

PRESCHOOL HANDBOOK



ROCK VALLEY CHRISTIAN SCHOOL

1405 17th Street

Rock Valley, Iowa 51247

Phone: 712-476-2615

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www.rockvalleychristian.com

WELCOME TO RVCS PRESCHOOL

WELCOME TO ROCK VALLEY CHRISTIAN PRESCHOOL. We believe that your child is a unique image-bearer of God. It is our prayer that you and your child will have a great year as we together develop the God-given talents and gifts of your child.

LOCATION – Rock Valley Christian Preschool is located at 1405 17th Street, Rock Valley, Iowa 51247. The office phone number is 712-476-2615. Our school website can be found at www.rockvalleychristian.com.

CLASS SIZE – As required by the State of Iowa, class sizes will be no larger than 20 students/session.

SCHEDULE/CALENDAR – Classes will meet Monday, Tuesday, Thursday, and Friday from 8:20 AM – 11:30 AM and 12:20 – 3:30 PM. A calendar will be established for preschool each year that is part of the master calendar of Rock Valley Christian. A weekly schedule of events is sent home each week.

MISSION, PHILOSOPHY AND GOALS

OUR MISSION - The Rock Valley Christian Preschool Program shares the same mission as the Rock Valley Christian School. The Mission of Rock Valley Christian School is: Recognizing the Triune God as Creator, Redeemer, and Sanctifier, Rock Valley Christian School seeks to educate His children for a life of service and commitment.

OUR PHILOSOPHY - Rock Valley Christian Preschool hopes to provide a stimulating and enriching experience for each child. Children at this age are learning all the time and they learn best by being active and involved. By using developmentally appropriate activities, we will attempt to meet each child's emotional, mental, social, physical, and spiritual needs in a caring and loving classroom environment. By creating purposeful and productive play experiences we will assist parents in nurturing their children, so a love of learning will take root in each, unique child.

OUR GOALS:

Our curriculum identifies goals in four areas of development.

- Social/emotional/spiritual: to help children become more aware of God's presence in our world, to learn to love God, and others, to develop a good self image, to develop independence and self-confidence, to follow rules and routines, to make friends, and learn what it means to be part of a group.
- Physical: to increase children's large muscle skills - balancing, running, jumping, throwing, and catching - and use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing, and writing.

- Cognitive: to acquire thinking skills such as the ability to solve problems, to ask questions, and to think logically - sorting, classifying, comparing, counting, and making patterns - and to use material and their imagination to show what they have learned.
- Language: to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin writing for a purpose.

BACKGROUND INFORMATION

FROM THE TEACHER - It is an incredible privilege to be involved in a child's first school experience. It is my responsibility to make the entry into school positive so a love of learning can begin to develop at an early age. I view each student as a unique, precious child of God, so I will treat every student with kindness and respect. The classroom will be inviting and safe, a place where children can observe, explore, build, create, draw and pretend as they develop the natural curiosity God gave them.

LICENSING – Rock Valley Christian Preschool operates under the authority of the Rock Valley Christian School Board and this Board's Education Committee. Our preschool adheres to the guidelines established by the state of Iowa and the statewide Voluntary Preschool Program.

STAFF – The Rock Valley Christian Principal is responsible for the day to day operations of the school, for maintaining licensing and accreditation standards, for staff supervision, educational advisor, and provides support for teaching staff.

Our lead teacher is an Early Childhood Major who is certified and licensed by the State of Iowa. Our classroom assistant is a trained paraeducator and participates in trainings related to preschool-aged children. Our staff to child ratio is two to a maximum of 20 children per class. Our preschool staff participates in on-going training and education in child development, curriculum, teaching methods, technology, and also holds a license for CPR/AED training.

PARENT PARTICIPATION

At Rock Valley Christian Preschool, we recognize the importance of the church, home, and school relationship. We encourage parent participation both within the classroom and in special events.

SPECIAL EVENTS – Parents are encouraged to participate in special events, some of which are during class time, and others are evening events. Some of these include the beginning of the year Open House, Preschool-8 Christmas Program, Winter Festival, Spring Open House, and field trips. Notification of these events will be sent home on monthly calendars, weekly preschool sheets, e-mail, and posted on our website.

PARENT/SCHOOL COMMUNICATION – Communication between parents and staff is a vital part of how well your child does in school. We encourage you to be involved in your child's education and meet with our preschool staff regularly. We will do our best to keep you informed of the activities and projects that your child is involved in. A weekly sheet will be given to your child each week, usually on Friday.

PARENT/TEACHER CONFERENCES – Conferences are scheduled during the first two weeks of November. Additional conference times are welcomed at any time to discuss your child’s progress. Conferences include a discussion with the teacher, a review of your child’s portfolio, and a copy of the “Child Progress and Planning Report”.

ADMISSION, ENROLLMENT AND WITHDRAWAL

- 1) A preschool meeting and Open House will be held in March. Preschool Registration will take place at this meeting.
- 2) Students must be four years of age by September 15 to enroll.
- 3) All enrollment forms and immunization records must be turned into the Rock Valley Christian School office before the first day of school.
- 4) Families who attend the March Preschool Meeting will be enrolled first. Rock Valley Christian School does not discriminate in its employment policies and practices, or in its educational program on the basis of race, color, age, sex, handicap, national origin or ancestry.
- 5) Those wishing to register after the general registration should call the Rock Valley Christian School office – 712-476-2615.
- 6) Since Rock Valley Christian is part of the statewide preschool program, no registration fee or tuition will be charged.
- 7) Parents have the right to withdraw their child from the program at any time. Two weeks notice is requested of anticipated withdrawal. A conference with the teacher is also recommended prior to withdrawal. If, after reasonable attempt to meet a child’s needs, any child who demonstrated the inability to benefit from the program, or whose actions are detrimental to the group, will be dismissed. When in the best interest of the child or group a child is dismissed, the staff will assist the family in finding another program, and will make referrals to other facilities or agencies.

HEALTH AND SAFETY

- 1) Tornadoes and fire drills are held for each class. Two drills are conducted for each class each semester. Evaluation routes and procedures are posted in each classroom. Our Emergency Procedures Policy Manual outlines phone numbers and evaluation procedures for any anticipated emergency.
- 2) All staff are CPR and AED certified. Staff has also taken Mandatory Child Abuse training. Certification is kept in the Rock Valley Christian School office.
- 3) A First Aid kit will be kept and maintained in each class. This will be taken on field trips away from school. A First Aid kit is also available by the entrance of the playground.

- 4) The entire indoor and outdoor campus of Rock Valley Christian and Rock Valley Christian Preschool is nonsmoking, and signs to that effect are posted at each entrance and exit.
- 5) Students are required to wash their hands upon arrival, before and after snacks, and also as needed throughout the session.
- 6) Table and bathroom cleaning schedules are posted in the preschool room and bathroom.
- 7) A staff member will always be present with the children (pick up, drop off, bathroom, etc.).
- 8) Background check information has been performed and is available in the office for each preschool employee.
- 9) Water in water tables is changed daily.
- 10) When spending significant time outdoors, sunscreen will be applied.
- 11) As required by law, RVCS has approved policies relating to providing a drug free work area. Employees or others violating these policies must participate in a rehabilitation program (Rock Valley Christian has contracted with Connections Employee Assistance Program), be subject to suspension, termination, or other disciplinary actions set by the Board. Work areas include the buildings, school vehicles, and other areas used in connection with school activities.
- 12) State law mandates that all teachers and administrators report to the proper authorities all instances of suspected child abuse. In situations where there is suspected child abuse (physical or sexual), parents or others may report such suspected problems to the school Child Abuse Investigator. The purpose of an investigator is to conduct a preliminary investigation to determine if there is reason to believe that physical or sexual abuse may have occurred. If the investigator determines that this is a possibility, an investigation must be conducted by someone who is not a school employee. The Rock Valley Police Department will provide an investigator for this purpose. (Primary Investigator: Officer; Joe Dirksen; Alternate Investigator: Mitch Miller).
- 13) A list of approved parents to pick up children will be kept in the preschool room. Parents should alert staff if changes arise.
- 14) A two-hour late start will result in a cancellation of the AM session of preschool. The afternoon class will have a normal start and dismissal time on these days. If an early dismissal occurs due to inclement weather, parents will be notified via email and/or text message. Notification of early dismissal or class cancellation will also be posted on our school website.

RESTROOM POLICY & ILLNESS

Children will be accompanied by an adult when they need to use the restroom. Staff will assist the child, if needed, but will encourage the child to learn to assist themselves. If a child has an accident of either wetting or soiling their clothing, the preschool staff shall assist the child in the

changing of their clothes in the restroom. Staff will put on rubber gloves, help remove the clothing, clean the child, and assist them in putting on clean clothes. The soiled clothing will be placed in a plastic bag. The parents will be notified of the soiled clothing. Staff will teach the children how to wash their hands.

HAND WASHING - *Children and anyone else entering the preschool room are required to wash their hands immediately prior to or as soon as they reach the preschool classroom.

ILLNESS:

- 1) **A child must be free from fever (less than 100), vomiting, and diarrhea for 24 hours before returning to school.** Rock Valley Christian must also be informed if a child develops a communicable disease. (Examples would be pink eye, ringworm, chicken pox, lice, COVID 19, etc.).
- 2) All required medical forms and immunization records that are provided in the registration packet must be filled out and returned to the Rock Valley Christian School office. These will be kept on file in the office.
- 3) Rock Valley Christian should be notified in writing of any allergy a child has and what medication is being taken.
- 4) Children showing any signs of illness should be kept home until a proper diagnosis is made and treatment of health conditions is completed. Please notify our office at 712-476-2615 if your child will be absent. Please feel free to email school as well at brad.vis@rockvalleychristian.com or kandi.vanoort@rockvalleychristian.com.
- 5) If your child needs medication during the school day, please contact the office and provide written permission signed by a parent or guardian. Medication should be in the original bottle.

MISCELLANEOUS INFORMATION

INJURY AND MEDICAL EMERGENCY PROCEDURES:

- 1) In the case of a serious injury to a child at school, an incident report will be filled out and kept in the office. Parents will be notified of the injury as soon as possible by phone or email.
- 2) In the event of an emergency, Rock Valley Christian will follow the outlined responses in the Emergency Response Procedures Manual. Each room, faculty, and staff member has one of these manuals. This manual contains emergency procedures, phone numbers, and proper protocol in the event of many different types of emergencies.
- 3) The playground equipment, classroom environment, and classroom materials will be monitored and surveyed regularly. Materials posing a hazard will be disposed of, and repairs will be made by RVCS maintenance staff.
- 4) Universal precautions are followed when dealing with any blood or body fluids. All preschool staff have taken OSHA training.

SNACKS & BIRTHDAY TREATS - Snacks will be provided at school. Only snacks purchased from stores or licensed kitchens (bakeries, delis, etc.) will be served. Hands will be washed before and after snack time. Food allergies should be listed on the child's information sheet kept in the office.

Birthdays are special times for children and will be celebrated with his or her classmates. Your child may provide the snack for the day (summer birthdays will be honored on the half birthday), and a take home treat may also be provided for each child.

OUTDOOR PLAY/FIELD TRIPS – It is our goal that our preschool students spend some time outdoors each day in a structured play setting. When inclement weather arises, our preschool students will follow the indoor recess schedule that our K-8 students adhere to. We do require that students dress appropriately for outdoor play. Items required include rain boots, snow boots, proper footwear, jackets, coats, mittens, gloves, hats, snow pants or snow suits. **Please label all of these with your child's name.**

CLOTHING – The responsibility for dress rests with the parents. We, as a school, want to team with parents to ensure that the choices made with clothing and appearance is a reflection of our belief that we are image-bearers of God. The following list outlines some things that apply specifically to preschoolers:

- 1) Provide clothing that is loose and has simple fasteners.
- 2) All removable clothing should be labeled with your child's name.
- 3) Expect your child to get messy as "playing" with many different things are all part of development.
- 4) Please ensure that your child has proper shoes so they can participate safely in outdoor and gym games.

TRANSPORTATION – Rock Valley Christian does provide transportation for students of families who have other children enrolled in K-8. Rock Valley Christian does not arrange carpools. A class list will be sent home in May/June to assist families who wish to carpool with one another.

FIELD TRIPS:

- 1) Field trips are taken to enhance your child's learning environment. Field trips are scheduled well in advance and are coordinated with the curriculum.
- 2) Your presence on field trips will be at the discretion of the teacher.
- 3) In most cases, our preschool will pay for the cost of the field trip.

COMMUNITY RESOURCES AND REFERRALS – Rock Valley Christian is connected to many organizations, both public and private, that can serve you and your family if needs arise. Northwest AEA and All Belong are two organizations that help Rock Valley Christian meet the needs of each student. Any information regarding services or programs that may be of interest to you and your families will be sent home, put on weekly schedules, or e-mailed.

ARRIVAL AND DEPARTURE:

8:10-8:20 AM Arrival – We ask that these students be dropped off at the east school entrance. This allows our buses to drop off our K-8 students in front of school. Doors lock at 8:20 and students will need to use the front (office) doors if arriving after this time.

11:30 AM Pickup – These students will be picked up out of the double doors at the east end of school. Please leave an alley for traffic to move in and out of this area.

12:10-12:20 PM Arrival – Please bring students to the east doors. All other doors will be locked due to school being in session. Doors unlock at 12:10 and lock again at 12:30.

3:30 PM Pickup – Students going home with parents can be picked up at the east school entrance. Staff will ensure preschoolers riding home on the bus with an older sibling get on the correct bus.