

Early Education Director:

Cathi Roth

croth@rcschool.org

970-612-0632

Early Education Assistant Director:

Julia Anderson

janderson@rcschool.org

970-612-0655

Office Manager/Preschool Registrar:

Becky Hood

bhood@rcschool.org

970-612-0608

Preschool Absence Reporting Line:

970-612-0608

Preschool Office hours:

8:00 a.m. - 4:00 p.m., Monday - Friday (September - May)

Summer hours: 9:00 a.m. - 12:00 p.m. (Mon-Thurs., closed Fridays)



Find RCS Preschool on Facebook!



Resurrection Christian School
Allen Howlett, Superintendent

www.rcschool.org

6508 E. Crossroads Blvd.

Loveland, CO 80538

970-612-0674



Parent Handbook



6508 E. Crossroads Blvd. • Loveland, CO 80538

970-612-0632

Discipline

We believe in helping each child learn to handle any problems which may occur in their day at preschool. We also believe real Christian love must always be demonstrated by our staff when bringing correction to a child. If a child is persistently disobedient to the class rules, a time-out of 2-5 minutes may be necessary in the classroom or in the preschool office. If there is a consistent discipline problem, the parent may be notified to schedule a conference to help in correcting the situation.

Communication

We believe it is vital to have open communication between the teachers and parents. Please feel free to quickly chat with your child's teacher on arrival if there is a need to do so. If a lengthy conversation is needed, please set up an appointment to meet with your child's teacher. Classroom information will be placed in your child's cubby or backpack. Please check the backpacks each day so you will be up-to-date on the latest events in your child's day. A parent/teacher conference will be scheduled by your child's teacher in the fall.

Our primary communication method is through email. It is the responsibility of the parents to inform the preschool of any updates of personal information (i.e., email changes, new phone number, or change of address). Please submit any changes/updates via email or in writing to the preschool office manager.

Our Purpose and Vision

We realize that choosing your child's path of education is not always a simple process. There are many factors that play a part in your decision (ie. cost, location, spiritual emphasis, etc). The teachers at RCS Preschool are committed to making this one of your best decisions!

Part of the vision for **RCS Preschool** is that every student will come away from our school with enriched knowledge and a love for learning, ready to face the challenges of Kindergarten and beyond. We want your children to know that school is a fun, happy, and safe place. Our greatest goal is that each child would know there is a God in Heaven who created the whole world, who loves them unconditionally, and has a plan and purpose for their life. We count it a great honor to serve the preschool families of Northern Colorado. Thank you!

Dress Code

Please provide appropriate clothing for all seasons. All preschool classes have a short recess time on a daily basis (even during the cold weather season), so a winter jacket or coat is necessary. If it's too cold outside, we'll play indoors. We like to paint and make big messes, so please don't dress your child in their Sunday best! Shoes are required at all times. As a safety precaution, we do not recommend allowing your child to wear flip-flop type sandals to preschool. For girls: shorts are required to be worn under dresses.

Personal Belongings

Your child will have a cubby and coat hook for their belongings. Teachers will encourage children to "keep their valuables safe" in their cubbies. We cannot be responsible for items lost or damaged. Please be sure your child always has a complete change of clothes in their backpack. Please do not bring toys to school unless it is your child's turn to be "Child of the Week".

Medications

Prescription medicine will only be administered if absolutely necessary. Children will be given medications which are accompanied with a signed permission slip by the parent/guardian. Medications must be in the original container.

Illness/Injury

Please call the preschool office (970-612-0608) to report any absences. Please do not bring your child to school if they have any of the following symptoms:

- a runny nose (green or yellow colored discharge)
- a persistent cough (that is not being treated by a physician)
- a fever of 100 degrees or greater
- vomiting or diarrhea in the past 24 hours
- any contagious illness

In case of illness or injury, a staff member will make every attempt to contact the parent/guardian indicated on the registration form. If your child is sick, he/she will be kept comfortable and will be isolated from the other children until someone arrives to pick them up.



TABLE OF CONTENTS

	<u>Page</u>
Welcome Letter from the Preschool Director	2
Our Mission and Statement of Faith	3
Financial Information, Withdrawal Policy	4
Class Options & Schedules	4-5
Lunch Bunch	5
Curriculum, Activities, Special Events	6
School Closures/Cancellations	6
Policies and Procedures	7-9
Purpose and Vision	9
Administrative Staff Contact Information, General Office Information and Hours are located on the back of this handbook	

Welcome to the RCS Preschool Family!

In March of 2000, the preschool began as a department of Resurrection Fellowship Church with just 4 teachers and 20 children. We are now under the covering of Resurrection Christian School (RCS), and the leadership of Pastor Allen Howlett, Superintendent. We now have over 20 staff members and over 300 children. We've been so blessed with this facility where your child can mature in Christ and daily experience His great love, while learning the A, B, C's and 1, 2, 3's.

The preschool staff is striving to provide a high quality, Christian preschool experience for your entire family. Our prayer is that your child will be nurtured and encouraged mentally, physically, and spiritually at our school.

Please take some time to read through this handbook. Feel free to print your own copy to keep at home where you can access it if you have questions regarding the preschool protocol and procedures.

Thank you for choosing RCS Preschool. We look forward to an awesome year getting to know your family!

Serving Him,



Cathi Roth

Early Education Director

970-612-0632



**"...and all the children shall be taught of the LORD
and great shall be their peace." Isaiah 54:13**

Drop Off/Pick Up Procedure

Please wait until 8:25 a.m. and 12:10 p.m. before dropping off your child for preschool. In preparation for the school day, our teachers will not be able to watch your child until class is in session.

If there is a problem picking up your child on time, please call and inform an RCS Preschool staff member. You will be charged \$5 per child for every 15 minutes, unless there are extenuating circumstances. Carpool pick up times are: 11:30 a.m. for the morning classes, 12:15 p.m. for Lunch Bunch children, and 3:15 p.m. for the afternoon classes. Carpool pick up is located on the North side of the building. In the event that carpool pick up needs to be moved—signs will be posted in the building noting the change.

Our carpool pick up zone is a NO CELL PHONE USE zone!

Your cooperation is appreciated.

Parental Involvement

RCS Preschool welcomes parental involvement. Please contact the director or teacher and indicate how you would like to serve. Whether it be from home (ie., cutting, preparing crafts, etc.) or spending one day per month helping in your child's classroom, your service is appreciated! Please make childcare arrangements for younger siblings of your preschooler on the days you wish to volunteer in the classroom. Thank you!

RCS policy requires a background check for our parent helpers who spend more than 30 minutes in the classroom volunteering. Parents are responsible for paying the screening fee. You may pay the screening fee and complete the background check form in the Preschool office.

Snacks

We have set aside 15 minutes for snack each school day. Parents are expected to provide a nutritious snack for their preschooler each school day. Exception: Preschool provides snack for the JAMS class (2 ½ year olds).

Birthday Treats

Please coordinate with your child's teacher in advance of your child's birthday to bring class acceptable birthday treats. Summer birthdays are typically celebrated in May (confirm this with your child's teacher).

Curriculum, Activities, and Special Events

At **RCS Preschool**, children learn God's Word while experiencing the world He made. We use a variety of curricula including Scripture Bites, Bob Jones, A BEKA, and thematic units based on seasons and holidays.

For preschool students ages 3 years and older, we offer a variety of special activities that include: Chapel, Art, Music-n-Motion, and Kid's Fitness (P.E. class).

All classes, except the JAMS class (2 1/2 year olds) will take part in the following programs throughout the school year:

- A fall/winter holiday musical program
- An Art Show/Spring Concert program
- One or two field trips to local places of interest (possible minimal cost involved)
- An outdoor Field Day or Park Day in May

All preschool classes will have an end of the year Graduation/Promotional ceremony in May.

Some photos of our preschool children taken during the school year may be posted on the RCS Website (Preschool Page), our RCS Preschool Facebook page, and/or the end of the year DVD (which can be purchased at the end of the school year).

Fundraisers

RCS Preschool holds two fundraisers a year; a Walk-a-Thon/Family Picnic in September and an Art Show/Spring Concert in April. Walk-a-Thon monetary donations help purchase more playground equipment for the preschool. Monetary donations raised at the Art Show go toward our Scholarship Fund for use in helping families with hardships that need tuition assistance.

School Closures/Cancellations

RCS Preschool is a multi-city school, therefore, weather closures may be more common than a neighborhood school. When Resurrection Christian School is closed for a snow day, severe weather, or an emergency, the preschool will be closed as well. You will be informed by email or a phone call if school is canceled. You may also check the **RCS Preschool** Facebook page or call 970-612-0632 for messages.

Mission Statement

RCS Preschool believes in providing a safe, loving Christian environment where children can grow through positive social and academic experiences. We believe our preschool is a learning avenue and an extension of the Christian home.

RCS Preschool believes each child is an individual whose strengths and growth rate need to be acknowledged and nurtured by our staff. We believe that children need spiritual direction. We provide opportunities for spiritual growth through chapel, Bible stories, scripture verses, and prayer.

RCS Preschool teaches the basic doctrines of Christianity: creation, salvation, our identity in Christ, and God's eternal love for mankind.

Statement of Faith

WE BELIEVE:

- The Bible is the only infallible, inspired and authoritative Word of God.
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father.
- In the Blessed Hope- the rapture of the Church at Christ's coming.
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation.
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- The baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.
- God has established marriage as a lifelong, exclusive relationship between one man and one woman, and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. We believe that God created the human race male and female and that all conduct with the intent to adopt gender other than one's birth gender is immoral and therefore sin.
- The RCS School Board in relationship with the elders at Resurrection Fellowship have all rights to state and rule on the organizational beliefs and practices of RCS and rule on any disputes.

Financial Information

RCS Preschool is financed primarily through tuition and fees. For ease of payment, the yearly tuition cost is broken down into 9 equal payments. Payments are accepted by check or cash only. A discount of approximately 3% is applied to the total tuition price, if paid in full prior to the upcoming school year by **JUNE 1st**. Early withdrawal from preschool nullifies the discount in reimbursement of a prepaid account. Registration fees must be paid at the time of enrollment, and are non-refundable.

Tuition payments are due on the 15th day of the month. A \$10 late fee will be assessed to your account if paid after the 10 day grace period. Please call the Preschool Office Manager if you are experiencing any unusual difficulty in making your tuition payment. Your account must be current in order to register for the following school year.

Withdrawals

Please notify the director 30 days in advance if your child is withdrawing from the preschool. A prorated refund will be given to families that have paid in full and in advance for their tuition. Refunds will be determined on a case-by-case basis by the preschool director.

Class Options & Schedules

Class times for all preschool sessions:

8:30 a.m.-11:30 a.m. (morning)

12:15 p.m.-3:15 p.m. (afternoon)

JAMS (2½ year olds):

Meets one (1) half-day per week, and is specifically designed for children who are at least 2½ years old at the beginning of the school year. Children do not need to be fully potty-trained to attend.

This class option is available as a morning or afternoon class on Mondays or Wednesdays. A Friday morning class (beginning in January) is available for children who are 2½ after the Winter break.

TENDER VINES (3 year olds):

Meets two (2) or three (3) half-days per week.

The two day option is a Monday/Wednesday or a Tuesday/Thursday morning or afternoon class. The three day option is a Monday/Wednesday/Friday morning or afternoon class.

Class Options & Schedules (Continued)

BUDDING BLOSSOMS (Pre-K 4 year olds):

Meets two (2) or three (3) half-days per week.

The two day option is available only as a Tuesday/Thursday afternoon class. The three day option is a Monday/Wednesday/Friday morning or afternoon class. There is also an Enrichment Program offered for this age group, making it a five (5) half-day class. (See ENRICHMENT CLASS section for detailed class information.)

AMAZING GRAPES (Pre-K 5 year olds):

Meets two (2) or three (3) half-days per week.

The two day option is available as a Tuesday/Thursday morning or afternoon class. The three day option is a Monday/Wednesday/Friday morning or afternoon class. There is also an Enrichment Program offered for this age group, making it a five (5) half-day class. (See ENRICHMENT CLASS section for detailed class information.)

ENRICHMENT CLASS (Pre-K 4 & Pre-K 5 year olds):

Meets two (2) half-days per week.

This class option is available only as an enrichment to our regular 3 half-day program and for the Budding Blossoms (4 year olds) and Amazing Grapes (Pre-K) classes only. Enrichment class sessions are Tuesday/Thursday mornings or afternoons. Adding this to your regular class schedule makes it a 5 half-day program.

All preschool children age three years and older must be potty-trained.

Lunch Bunch

Lunch Bunch is an optional lunch program for potty-trained RCS Preschoolers and RCS Kindergarteners. This program is available on Monday, Wednesday, and Friday *only* from 11:30 to 12:15 p.m. during the RCS Preschool year. Students who utilize this program are required to pre-purchase Lunch Bunch passes from the preschool office, and bring their own lunch.

If there are unused lunch bunch credits left over at the end of the school year, these credits can be transferred to immediate family members for the following school year. Contact the preschool office for more information and pricing.