

Preschool

ON THE CREEK



A weekday ministry of The Church on Rush Creek



Parent's Handbook



The Story of Preschool on the Creek

The decision to enroll a preschool age child in a formal school program is a “BIG” one. It was during a search in 2011 for a preschool program for my granddaughter that God placed a desire in my heart for our church to have such a program. After much prayer and the blessings of the Senior Pastor and Church Council, Preschool on the Creek began in the fall of 2012 with 36 students and 9 staff. We feel honored and privileged to continue to provide this program to our community.

The POTC staff of fully devoted Christ followers is guided by biblical principles, and will treat every student as a unique individual created and loved by God. Thank you for allowing us to partner with you as we work together to raise kids that love Jesus!

We look forward to another great year of learning, exploring, and growing.



Kim Taylor
Preschool on the Creek Director

Vision Statement



We exist to teach preschoolers in a safe, fun and loving environment that they are created and loved by God, so that they may “grow in the grace and knowledge of our Lord and Savior Jesus Christ.” - 2 Peter 3:18a



Arrival & Departures

Parents are required to sign the Sign In/ Sign Out sheet each day at drop off and pick up. It is important that your child arrive promptly at 9:00am so that they do not miss learning opportunities or disrupt class. Children will not be allowed to leave school with anyone other than the persons listed on the enrollment form in the preschool office. Each parent shall provide the preschool office with a four digit code for the purpose of security in case of an emergency. If the need arises for someone to pick up your student other than those listed on the enrollment forms, the parent will need to provide that person with the pre-determined four-digit code and a picture identification will be required at pick up. A picture may be taken of your child and that person and kept on file. The preschool entrance doors will be locked after 9:15am for security reasons. Persons needing to enter the preschool will need to ring the bell. Doors will re-open at 2:15pm. Inside doors will remain locked until 2:25pm to allow a full day of instruction.

Bad Weather Closings and Holidays

In case of snow or ice, parents should check with the local television and radio stations for Arlington ISD school closings. If Arlington ISD closes, we are closed; if they open late, we will be closed. Bad weather days are not made up. Preschool on the Creek observes most of the holidays of the Arlington ISD. In the event of rain at drop off or pick up time, we will post on the POTC Facebook page that we will accept/dismiss kids under the covering at the rear of the church. Cars will enter from the west side only and pull up under the overhang. A staff member will come to each car with the sign in/sign out sheet. The process takes a little longer, so please be patient.

Birthdays

Birthdays are special for children. Parents may provide cookies, drinks and favors for the entire class. Arrangements should be made one week in advance with your child's teacher in order to post food and/or drink information 2 class days before it is served. This is in accordance with the Texas State Minimum Standards. Latex balloons are considered a choking hazard for preschoolers and can be an allergy concern. For this reason they are not allowed, but Mylar balloons are acceptable.

Clothing

Children's attire should be comfortable, washable and appropriate for the weather. Children should wear tennis shoes or other comfortable closed toe and heel shoes for safety during active play while at P.E. and on the playground. Label all clothing and personal articles. Bring a complete change of clothing for your child in case of accidents. Socks are required in the Large Indoor Playground.

Communication

Any questions or concerns about policies and procedures of the preschool should be directed to the Preschool Director. Grandparents and close family/friends are a tremendous asset to our POTC family. Since the office communicates directly with the parent, and many of the grandparents assist with pick up/drop off, please be sure they have the most up-to-date information. Teachers welcome your comments and questions, but first thing in the morning or during pick up time is not the best time to have a lengthy conversation with them. Please write a note to the teacher or set up a conference time through the preschool office. This way the teachers can give you and your children their best attention.

Preschool staff are not allowed to be on their phones during school hours. All communication between parents and staff during school hours will need to be made through the school office. Please do not text your child's teacher during school hours and expect a response. If you need to notify them of early pick-up, please call the preschool office.

We have set up a closed group on Facebook in order to get important information out to the POTC families. In order to protect the privacy of our students, no pictures of our children will be posted on this page. Facebook link: www.facebook.com/groups/509487085783452/

Discipline

Children will be redirected by the classroom teacher when their behavior is unacceptable. If this is unsuccessful, then a supervised time out will be used. If the unacceptable behavior persists, the child may be sent to the office to miss an activity. In the event of a visit to the office, the parent will be notified



in writing. If the discipline problems continue, the child hurts others, or destroys preschool property, the parent will be called immediately and the child will be sent home for the remainder of the day. Our staff will not use any corporal correction for the children enrolled at preschool as stated by Texas State Minimum Standards. If serious or consistent behavior problems continue, it may be necessary to withdraw the child from the program. If withdrawal is necessary, no refunds will be given.



Enrollment & Registration

Open enrollment will be on February 20, 2018 from 9:30-11:30am at the Preschool Desk. (Please enter through the Preschool entrance). Preschool on the Creek is currently accepting applications for children two through four years of age by September 1, 2018. A completed enrollment form and a non-refundable \$100 registration/supply fee will be due at time of enrollment. To comply with Texas State Minimum Standard regulations, your child will need a physician-signed medical form complete with immunization records. The medical form is not due until the first day of class. If you choose not to immunize, we will need a notarized affidavit of exemption. You must provide this information before your child can attend preschool. As your child requires immunizations, you must bring proof to be added to your child's records.

Throughout the school year, your child's academic and social progress will be evaluated by their teacher. If at any time the preschool determines it is incapable of meeting the child's individual needs, a parent conference will be held and it may be necessary for the child to leave the program in order to find a more suitable learning environment.

Preschool on the Creek reserves the right to dismiss any child that seems unprepared for a group experience or if the child's behavior toward the staff or other students is deemed inappropriate. The decision for dismissal will be made after meeting with the parent, teacher and administrator.

Hours of Operation

The hours of instruction are 9:00am to 2:30pm, Tuesday and Thursday from September through May. Children may begin arriving at 8:55am. Our school day begins promptly at 9:00am and ends at 2:30pm. There will be a \$10 late fee for any child picked up after 2:40pm, \$20 for the 2nd occurrence, etc. This fee will need to be paid immediately by cash or check. Any child not picked up by 2:40pm will be taken to the preschool office. We will attempt to contact the parents and if not successful will call the Emergency Contact person. After the 3rd late pickup, a conference will be scheduled between the parent and Director. If a late pickup occurs a 4th time, the child will be asked to withdraw.

Illnesses

Children who have a contagious illness or exhibit signs of illness may not attend class. This is for the child's own well being as well as the protection of other children.

A child should not be in school with any of the following symptoms:

- Diarrhea/vomiting (must be free of for 24 hours before returning)
- Fever (must be fever free for 24 hours without the aid of medicine)
- Lethargy or abnormal breathing
- Any symptom of usual childhood diseases (Scarlet Fever, German Measles, Mumps, Chicken Pox, Whooping Cough)
- Thick, colored mucus discharge from nose or mouth
- Sore throat or severe cough
- Any unexplained rash or skin infections (ringworm, impetigo)
- Pink Eye or other eye infections
- Head Lice (the child must be nit free)

Medical Emergencies

If a child becomes ill at preschool, a parent will be notified to pick up their child immediately. If the parent cannot be reached we will contact the emergency numbers on the child's enrollment papers.

In the event of an emergency, a parent will be notified and an ambulance will be called immediately if necessary. Our staff has CPR and First Aid Training.



Medications

No medicine may be kept in backpacks or classrooms. All medication will be locked up and kept in the administrative office. Medication will not be kept, given or applied to a child unless it is within expiration date and in the original prescription bottle with the child's name, date, directions, dosage and doctor's name on the label.

Outdoor Play

Children may go outside on days when weather permits.

Parties & Special Events

There will be several events during the school year celebrated by a class party. Please keep in mind that we are a faith based preschool and we do not use ghosts, goblins, witches, etc. when decorating. No latex balloons are allowed but you may bring Mylar balloons. Due to limited space in our classrooms, please do not bring siblings to class parties. No foods are to be brought to the preschool as a "surprise" for teachers or children due to possible food allergies.

Potty Training

Children enrolled in the 3 year old and 4 year old classes, must be completely potty trained before attending preschool. A potty trained child no longer needs to wear diapers or pull-ups. The child can tell the teacher when he or she needs to go to the restroom and can attend to his or her own hygiene. However, we realize that occasional accidents will happen. A teacher will assist when needed.

Rest Time

2 and 3 year olds need to bring a nap mat and light blanket. They may bring one soft item to sleep with if desired (no toys that may disturb sleeping children). Please label all items. Children are



not required to sleep, but they must rest quietly during rest time. If a child becomes disruptive at rest time, they may be pulled out of the class and rest in the office. Our 4 year old classes will not be napping.

Snacks & Lunches

Each child needs to bring a nutritious snack and a well-balanced lunch. Texas State Minimum Standards say that children need well-balanced meals to grow, think, fight infection and fuel their growing bodies. Meals should include one serving from the fruit or vegetable group, one serving from the milk group, one serving from the grain group or one serving from the meat or meat alternative group. We strive to be a peanut free school so please keep that in mind when preparing snacks and lunches. Please do not send red or purple drinks due to spills and stains. Light colored drinks such as apple juice, lemonade, water or milk are better. We do not have the ability to refrigerate or heat food, so please send foods that may be kept at room temperature. If food or drinks need to be kept cool, a freezer pack in your child's lunch box will work. Your child's lunch box and all reusable containers (such as cups, spoons, plastic bowls) used for snack and lunch need to be labeled with the child's name. Leftover food, except yogurt or similar food, will be returned to their lunch box so you may see what they did or did not eat. Please use containers that the student can open and close themselves.

Toys

Children are not allowed to bring toys to preschool except on days designated by the teacher or specifically to sleep with at rest time. Please clearly label all items. Preschool on the Creek is not responsible for lost, stolen or damaged items.

Things To Bring Each Day

1) A complete change of clothing, including underwear and socks, in a gallon size plastic baggie in case of an accident or spill. This should be in your child's backpack every day they attend school. Please label the baggie with your child's name. 2) If your child is in diapers, please provide at least two diapers for each school day. The diapers should be labeled with your child's name. 3) All children in the 2 & 3 year old classes will have a rest time and will need a nap mat, pillow and small blanket. They may bring a rest time buddy (small stuffed animal). Label all rest time items with your child's name

and remember to wash these items weekly. 4) Your child's lunch kit should be labeled with their name and sent in their backpack. 5) A jacket for outdoor time (when weather permits).

Tuition & Fees

Full tuition (\$170) is due on the 1st school day of each month September through May (There is a 10% sibling discount). Please use the provided envelope and drop your tuition (check/cash) in the box at the Information Center. Checks should be made to The Church on Rush Creek. Credit/Debit payments can be made at the Preschool Desk. A \$5 processing fee will be added. Tuition is considered late after the 15th of each month. Please pay your tuition in a timely manner to avoid a late charge of \$10. There is a \$25 charge for all returned checks in addition to any applicable late fees. Two returned checks will necessitate payment by cashiers check, cash, or money order for each month thereafter. Any tuition more than 15 days past due can result in the student being withdrawn from class and re-enrollment fees will apply. There is no reduction in fees for holidays, vacations, unexpected school closings, illnesses or temporary absences. Please give a 2 week written notice of withdrawal so that a replacement can be enrolled. If a written notice is not received you will be required to pay the next month's tuition. A completed and signed Financial Agreement must be returned with the enrollment packet.

Updating Records

It is the responsibility of the parent to provide Preschool on the Creek with updated information on phone numbers, immunization/health concerns, changes in who can pick up your child and emergency contacts. Such changes must be made in writing and given to the preschool office so that your child's records can be appropriately updated. If there is a change in parental custody or visitation rights of the child, the parent MUST submit a copy of the written court order so that the preschool can comply.



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Questions?
Call the church office at 817-468-7729