - If we are conducting a practice drill or having a lockdown, no one will be permitted to enter the building.
- While on the Real Life campus (outside or inside the building) all minor children must be within sight and arms reach of their parent/authorized adult at all times. Children may not be left alone at any time, for any reason during school hours, regardless of enrollment. This includes car safety.
- Failure to cooperate with our campus school safety and security may result in suspension or dismissal from our program.

EMERGENCY PLANS AND PROCEDURES

In all emergency situations, the safety and security of all children and personnel is the first priority. Emergency dispatch is our first call and once cleared, parents will be notified. **Children will practice monthly and be familiar with all drills, routes and routines for emergency preparedness.** Parents, families and visitors are not permitted in our building during practice drills. If already in the building, for certain drills, you must wait in the lobby.

FIRE: Teachers and staff members will escort children out of the building through the safest and quickest exit and meet in the designated safe area. Teachers will take attendance and all children will be accounted for.

LOCKDOWN/EMERGENCY DRILLS: In the case of a threatening stranger or event located on or in close proximity to our campus, a lockdown will commence. All children, teachers, and staff will be brought inside our facility and follow lockdown procedures. Teachers will take attendance and all children will be accounted for. No one will be permitted to enter or exit the building during a Lockdown.

WEATHER CONCERNS

We will monitor weather that could possibly impact our area in order to be proactive. In the event of lightning and thunder, all children will be brought inside. Teachers will take attendance and all children will be accounted for.

TORNADO AND HURRICANE

If a tornado or hurricane happens during school hours, all children, teachers, and staff will shelter in place in the preschool hallway which is located along the inner walls of our building. They will be instructed to sit on the floor near the interior wall, with their heads tucked into their knees.

- Calming songs and soothing conversations will be used to keep children as calm as possible.
- Teachers and staff will be strategically positioned to ensure all students are supervised and kept safe.
- Teachers will take attendance and all children will be accounted for.

In most instances, our school will follow the Lake County Public School system with regard to closures due to inclement weather conditions, and/or statewide directives. If we experience an emergency closing, we will notify you and reopen as soon as it is safe to do so.

There are no tuition credits for emergency closings

SCHOOL INFORMATION, HOURS, ATTENDANCE AND PROGRAMS

OUR SCHOOL IS OPEN MONDAY- FRIDAY FROM 7:30 AM TO 5:30 PM.

ARRIVING: Children may arrive and check in by their program.

DISMISSAL: Children must be with their parents and checked-out by the end of their designated program time. (Walking into the building at the end of their program time is considered late.)

Children may not be checked- out/picked up during nap time. Nap time is 12-2:30 pm daily.

SCHOOL CALENDAR/CLOSURES

Please reference the master calendar for the school year regarding annual closure dates and holidays.

ATTENDANCE

Regular, timely student attendance is an essential component to a successful preschool experience. We work to provide unique and meaningful experiences for our students each day. Excessive absences and tardiness can negatively impact a student's education.

Our school day starts promptly at 9am. Children must be in class ready to start their day at this time.

- *The latest drop off time each morning is 9:00am. No entry permitted after 9am*
- A pattern of late arrival, arriving after 9am will be addressed.
- Exceptions are made for medical check-ups, only with a doctor's note provided the same day. **Children must be checked in by 10:30am. If the child has undergone a procedure, is in pain or otherwise in discomfort, please keep them home.**
- *Parents are required to notify school administration when their child will be absent due to illness, a contagious disease, or a medical procedure. Once a doctor's note is reviewed, a return date may be established.*
- In all other instances, parents communicate through the Procure App to their child's teacher to report absence/reason for absence.

WE OFFER 3 PROGRAMS:

THE PRESCHOOL PROGRAM - (ages 2 yrs. through 4 yrs.)- All year program

Re-enrollment is established every February/March as we plan for the summer and the new school year. We provide a complete preschool program for children two to four years old. In this course of study, our goal is to adopt a whole-child approach to meeting each child's needs. We facilitate our early learning environments in small and large groups, learning through play, participation and meaningful interactions.

- **Potty Training**

Children may enroll in the 2 year old classroom still in diapers. The toilet training journey starts, and is completed in this classroom.

- **Potty Independent**

Children in every other classroom must be potty independent in order to enroll and continue enrollment. See the Toilet Training section for the definition of potty independent.

THE VPK (VOLUNTARY PRE-KINDERGARTEN) PROGRAM- August-May program

(Eligible children who are 4yrs. old by September 1 st, who will enter kindergarten the next school year)

VPK enrollment begins annually in January/February for August enrollment.

We are an approved VPK provider. In addition to the whole child approach to meeting each child's needs, children participating in VPK are given the opportunity to develop and enhance oral language, print knowledge, math skills, and phonological awareness.

We have two options for VPK:

1. VPK-wrap – a full day program (see program tuition and fees for hours of care)
 - Parents of VPK Children may opt to participate in the 5-day wrap program which provides a full-day program. Subject to availability; fees and tuition apply.
2. VPK-only- 9am-12pm (children leave for the day at noon).

Please, reference the VPK attendance and participation policy as this differs from the preschool program.

- Children in the VPK class must be present for all 3-hours of the VPK day
- Absence must be documented on the "excuse for absence" form. Please provide supporting documentation as it applies.
- Attendance verification is required, and obtained from each parent via the VPK signature pages each month.

VPK ENROLLMENT REQUIREMENTS

A. All children must have a signed and dated certificate of eligibility/VPK voucher in order to participate in the (VPK) Voluntary Pre-Kindergarten Program.

Register and complete requirements with the Early Learning Coalition of Lake County.

B. Compliance with VPK attendance and participation policy is required to maintain eligibility in this program.

VPK Graduation is in May and details are shared in the spring.

THE SUMMER CAMP PROGRAM- June and July annually

The Summer Camp program is for post VPK through lower elementary grades. There is limited enrollment and the program is subject to availability each year.

- Full time and part time options are available
- Weekly themes, and specially planned days keep children excited and engaged through interactive fun
- If offered, details are shared each spring

ENROLLMENT, FINANCIAL POLICIES, AND WITHDRAWAL

Admission to Real Life Christian Academy Preschool in Mount Dora has a racially non-discriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin.

ENROLLING STUDENTS

To enroll a student, parents must first complete a pre-enrollment meeting with the Director.

Once the meeting is complete, parents may submit the completed enrollment packet for review and approval. This includes:

1. The non-refundable annual fees.
2. The completed enrollment packet.
3. Supporting documentation. This may include but is not limited to, a clear copy of your child's birth certificate, current health records on Florida forms,

clear, color copies of parent and authorized adults valid identification, court documentation, developmental diagnosis, and any health forms for medical conditions

4. We accept religious exemptions documented on the appropriate Florida form.
5. All student records must be current to participate in school.

REGISTRATION FEE

A non-refundable registration fee is due annually for all enrolled children.

MAINTAINING ENROLLMENT, CLOSED CLASSES, & WAITING LISTS

- Please note that all fees and tuition payments must be paid and current to maintain enrollment
- When all seats are full the class is considered “closed”, and a wait-list may be available
- To join the waitlist, complete the step listed above, “Enrolling Students”.

FINANCIAL POLICIES

At Real Life Christian Academy Preschool, we strive to provide our students with an excellent education. Without prompt and faithful payment of student accounts, we would be unable to provide this education for your children.

We strictly enforce our financial policies.

The full tuition amount is due every week according to the signed financial agreement, when children are absent for any reason, during designated school closures according to our annual calendar, and upon school closure due to severe weather.

Tuition is not billed during the the following times:

- 1 week in December for Christmas Break
- 1 week annual closing in July/August

BILLING AND PAYMENT PROCESSING

Tuition is billed only through Procure-Tuition Express via electronic automated payment through credit card or bank draft each Monday by school administration.

- By signing the parent handbook acknowledgement form, you agree to the financial policies discussed within and the responsibility outlined on the Financial Agreement.
- All fees and tuition must be paid according to this payment schedule.
- Failing to meet these payment requirements may result in the enrolled child not being able to attend class.
- If a child is withdrawn for failing to meet payment deadlines, the family is responsible to pay all delinquent charges and then re-enroll. This re-enrollment would include repaying the registration fee and is contingent on class availability

LATE PAYMENT OR NON-SUFFICIENT FUNDS POLICY

A late charge of \$35.00 will accrue for late or returned payments.

LATE PICK-UP & FEES

If your child is picked up later than his/her scheduled program time, a late fee of \$15 will apply.

- An additional fee of \$1 per minute will be added for each minute thereafter.
- Habitual late pick-up may result in the termination of your child's enrollment.
- Late fee payment is due within 24 hours of occurrence, cash payment only.

Our goal is to have all students picked up on time in respect to the personal family life of our teachers/staff members as well as our official program operating hours. **Your child must be with you by the end of their program time.**

DROP-IN PROGRAM/FEES

Subject to availability and must be requested 2 weeks in advance.

Approval or denial will be shared via email and payment is due 1 week prior to care.

Please, see the tuition and fees schedule.

WITHDRAWAL

Please be advised, we require a 3 week notice for all withdrawals. Request, complete, sign, and date the withdrawal form.

Submit the completed form to the preschool Director/Administrator.

- Please note, you are financially responsible for tuition during the 3 week notice regardless of your child's attendance.
- Building access key cards must be returned at withdrawal. A \$25 fee is charged for each card not returned.
- Re-enrollment and a new registration fee apply once withdrawal is confirmed and processed.

ARRIVAL, DISMISSAL AND CHILD SAFETY

At RLCA Preschool, parents/guardians park and walk children into the school for proper check in and check out procedures. Children must be checked in and checked out of our facility each day with arrival and dismissal times recorded accurately.

- **Siblings (younger or older)** are not permitted to enter the classroom, and should not enter play areas (outside or inside)
- **Food-** Walking around with food is not permitted in our front entry, foyer and/or hallways.
- **Cell phone** use is not permitted while in the process of picking up or dropping. Please, complete your call in the lobby prior to proceeding to your child's classroom.

MORNING DROP-OFF ROUTINE

Only Teachers and Staff are permitted to enter the classrooms. Parents/family members remain outside of the classroom.

Use Procare station to check your child in; Only adults facilitate this process.

CHILDREN IN THE 2YR. OLD CLASS AND THE 3 YR. OLD CLASS

1. After check-in on the Procure system, proceed to the classroom area.
2. Help your child to put away their belongings securely in their cubby.
3. Say goodbye (hugs, kisses and lots of love).
4. After your special goodbye routine, knock, step back and wait. Your child's teacher will open the door to allow your child in.

CHILDREN IN THE 4 YR. OLD CLASS AND BOTH VPK CLASSES

1. After check-in on the Procure system, proceed to the bathroom.
2. Children will not be accepted into the classroom until they have the opportunity with you to “use or try to use the bathroom by actually entering and sitting/standing” and then to “wash their hands thoroughly for 20 seconds”.
3. Next, walk your child to their classroom.
4. Guide your child as needed in putting their belongings away securely if their cubby is in the hallway, or they will enter their classroom with their items.
5. Say goodbye (hugs, kisses and lots of love).
6. After your special goodbye routine, knock, step back and wait. Your child’s teacher will open the door to allow your child in.

PICKUP ROUTINES

Only Teachers and Staff will be permitted to enter the classrooms. Parents/family members remain outside of the classroom.

1. Parent/authorized adult enters the building
2. Parent/authorized adult will check their child-out via the check in/out station.
3. Parent/authorized adult will walk to the classroom, knock on the door, step back, and wait for the teacher to prepare your child for dismissal. This may take a few minutes.
4. Once ready, the teacher will open the door and release your child to you.

Our drop-off and pick-up times are not for lengthy conversations with your child’s teacher. These times are reserved for class preparation, care of the students, and to facilitate the best practice for the health and safety of all children within our care. Please, schedule a brief meeting with your child’s teacher as needed, email or send a Procure message.

AUTHORIZED RELEASE

Calling, emailing or sending a Procure message the same day to authorize a pick is not permitted. Parents are asked to inform their child's teacher in advance when a non-routine authorized adult from the child's emergency form is scheduled to pick up their child.

EMERGENCY FORMS

Having a good support system is very important. Please, plan for the unknown.

- Please, make sure to update your contact information in a timely manner- **no less than 72 hours in advance** and/or if there is a change to an authorized pickup/emergency contact.
- **Children will only be released to an adult 18yrs. or older with valid identification that matches the legal name (first and last name) you placed on the Emergency Form.**
- A valid identification for each person listed on the Emergency Form is required in order to complete enrollment or to complete updates/changes to this form.

LEGAL DOCUMENTATION

- Family dynamics are unique to each household. The appropriate legal /court documentation with court seal is required as applicable (if the other parent is not listed on the RLCA application but listed on the child's birth certificate).
- We will not keep a child from their legal parent or guardian. All parents/guardians have access to their child unless legally restricted.
- All legal paperwork must be submitted and approved with enrollment or within 48 hours upon receiving new legal documentation.

GETTING STARTED AT SCHOOL

MAKING CONNECTIONS

Our Open House and Meet-the-Teacher meetings are hosted annually before the start of the new school year. **Parent attendance is required.** You will gain important information about our program and/or program changes, meet with teachers and administration, have your questions answered, and ensure you are prepared for the first day and beyond.

- **Open House/Meet the Teacher**

This event provides a brief program overview, building tour, best practice, safety, expectations and the opportunity to make important connections for an effective home-to-school partnership.

Meet the teacher is an opportunity to connect and collaborate with your child's teacher in preparation for your child to start.

- **Virtual - Meet the Teacher**

Virtual-Meet the teacher is a requirement prior to your child's first day of school. This option continues throughout the school year for children enrolled after Open House in the current school year

PARENT AND TEACHER CONFERENCES AND ASSESSMENTS

Parent teacher conferences are conducted after each assessment.

Pre-K (twice per year) and VPK (three times per year).

Assessment documentation may include your child and/or their work through picture or video documentation.

- These meetings are designed to collaborate and partner with you as we share information regarding your child's ongoing progress.
- They are based on classroom observations, assessments, or when there is a concern from a parent and/or a teacher regarding a child's health, development, behavior and/or progress in the program.
- Parent-to-teacher conferences may be requested as needed by parents, teachers and/or administration.

LEARNING AT SCHOOL

- **The Creative Curriculum for Preschool**- “a comprehensive, research-based curriculum that promotes exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills”.
- **Orange by First Look**- “First Look combines child development and theology to create a comprehensive preschool ministry curriculum and strategy for every phase of a kid’s life to influence their faith from birth to graduation”.
- **Conscious Discipline** – “Conscious Discipline offers solutions for social-emotional learning, discipline and self-regulation”.
- **Chapel Time**- Chapel may be held weekly as a group, and daily in the classroom. As a group, this is a special time of worship for our young learners as we gather together in the auditorium to sing, dance, hear a bible story and praise Jesus!

MEALS, SNACKS AND WATER

We have prayer before each snack and meal.

PARENTS MUST PROVIDE A WELL-BALANCED HEALTHY LUNCH AND SNACK IN ORDER FOR CHILDREN TO PARTICIPATE IN SCHOOL.

- Please, place lunch in a secure insulated (regular size) lunch box that fits in their cubby space. Lunch and snacks must be ready to eat and nutritious for your child; food must not be expired.
- We do not warm up food for lunch, a thermos is recommended for hot foods.
- Please, put an ice pack for food that needs to remain cold.
- Candy, soda, juice, teas, cakes, popcorn, chips and sugary foods are not permitted.
- Please, make sure your child has “water only” in their water cup; no other drinks at school.
- **Be sure to wash and air dry all parts of their water cup daily to prevent mold.**
- **Glassware is not permitted.**

BIRTHDAYS

Birthdays are special and we look forward to celebrating with your child. All arrangements/ planning should be made at least 3 weeks in advance and confirmed with your child's teacher. If you choose to provide a special treat to celebrate, please send in the prepackaged food; it must have a clear nutrition label identifying all ingredients. Sugary treats are not the only option, fresh fruit is also a healthy option. We only distribute birthday invitations if all children in the class are invited. Please adhere to the health requirement of your child's classroom.

SCHOOL SUPPLIES- READY FOR EACH DAY!

Children must have the required items listed below to participate in school each day

3-5 YR. OLD CLASSES (PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S FULL NAME)- NO BACKPACKS

- Insulated sippy/sports cup (fully covered mouth area); Water only in their cups
- Healthy, well balanced lunch and snacks ready-to-eat in (insulated lunch box with cold pack and/or thermos)
- All-in-one roll up (sheet/blanket/pillow combo)
- 2 Complete sets of change of clothing in large ziploc bag with 60ct wipes and washable shoes (shirt, pants, socks, underwear- weather appropriate). No grocery bags for storage.

2YR. OLD CLASS (PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S FULL NAME)- NO BACKPACKS

- Insulated sippy/sports cup (fully covered mouth area); Water only in their cups
- Healthy, well balanced lunch and snacks ready-to-eat in (insulated lunch box with cold pack and/or thermos)
- Crib sheet and a plush blanket (weighty toddler bed sized blanket)
- Diapers/pull-ups, wipes
- 3 complete sets of change of clothing in a large ziploc bag with washable shoes (shirt, pants, socks, underwear- weather appropriate). No grocery bags for storage.

Naptime items must be taken home each week, laundered and returned their next program day

We do not share nap items or clothing. **Children may not stay at school without their naptime items and their extra clothing.**

DRESS CODE

Our curriculum includes various playtime opportunities and floor activities, children must be dressed in comfortable, modest play clothes.

We are a sneaker only school.

- All Children must wear securely fitting, slip resistant sneakers that cover and protect their whole foot in order to stay at school.
(Please, be mindful not to send your child with laces that are too long, hard to tie or do not stay tied). Sneakers must have a method to adjust and/or secure the fit as/if needed.
- It is also important that children are dressed in clothing that they can manage themselves.
- All children 3yrs. old and up must be able to use the toilet without requiring staff assistance, and be able to dress themselves. Our staff direct children with the objective of helping the child become independent at the task; however, parents must teach children and allow them to practice these self-help skills at home. Refrain from sending them in all-in-one clothing- jumpers, rompers, etc.
- The children will spend time outdoors and should have clothing that is suitable for the weather.
- Our program does require outside time for each child daily, weather permitting.
- We do not go out in the rain. We do go outside when the weather is cold. Children without the appropriate clothing/jacket will not be permitted to stay at school.

We want to keep every child safe while they attend our program. Therefore, we request families observe the following rules about clothing and attire. Please, do not send your children with the following:

- Boots (rain boots or any other boots)
- Hoods with strings
- Beaded clothing or small hair accessories

We are a Christian Preschool, please keep this in mind when dressing your child.

- Shirts must cover shoulders, back, and midriff...no skin should be exposed between the shirt and shorts, pants, or skirt.
- Shorts or skirts should be at least fingertip length.
- Clothing depicting violent/scary subject matter is not allowed.
- Clothing may not advertise or support products or activities that are contrary to our school's objectives or philosophies. We reserve the right to make decisions on the appropriateness of clothing worn and to request a change.
- When wearing skirts/dresses, the child must also wear snug fitting shorts underneath. The shorts must reach their thigh. Jean shorts or bloomers are not permitted.

INAPPROPRIATE DRESS

- If a child is dressed inappropriately upon arrival, the person bringing the child to school will be asked to change the child into the change of clothing provided by the family.
- If a change is not available, **the child will be sent home to change into appropriate attire and/or shoes prior to entering the classroom**

SPECIAL DAYS AND ACTIVITIES

Throughout the school year and in the summer, we have special activities including water days.

- Securely fitting water shoes with closed toe/close back are required for all water day activities (flip flops, sandals, clog type water shoes/crocs are not permitted).
- All students must be modestly dressed in their swim/water clothing.

PRESCHOOL

Well-fitting one-piece bathing suits for girls and well-fitting swim trunks for boys. Sunscreen must be applied by parent/guardian prior to arrival. Rash guard as appropriate for your child to protect their skin.

SUMMER CAMPERS

Shorts are required for all female summer campers wearing a swimsuit; one piece swimsuits only. Boys and girls may opt to wear a rash guard and swim pants/trunks.

ITEMS FROM HOME

We are not responsible for any lost or broken items.

Real Life Christian Academy Preschool does not allow the following items from home:

1. **Toys:** RLCA Preschool is fully equipped with toys and educational learning materials to be used in our various learning environments.
 - School appropriate toys from home are permitted on special “Show & Tell” days or if requested by a teacher as part of a learning experience. Toy weapons of any kind are not allowed.
 - We understand that sometimes, especially with our younger learners, that a special “lovie” or stuffed animal from home can help ease the transition from home to school; however, these are not permitted in our efforts to keep outside germs at bay.
2. **Jewelry:** We are not responsible; please, keep all jewelry at home.
3. **Money:** Not permitted in children’s possession at school.
4. **Medications:** Not permitted in children’s possession at school. This includes lip balm, cough drops, etc.
5. **Pacifiers/Bottles:** Not an appropriate comfort item for our children aged 2 to 5+. Please take time to wean your child prior to starting school.
6. **Wet Wipes:** Wipes are used in our 2’s classroom during diaper changes, and in all classrooms to facilitate self help skills for students as needed, or after a potty accident. Flushable wipes are not permitted. Parents are expected to teach toileting routines, and to support this important self help skill with toilet tissue. **We only use toilet paper in our toilets.**
7. **Headbands:** All headbands should be appropriate for the child, and not present a safety concern with sharp edges that may poke eyes or ears

TOILET TRAINING POLICY (2 YR. OLD CLASS)

The two-year old class is the only class for toilet/potty training at our school. Children may be enrolled in our two year old class still in diapers. During the school year we'll arrange a transition planning meeting to discuss the developmental milestone of toilet/potty training, evaluate their readiness, and form a plan of action together.

This is a required meeting for all children enrolled in the 2yr. old classroom who are not potty independent.

Children in our 2's class must be potty independent and prepared to transition to the 3's class by their 3rd birthday to continue enrollment. Transition timeframes depend on the time of year.

POTTY INDEPENDENT MEANS:

- Children recognize the need to use the toilet, go to the bathroom independently, or ask to go to the bathroom without constant prompting or reminders. They use the bathroom consistently and without accidents.
- They are able to pull up/down their pants/underwear/clothing, sit/stand and use the toilet.
- They are able to wipe appropriately using toilet paper and flush.
- They are able to wash their hands appropriately and then resume activity

WORKING TOGETHER

We share a "My Commitments" document with parents as an active agreement for supporting children at home and at school cooperatively. **This is a joint effort and partnership; full cooperation is required for continued enrollment.**

As children transition from one stage to the next, we move forward together supporting their development; from diapers, to pull-ups, to underwear. **Once children transition into underwear, they may no longer arrive in diapers or pull-ups.** Parents will be asked to change their child and receive a reminder regarding this agreement in support of their child

MY COMMITMENTS INCLUDE:

1. I will actively participate and assist my child in developing self-help skills during toilet/potty training with the goal of potty independence.
2. I will support them in all environments and maintain consistency as they learn and master this skill (at home, at school, at a relative's home, public places, etc.)

3. I will work together with my child's teacher(s) ensuring the daily home-to-school connection supports consistency for my child in their toilet/potty training.
4. I will provide adequate extra clothing/underwear during this time; clothing that is easy to pull-up and pull-down to support their autonomy.

OUR PRACTICE IN ACTION

At RLCA we base our toilet learning practices on the following philosophy:

1. Learning to use the toilet is an important developmental self-help skill.
2. We consider toilet learning to be a process that will help children gradually master toileting as a self-help skill. We want toilet learning at our program to be a non-stressful experience that is appropriate to each child's individual development. This involves the child, their parents, and our teachers.
3. We believe that when children are in group care, parents and teachers must work as partners so children can be comfortable, confident, and successful while they learn toileting skills.

CLOTHING

Please, dress your child in clothing that supports this emerging self-help skill. Use pants/shorts that are easy-on and easy-off; pants/shorts with a comfortable elastic waistband are the best.

Children may not have:

- Pants that have buttons, snaps, require belt
- Long dresses and/or skirts
- All-in one clothing- rompers, jumpsuits, and/or a onesie

STEPS FOR SUCCESS:

We will take the following steps to support the best possible toilet learning experience for you and your child:

1. We will work with parents to develop a plan to ensure that toilet learning is consistent between home and our program.
2. We will consider beginning the toilet learning process when there are indications that a child is able, ready and cooperative.
3. We will never force a child to sit on the toilet, we don't bribe children to use the toilet.

4. We will not punish or shame children in any way for accidents.
 - We recognize that accidents are part of the learning process and may be attributed to many factors.
 - We will not allow children to remain in wet or soiled clothing following accidents.
 - We will assist them in changing into dry clothing; children participate in cleaning up after a potty accident. Handling accidents in this way demonstrates respect for the child, acceptance of accidents as inevitable, and the understanding that the young children do not learn by intimidation, fear, or shame.
 - We will need an adequate supply of clothes during the toilet learning process to keep the child dry all day according to our clothing guidelines.
5. We will not agree to practices that violate state regulations about toilet learning or that conflict with our philosophy and toilet learning practice.

MEDICATION POLICY

All medical concerns and/or medications must be addressed with the Director/Administrator.

- *Parents submit the completed medical consent forms and medication ONLY to the Director/Administrator; this must be received at least 48 hours in advance for review and approval, prior to expected use.*
- *If a life saving medication is required, children may be excluded from school until all medical consent forms, and the medicine is received, reviewed and approved*

No medications are allowed on campus prior to approval through the proper medical consent forms. A medication log will document all medication administered to children.

Whenever possible, it is best that medication be given at home. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.

The first dose of any medication should always be given at home and with sufficient time before the child returns to school in order to observe the child's response to the medication given. Parents must document the last time medication was given at home, if medication doses continue at school. (Required each day that the medicine is required).

Prescription medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A completed medical consent form is required. All information on the medical consent form must be completed before the medication may be received at school or administered to the child.

Medications given in the school will be administered by staff member designated by the Preschool Director/Administrator. The staff member will have knowledge of the child's health needs related to the medication. **For prescription medications, we follow the written instructions on the medical consent form that is completed by the health care provider and for non-prescriptions medications, we follow the manufacturer's label by age.**

Any prescription or over-the-counter medication brought to school must be specific to the child who is to receive the medication, in its original container, have a child resistant safety cap, and be labeled with the appropriate information.

All medications are stored, inaccessible to children and under proper temperature control as required. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or usable.

Parent/guardian will the Director/Administrator to contact the pharmacist or health care provider for more information about the medication the child is receiving, and also authorize the health care provider to speak with the Director/Administrator in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

Information regarding health, medication is shared with our staff to safeguard all children's health, safety and well-being.

CHILDREN'S HEALTH AND WELLNESS POLICY

PARENTS

Parent(s) should conduct a daily wellness check on their child each morning before bringing them to school to make sure they are healthy, ready to learn and play and symptom free. We know that from time to time children have various accidents, it's a part of growing up. Please, let us know when you arrive if your child has a bruise or mark that may raise a concern or if it causes them discomfort.

AT SCHOOL

As a proactive early childhood education provider, it is our responsibility to be aware, notice and ensure the health and safety of all the children in our care at all times (when they arrive, while they are at school and until they are released to their parents or authorized adult). We facilitate this through the daily health check.

At school, the teacher completes the daily health check for all children within the first 15-20 minutes of the child's arrival each day. The daily health check gives the teacher the opportunity to notice and be aware of the child as they arrive. It is a quick view of the overall appearance of the child with concern to their health and safety. If there is a concern shared by the child or noticed by the teacher and/or school nurse, the teacher and/or school nurse will reach out to the child's parent(s).

ACCIDENT AND INCIDENT REPORTS

Accident and/or Incident reports serve the purpose of informing parents of any concerns throughout the day. Although these reports are shared at pick up and require signature acknowledgment, teachers and/or administration will reach out to parents and share throughout the day depending on the nature of the accident/incident. In certain instances upon request by the parent, a picture may be sent to the parent to determine urgency or to monitor their child.

WELLNESS POLICY

At Real Life Christian Academy Preschool, we strive to maintain a healthy, clean, and safe environment at all times for all children, families, and our team of educators. We ensure that all children in our care are well, healthy and ready to learn and play while at school.

- We do not diagnose; we look at symptoms and observe the children within our care..
 - We reserve the right to determine if a child may participate in school.
 - Parents are responsible for notifying RLCA administration in writing if their child is absent due to illness, injury, or a medical condition or procedure.
-
- **Children must be well and symptom free to be at school. If a child is sent home, they must be symptom free for at least 24 hours before returning to school** regardless of illness, allergies or a chronic medical condition.

STAY HOME WHEN

Parents are required to inform us within 24 hours when their child is ill and/or has been diagnosed with a communicable disease/infection.

In accordance with our wellness policy, we ask that you, as a responsible parent, please keep your child at home if they exhibit any of the following symptoms due to illness, allergies or a chronic medical condition:

- Fever (over 99.5 degrees)
- Common cold – from onset through 10 days (this may include but not limited to symptoms associated with a cold such as a cough, runny or stuffy nose, fatigue, sneezing, watery eyes, headaches, aches and pains.
- Runny nose that is yellow, green or opaque in color or a clear runny nose that requires continued attention
- Cough, Croup, Congestion, Shortness of breath, Sore throat
- Vomiting or diarrhea within the last 24 hours
- Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox, whooping cough, etc.
- Flu
- Any unexplained rash, skin infection – molluscum, boils, ringworm, impetigo, etc.
- Pink eye or any other eye infection
- Lice, including the presence of eggs or nits (minimum of 48 hour exclusion from school)
- Lethargic, fatigued, or just not themselves
- Any communicable disease

Parents must pick up their child within 30 minutes of notification that their child must leave school. It is the responsibility of the parent/guardian to have alternate arrangements if they are unable to pick up their child immediately.

A fee may apply if your child is not picked up within the designated time.

ALLERGIES, HEALTH AND DEVELOPMENTAL CONCERNS

Please, share all allergies, health and/or developmental concerns with the Director/Administration via documentation on the back of the child's physical (health form) during enrollment. Additional information or follow-up may be required for enrollment or continued enrollment.

- *Giving your child allergy medicine as a preventative/controller will not exclude your child from school; however, please let your child's teacher know when your child has received medicine and what typical side effects may be expected, if any.*
- All allergy symptoms must be treated and under control in order for your child to participate at school.
- An approved medical consent form is required for all medication administration at school.

A DOCTOR'S NOTE

A doctor's note may be required in advance, prior to your child's return to school if your child is sent home with a suspected contagion, or has undergone a medical procedure. For the protection of all individuals at RLCA-Preschool, we reserve the right to refuse the acceptance of any child that shows signs of illness.

- If a doctor note is required, please submit it at least 48 hours prior to the expected return date. We will reach out to you regarding your child's return date.
- Please, keep your child home if he/she is not ready to return or is symptomatic, even if the doctor clears their return to school.

The doctor's note should address:

1. When they may return to school (once they are symptom free for 24 hours)
2. If they may resume normal activity and/or listing specific restrictions
3. Any required medicine while at school (authorized medical consent required)
4. Best practice for the child in the classroom environment
5. Suggestions or helpful tips

INJURY (HEALTH CONCERN OR MEDICAL CONDITION)

We want to ensure that children are well, ready to learn and play prior to returning to the classroom learning environment if they have a health concern, medical condition or after an injury.

Please, keep your child home if he/she is not ready to return even if the doctor clears their return to school.

DOCTOR'S NOTE-RETURN TO SCHOOL FROM AN INJURY

A doctor's note is required 48 hours in advance, clearing the child to return to school, normal activity and/or listing specific restrictions as it applies.

Once the doctor's note is reviewed, we will reach out to you regarding your child's return date.

The doctor's note should address:

1. Any restrictions and/or precautions
2. Any required medicine while at school (authorized medical consent required)
3. Best practice for the classroom environment
4. Suggestions or helpful tips
5. All medical requirements will be followed while your child is on campus and parents are responsible for providing what is needed to ensure their child's health and safety (ie..brace, wheelchair, etc.)

DOCTOR'S NOTE- CLEARANCE FROM AN INJURY

A doctor's note is required 48 hours in advance, clearing the child of restrictions as it applies.

DISCIPLINE POLICY

The Real Life Christian Academy Preschool classrooms are where our youngest students discover, learn and grow. Kind, supportive teachers nurture each child's development at this formative time of life. Children learn through intentional instruction and independent play that incorporates the Holy scriptures at their level to communicate the love of God through Jesus Christ.

We foster a safe environment where students feel secure and free to learn and explore to their full potential. Our discipline policies and procedures are put in place to ensure the safety and well-being of all our students. **Video for the purpose of educational/developmental/behavioral concerns and/or support are used on campus.**

Discipline is an important component of learning. Developmentally appropriate discipline is a way of establishing boundaries and clear expectations, achieving goals through teamwork, and helping our students work to their highest potential.

At Real Life Christian Academy Preschool, we will do all that is within our abilities to assist students in becoming good school citizens and examples of Christian character. All of our efforts are in partnership with parents, and the foundations you've established to support and cultivate good character and good choices at home.

- Children are not subjected to actions that are severe, humiliating, or frightening.
- Discipline is not associated with food, rest, or toileting.
- Spanking or any form of corporal punishment is not permitted at our school

In order for your child to meet with success each day, classroom rules are established, taught and supported. Although the rules may differ from classroom to classroom, they are based on love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. (Galatians 5:22-23)

- Student behavior is supported through noticing, encouragement, redirection, and modeling.
- Positive discipline techniques are used to help students learn to make appropriate decisions and choices.

We use Conscious Discipline for behavior awareness, support, guidance and instruction. Our Approaches include:

- Noticing and verbal redirection
- Modeling expected/appropriate behavior
- Alternate activity/appropriate choices
- Independent activity/appropriate choices

BITING

As early childhood education professionals, we understand that biting can be a normal part of early childhood development, the health and safety of all children and personnel is important at Real Life Christian Academy Preschool and this compels us to take biting very seriously. The following outlines our policy for biting:

1. The first time a child bites another child, parents of all involved will be notified, and an incident report is completed.
2. If the child has a repeat incident within the same day or the same week, the teachers, parents and administration will work together to create a plan based on the individual child's needs that discourages this aggressive behavior.

3. If the behavior continues, the aggressive behavior guidance is followed.

RLCA staff will maintain confidentiality when notifying parents that their child has been bitten or bit another child.

AGGRESSIVE BEHAVIOR

As previously stated, the safety of all children and personnel at RLCA Preschool is of high importance.

Aggressive behavior is defined as, but not limited to the following behaviors: hitting, kicking, spitting, swearing, knocking over chairs, etc. Depending on the nature of the aggressive behavior, outside behavior supports, interventions, and/or medical attention may be suggested for continued enrollment.

Depending on the severity of the incident, parents may be required to pick their child up from school.

In accordance with providing a safe learning environment, the following outlines our aggressive behavior policy:

1. The first time a child exhibits aggressive behavior, parents will be notified and a written incident report will be completed. Parents are expected to support their child with the appropriate disciplinary actions.
2. If the aggressive behavior is repeated on the same day or within the same week, parents will be notified and are required to pick up their child immediately. The child will be suspended, and a parent meeting is required for continued enrollment.

BEHAVIOR PROBATION

If a child demonstrates or continues to demonstrate the inability to function in the classroom for any reason, and the continued behavior is such that the child is disruptive to the classroom learning environment, not responsive to redirection, are injurious to self or others, the following may occur:

1. Parents will be notified via written communication, a phone call, and/or the requirement for an immediate parent, teacher, and administration meeting.
- Behavior or developmental support and intervention options may be shared and suggested at meetings.

- **Parents are expected to actively participate in establishing and maintaining an effective foundation at home with appropriate child discipline and supportive actions for school participation.**
- All forms of discipline and practice must align with our school policy and procedures, our curriculum, and maintain developmentally appropriate action steps.
- 2. As necessary, parents may be asked to pick up their child from school, and a timeframe for suspension may be shared in accordance with behavior.
- 3. The child may be dismissed from our preschool program after or within a nine week review.

If after all interventions have been exhausted and the harmful/disruptive behavior still persists, and if it is deemed in the best interest of the child, the school, and/or the other children, the child may be administratively withdrawn from RLCA. Written communication will be shared with parents.

There are no refunds or tuition credits if a child is suspended or withdrawn under our discipline policy.

VISITOR/VOLUNTEER POLICIES

VISITORS/VOLUNTEERS

We value and encourage the home-to-school connection here at Real Life Christian Academy-Preschool. All visitors and non-parent volunteers are subject to the Code of Conduct.

All visitors and non-parent volunteers are required to sign-in at the front desk.

Any volunteer with 10 or more hours per month on campus must meet the screening standards specified in the Florida Statutes 402.302(3).

- All volunteers are under the direct supervision of our staff.
- Volunteers are not permitted to be alone with any child or group of children at any time other than their child.
- Only enrolled children may be present during school hours/events.

All visitors and volunteers agree to promptly comply with the directives our our staff and teachers in prioritizing the health, safety and wellbeing of everyone on campus.

There are multiple volunteer opportunities throughout the school year:

- Schoolwide events
- Volunteering in and for your child's assigned classroom
- As needed with special events or projects- Thanksgiving lunch, Fall Festival, Christmas Program, Winter Wonderland, Fun Days, etc.

PARENT HANDBOOK

By signing this page, you are acknowledging that you have all read the parent handbook and understand the terms described and agree to be bound by its terms.

I have received and read the Real Life Christian Academy Preschool Handbook.

All updates to this handbook will be shared electronically and are applicable to all enrolled families. **My signature indicates my/our family's agreement to adhere to the policies, guidelines and acknowledgements within to ensure continued enrollment.**

_____ I agree to share and update in writing all information pertinent to my child within 48 hours.

_____ I am aware of the wellness policy, and I agree to abide by these guidelines.

_____ I am aware and agree to comply with Real Life School safety and security.

Child's Name (Full name)

Parent/Legal Guardian Name (Print)

Phone Number

Parent's Signature

Date

This is the only page that needs to be returned to the School Department.

PARENT HANDBOOK

By signing this page, you are acknowledging that you have all read the parent handbook and understand the terms described and agree to be bound by its terms.

I have received and read the Real Life Christian Academy Preschool Handbook.

All updates to this handbook will be shared electronically and are applicable to all enrolled families. **My signature indicates my/our family's agreement to adhere to the policies, guidelines and acknowledgements within to ensure continued enrollment.**

_____ I agree to share and update in writing all information pertinent to my child within 48 hours.

_____ I am aware of the wellness policy, and I agree to abide by these guidelines.

_____ I am aware and agree to comply with Real Life School safety and security.

Child's Name (Full name)

Parent/Legal Guardian Name (Print)

Phone Number

Parent's Signature

Date

This is the only page that needs to be returned to the School Department.