ROLLING HILLS MDO/EARLY PRESCHOOL
GENERAL INFORMATION

PURPOSE:
To provide an atmosphere where the child, who is between 18 months – three years by Sept. 1, 2020, can develop his/her social skills by interacting with children the same age. This is accomplished by staff who provides a caring, nurturing and loving atmosphere while the child is away from his/her home for five and a half hours one or two days per week.

SCHOOL HOURS:
9:00 a.m.-3:00 p.m. Monday through Friday. Children may stay a maximum of two days.

TUITION:
$140 per month, due on the first day of the month that your child comes. (NOTE: tuition is based on a yearly fee which has been split into nine equal monthly payments.)

HEALTH ASSESSMENT:
All children must have a State of Kansas Health Assessment form on file, and it must be signed by child’s physician. If your child attended Rolling Hills during the past year, you don’t need a new one. Children will need an up-to-date immunization record and a medical record form. These forms must be completed prior to your child’s first day of class.

EMERGENCY FORM:
Your child must also have a signed and notarized emergency form. This form must be returned on or before your child’s first day of class in September, along with the health assessment form. This form must contain your child’s doctor’s name and phone number. Also, you must give a preference of a hospital in case of an emergency. Please make sure that at all times we have an up-to-date emergency name and phone number for your child in case you cannot be reached during school hours.

BEGINNING OF SCHOOL:
You will be contacted by your child’s teacher around the middle of August to set up a Meet and Greet for you and your child. Meet and Greet will take place the last week of August.

LATE PICK-UP POLICY:
Our school day runs from 9:00 am until 3:00 pm. Students will be picked up between 2:50 and 3:00. Students who are picked up after 3:05 will be issued a late fee of $5. Students picked up after 3:10 will be issued a fee of $10. It will increase by $5 increments every 5 minutes beyond
3:10 pm. This fee will need to be paid by the student’s next school day. While we understand that situations arise, this ensures that all students are picked up in a timely manner.

SNACKS:
Parents are asked to provide a snack for the class. You will sign up in your child’s room. Once every other month is great and we ask that you send simple, nutritious snacks. A list of suggestions will be given to you this fall as well as snacks that should be avoided due to allergies in the classroom.

LUNCHES:
You will need to send a lunch with your child. Please send food that is easy for the child to eat by himself. Please include a drink. Your child will also need a toothbrush. Also, please make sure you include nutritious items such as fruits and vegetables.

DIAPERS AND NAPPING ITEMS:
Please send 3 diapers, diaper wipes, a light-weight blanket, crib-sized sheet, a change of clothes, and a lovey.

DISCIPLINE:
Discipline shall be limited to a time-out form of discipline and at no time shall any form of punishment be used which is humiliating, frightening or physically harmful. Prohibited methods of punishment include corporal, verbal abuse, threats or derogatory remarks made about the child or family.

INCLEMENT WEATHER SCHOOL CLOSINGS:
Rolling Hills will follow the Shawnee Mission School District's decision to close due to inclement weather. Please listen to your local TV announcements pertaining to school closings. We will also post such announcements to our Facebook page as well. Should there be a change to this, teachers will notify parents. There are no refunds/credits for inclement weather days.

LINE OF AUTHORITY:
Amy Hopkins, Director of Children & Family Ministries
Julie Schutzler, Director of Early Childhood Development

ADMISSIONS POLICY:
Arrangements for the admission of children shall be made prior to the admission date to the center or preschool. Each admission policy shall be non-discriminatory in regard to race, color, religion, national origin, ancestry, physical handicap or sex in accordance with K.S.A. 44-1009. A copy of the admission policy shall be available for review. Each parent shall be informed of services offered. Each parent shall be informed when religion is included in the program.