



Rocky Creek Christian Academy Parent/Student Handbook

239 Rocky Creek Road
Simpsonville, SC 29662
864-688-0019

Rocky Creek Christian Academy Parent/Student Handbook

Mission Statement:

The Mission of Rocky Creek Christian Academy exists to provide a safe, developmentally appropriate environment for infants, toddlers, preschool and school age children. Our focus is to provide a stimulating early care and education experience which promotes each child's social/emotional, physical, and cognitive development. Our goal is to support children's desire to be life-long learners and productive citizens by creating a meaningful learning experience in a safe, nurturing environment.

Vision: Every Child will succeed.

Our Christian Values:

Teamwork – “Serving and Supporting each other”

Respect – “The Golden Rule”

Honor – “Knowing and Understanding what is right”

Integrity – “Doing what is right”

Loyalty – “Remaining steadfast in our support of each other”

Responsibility – “Fulfilling our obligations”

Selfless Service – “Work until the job is complete”

Beliefs:

- Children's development is the main priority of RCCA. All children can and will be provided the tools to learn and succeed.
- Teachers must set high expectations for their students and themselves.
- Children should feel safe and respected in a child-centered environment.
- Mutual respect and open communication among all staff and board members is essential for a professional community of learners.
- Teachers, staff, director, parents, board members and community share the responsibility for advancing our school's mission.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, life-long learners, and servants of God, in our ever-changing world.
- Our school will foster climate and diversity.

RCCA Non-Discrimination Policy:

Rocky Creek Christian Academy adheres to a strict non-discrimination policy in its employment and student enrollment practices including the provision of services to its clients and parents. Rocky Creek Christian Academy will not refuse, withhold, or limit the provision of any services to any present or prospective client, student, parent, or make any employment decision regarding any current or prospective employee, based solely on that individual's race, color,

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religious creed, orientation, pregnancy or citizenship status. Rocky Creek Christian Academy is an equal opportunity employer.

Website: www.rockycreekchristianacademy.org

Hours of Operation

Rocky Creek Christian Academy is open from 6:30 am to 6:00 pm Monday through Friday. Late fee pickup is \$1.00 every minute after 6:00 pm.

If you encounter an emergency situation please call. It will be determined by the Director if the late fee policy will apply.

Communication

We will communicate with the parent or guardian by “Brightwheel”, telephone, Newsletter, Parent/teacher conferences, daily reports, and information board located in the lobby. Please be sure that your telephone number is up to date on your child’s application.

Notes Required from the Parent or Guardian:

- Permission to go home with another child.
- Changes in usual method of transportation.
- Legal guardianship.
- Specific medical treatment of special health needs.
- Legal matters involving the child.

Telephone Messages:

If you call during regular business hours and reach our voice mail, please leave a message and the director or a staff member will get back to you as soon as possible. **DO NOT** leave messages pertaining to changes in the way your child will be transported home. Please feel free to call any of our teachers in regards to your child, but we do ask that you limit the conversation to 3-5 minutes.

Scheduled Holidays and Breaks:

Rocky Creek Christian Academy will be closed in observance of the following holidays and breaks:

- New Years
- Martin Luther King Jr. designated birthday
- Good Friday (Easter)
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Election Day – (Major Elections – the facility is used as a polling place)
- Thanksgiving Break (Thursday and following Friday)
- Christmas Break – (Christmas Eve and Christmas Day)

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If a holiday or break falls on a Saturday, we will be closed on the Friday before the holiday. If the holiday or break falls on a Sunday, we will be closed the following Monday.

Physical Activities:

Because physical development is an important part of early childhood development, we will provide daily opportunities for the children to use their large and small motor skills. We will go outside every day weather permitting. We will also use the gym area for organized play and to be used when there is inclement weather and the children cannot go outside. If for some reason your child cannot participate in outside playtime, we will need a written notice.

Inclement Weather:

Inclement weather postings, early dismissals or other severe emergencies will be announced on the local radio and television stations. Closings will be announced on WYFF TV 4 and WSPA Channel 7. The Academy will be listed as **“Rocky Creek Christian Academy”**. **Please be advised that Full Payment is still due during this time.**

Parent Teacher Conference

Each class will have a parent/teacher conference once a quarter, and will also include additional conferences if needed to discuss the child’s developmental progress and share additional information. Each parent will receive a written notice with the date and time of the conference.

Referral Program

Refer a family to the Academy. If they enroll their child(ren), you will receive a \$50.00 credit towards your tuition.

Grants and Vouchers

The Center does take the ABC Voucher Grant. If you have other organizations that assist in child care tuition please let us know in advance. We will try to accommodate your needs.

Visitation

Our “Open Door” Policy lends itself to parent visitation any time. However, we do ask for your cooperation during naptime and to be considerate during learning time. Visitation is limited to certain times and you must check in with the office. Visitors are not allowed to loiter in or around the building. Excessive visitation without proper approval will result in removal from the grounds of the academy.

Transportation

Safety is our number one goal when transporting children to and from school or on field trips. Authorization forms for transportation must be signed by the parent or guardian and on file at the Center at all times.

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Drop off/ Pick up

Please accompany your child into and out of the Academy. We will release the child only to those that are listed on the child's pick-up list, unless the code word is given or written permission is given by parents or guardian. If persons other than the parent need to pick up a child, a driver's license will be required for I.D.

Dual Language Learners:

We use Strategies for Supporting All Dual Language Learners that was developed by the Nation Center on Cultural and Linguistic Responsiveness for children that are dual language learners.

Screen Time:

Children under the age of 2 will not be allowed to use a computer or media viewing. Older children may include media viewing of items that are associated with the monthly classroom theme.

Attendance and Withdrawal:

We are requesting that all children arrive on or before 9:00 am unless of a sickness, doctors visit, etc. Meal counts are taken at 9:00 am and this is to help ensure that we have the correct number of students so that our cook can prepare the meals accordingly. Also, for the pre-K classes, devotion begins at 9:00 am and we would like for each child to be a part of the daily devotion.

Tuition Payment:

Tuition and Fees (weekly)

Registration Fee - \$100.00 / Annual Registration Fee

Infants full-time - \$155.00

Toddlers full-time - \$150.00

Two yr. full-time - \$145.00

Three yr. full-time - \$140.00

Four yr. full-time - \$140.00

Virtual Hub full-time - \$100.00

After schoolers (Kindergarten and up) - \$65.00 weekly (school in)

School breaks Weekly (Kindergarten and up)- \$125.00.

School breaks Daily- extra \$10.00 per day

Summer Camp full-time- \$125.00

Daily rate - \$35.00 2 day maximum

Daily rates are in effect only if there is space in that class

Payment is due the Friday before the week begins. There is a \$10.00 late fee if payment is not received by 6pm the following Monday. Your child may not be able to attend the Center if fees are not paid in full by Friday. There is a \$35.00 return check fee.

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Full payment is due even if the child is absent due to an illness, doctors' visits and or vacation breaks. Parents/guardian must give a written notice of at least two weeks in advance prior to the child's last day of attendance at the academy. If less than two weeks' notice is given, the parent/guardian will be charged two weeks' tuition from the date the notice was given. You will receive one week of vacation of which you are not required to pay for that week tuition. If your child is absent due to vacation at any time during the year, full tuition payment is due. This includes summer vacations as well.

Registration Fee is non-refundable.

Each child will receive a free week that can be used as vacation. The parent/guardian will not have to pay tuition for this week. During the summer months to hold a space for your child when they are not in attendance, the weekly rate is ½ of the normal weekly rate.

STUDENT'S HEALTH, PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS;

The student's health and over all well-being is extremely important to us at RCCA; however in order to properly care for your child and the other children at the academy, we ask that you do not send your child (ren) to RCCA if they have diarrhea, pink eye, ear infection, head lice, flu, vomiting, fever of 100 or greater and/or signs or symptoms of a possibly severe illness (persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing and lethargy). We appreciate your understanding and your help.

Any medicine must be in the original container with physician's orders with instructions on it. This includes nebulizers, changing dressings on wounds, diabetic procedures, etc. The order must have the current date and how long to perform these procedures. The Director will assist with these procedures.

Written authorization is required for any medication brought to the academy and must remain in the original bottle, container or box. No medicine will be given from envelopes or plastic bags. Please also include the measuring device to administer the medication. If the medication is to be administered twice a day, we ask that you administer the medication to your child before the child gets to the academy in the morning and when they arrive at home in the afternoon.

Due to Reyes Syndrome, no aspirin or aspirin containing products will be administered to the students of RCCA without a parent or legal guardians written permission with accompanying directions.

Illness

RCCA has limited provisions for caring for children that are ill. We follow the South Carolina DSS licensing requirements. If your child becomes ill during the day, you may be called to pick your child up immediately. We are very concerned about the health and safety of our children. Please let us know if your child is out due any to contagious diseases other than the common cold. (Ex chicken pox, mumps, etc.)

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Health Exclusion Guidelines

Rocky Creek Christian Academy will follow health exclusion guidelines as required by South Carolina DSS Licensing Department. The following are some of the most common exclusions. In all cases please contact your family physician for additional information.

Fever - Child may return after 24 hours of being free from a fever of 100 degrees or higher. (Children are sent home with fever of 100 degrees or higher).

Diarrhea - Child may return after 24 hours of being free from diarrhea. Children 3 and under are sent home when 3 bouts of diarrhea occur within 4 hours. Children over 3 are sent home after 2 bouts of diarrhea in a day.

Vomiting - Child may return after 24 hours of vomiting has stopped.

Pinkeye - Child may return 24 hours after treatment has started.

Chickenpox - Child may return after all blisters have dried into scabs and statement of clearance from the child's physician. Usually 6 days after onset of rash. No fever can be present.

Ringworm - Child may return 24 hours after treatment has started.

Lice - Child may return after treatment and no live lice or eggs are evident.

Impetigo - Child may return after treatment with antibiotics for at least 24 hours and statement of clearance from the child's physician.

Hand, Foot & Mouth Disease - Child may return when fever is gone and statement of clearance from the child's physician.

Strep Throat - Child may return 24 hours after treatment begins and statement of clearance from the child's physician.

Scarlett Fever - Child may return if fever free for 24 hours and statement of clearance from the child's physician.

Thrush No exclusion necessary

Fifth Disease No exclusion necessary

Rosella Child may return after 24 hours of being fever free and statement of clearance from the child's physician.

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Medications

In order to administer medication to your child, we must have a medicine form fully completed with the name of medicine, proper dosage of the medicine, day and time medication should be given and parent or doctor signature.

Allergies:

If your child has seasonal and/or food allergies, we are requesting a written statement from the child's physician stating what the allergy is and what precautions need to be taken. We will also need a physician's statement for any for **Over the Counter Medication** that the child may be using. This information will be kept on file for reference in the main office and in the child's classroom. Any food allergies will also be noted in the Kitchen and in each classroom.

Children may not bring medication to the Academy in their bags or keep any medication in their possession. All medications will be stored out of reach in a locked box and will be inaccessible to the children at all times.

Emergency Forms:

The information provided on the Emergency Forms need to be kept current. Please notify the Director if any of the following changes occur: phone numbers, address, e-mail, medical information, legal guardian, etc.

Immunization Records:

All immunization (shots) records must be up to date. All records will be in the students file and are strictly confidential.

Fire and Emergency Drills:

In accordance with state laws, fire drills are held once a month. They are held without warning. Each teacher is responsible for instructing students on the manner and route of exit during drills. These rehearsals are necessary for helping children to react as quickly as possible in the case of a real emergency. Instructions and drills are provided in the preparation of tornadoes, severe weather conditions, lockdowns, and bus accidents.

Medical Emergencies:

All injuries will be reported to the parents/guardians and documented immediately. If a child is in need of emergency care and we are unable to contact the parents/guardians, Rocky Creek Christian Academy will take the necessary actions to treat or obtain medical attention as quickly as possible.

Parents/Guardians will be required to sign Permission to Release Medical Information at the time of registration. This document enables the staff to act on your child's behalf in the absence of the parents/guardians and to provide the medical care teams with the appropriate information to treat your child. In the event of a medical emergency, the child will be

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transported by EMS to the nearest hospital. The nearest hospital to RCCA is; Hillcrest Hospital of the Greenville Hospital System. Located at 729 SE Main Street, Simpsonville, SC. Phone number is 864-967-6100. A staff person from RCCA will accompany your child to the hospital and stay with the child until the parents/guardian arrives.

Discipline Policy

At Rocky Creek Christian Academy, our goal is to help cultivate the positive qualities in which your child possesses. We also want to foster ways of helping children learn self-control, self-confidence and to respect others. If a child is having problems in the areas mentioned above, the teacher will calmly ask the child questions about this behavior. (Ex. Are you making good choices) the teacher will also reinforce our motto - "Think before we speak and before we act". This will allow the child to use their own thought process in a calm manner to make good decisions. The teacher will also encourage the child to use their words when expressing themselves to their classmates. (Ex. I didn't like that when you took my toy, may I have it back please). We will redirect, and conflict resolution as disciplinary measures. All teachers are trained to apply the Academy's discipline policies and practices in a fair and equitable manner. We do not in no way use or advocate corporal punishment. If a child bites, uses profanity, or tries to cause bodily harm to another child or staff member the parents will be contacted for a parent conference to possibly see if there are problem areas we can work on as a team. Removal of children from the classroom will be used as a last resort, we will ensure that alternative setting provide academic instruction, and will return the child to class as soon as possible. The Conscious Discipline model is what we use and you can review it at <http://www.consciousdiscipline.com>. The main focal point that we use is the Seven Skills of Discipline. If the behavior continues, we will have no choice but to terminate child care service.

Lost and Found/ Valuable Items:

We strive to teach respect for personal items and request your enforcement at home. The Academy is not responsible for lost/stolen/or broken items. In the event that an item is lost, feel free to check our lost and found located near the office. Please do not send any valuable items to the Academy.

Visitors at Lunch:

Parents are invited to have lunch with their child at any time. Please let the Director know at least two days in advance if you plan to have lunch with your child.

USDA Child and Adult Care Food Program (CACFP):

We are participating in the USDA Food Program to better ensure that your child receives the most nutritious meals that we can possible provide. Menus are posted in each classroom, on the parent bulletin board and in the kitchen. Menus are provided to the parents upon request.

During each meal, the teachers use the two-bite rule to get the children to try new foods. Each monthly classroom learning theme will include the different food groups and will be used to teach children about the different food groups and get them to try new foods.

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We will make accommodation of special dietary need of your child. If they are on a special diet because of physical issues, religious or cultural beliefs, your request must be in writing and added to the application to be discussed during the orientation of the facility.

USDA Non-Discrimination Statement:

“In accordance with Federal Law and the U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability”.

“To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW Washington, D.C., 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 945-6136 (Spanish). USDA is an equal opportunity provider and employer”.

Parties and Birthday Celebrations:

RCCA will many have various parties/celebrations throughout the year. Parents are encouraged to participate and may bring treats for the event. We ask that your treats be healthy and not just “sweets”. We have several children with different food allergies and we ask that you notify the teacher to receive permission to bring outside food into the classroom. The Academy reserved to right to disapprove certain foods that parents want to bring in for a celebration.

Parent/Teacher Conferences:

Parent/Teacher conferences are encouraged by both parent and teacher. If you as a parent would like to schedule a conference with your child’s teacher please feel free to do so.

Release of Children:

Children will only be released to their parents and persons that are listed on the child’s application under the Child Pick-up Information. The person must have the code word or a picture ID and be listed on the Child Pick-up Information sheet before the child will be released.

Confidentiality Agreement

Rocky Creek Christian Academy understands and respects the privacy of each family and child. We agree to keep all confidential information private. We agree not to disclose any personal information to others except for the necessary authorities when it affects the child in a negative or harmful manner. In turn we expect for you to have the same respect for the Center, Center Staff and other children that attend the Center. The person who initially brings in the child and the application to the facility is the person that we will respond to and that said person will have to give permission to the director to release any and all information pertaining to the child they enrolled.

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Once again, we hope this handbook has been a helpful guide to what we are about here at Rocky Creek Christian Academy. Please feel free to stop by the office if you have questions, concerns, or suggestions!

Children with Special Needs

Rocky Creek Christian Academy does not discriminate against persons with special needs or disabilities. We will make individualized assessments about whether we can meet the particular needs of each child with a disability who seeks service with our program. We will talk with the parents or guardians and other professionals who work with the child, and will make the determination if Rocky Creek Christian Academy is able to adequately meet the particular needs of each child. This assessment will be conducted during the first two weeks that the child is in attendance at the academy and will be conducted as needed as long as the child is in attendance at the Academy. We will work with the parents and or guardians of the child to develop different strategies that are developmentally appropriate and evidence-based for the child. We will also provide the parents and or guardian with additional information from the Center for Disease Control and Prevention on the Developmental Milestone Checklist Program and also with a list of Health services in the surrounding area.

After the Academy has made reasonable efforts to meet the needs of a child with special needs already in our program, but the child's needs cannot be met, or the child continues to pose a direct threat to the health or safety of others, the child will be removed from our program.

Children who pose a direct threat- a substantial risk of serious harm to the health and safety of others will not be allowed to remain in our program. This decision will be made on an individual basis.

Children whose presence or necessary care would fundamentally alter the nature of our program will not be allowed to remain in our program.

Once again, we hope this handbook has been a helpful guide to what we are about here at Rocky Creek Christian Academy. We ask that you pray for use as we pray daily for our staff, children, and families of the children. Please feel free to stop by the office if you have questions, concerns, or suggestions!

Thank you in advance for your support and allowing us to care for your child or children.