ROLLING HILLS PRE-K GENERAL INFORMATION

PURPOSE:
The Pre-K program for four-year-old children is sponsored by Rolling Hills Presbyterian Church. A good program considers the whole child’s mental, physical, social and spiritual growth. It has been said that more learning takes place in the first five years of life than in any subsequent period. Therefore, our purpose will be to provide the Pre-K child with the opportunity to grow and develop through the use of materials and equipment, along with the love and understanding necessary for this growth, within the Christian atmosphere of the church.

SCHOOL HOURS:
Pre-K children must be four by August 31, 2020 and will attend three mornings a week. Students enrolled in the morning classes may stay one or two days until 3:00 p.m. (extended day program) for an additional fee.

TUITION:
$170.00 a month for Pre-K (9:00-11:30)
(NOTE: Tuition is based on a yearly fee, which has been split in to nine equal monthly payments. Each extended day is an additional $60.00 per month).

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. 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. Your teacher will assign snack days. 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:
If your child will be staying for an extended day you will need to send a lunch. Please send food that is easy for the child to eat by himself. Please include a drink and any necessary eating utensils. Your child will need to bring a toothbrush as well. Also, please make sure you include nutritious items such as fruits and vegetables.

BIRTHDAYS:
Birthdays are very important to young children and for this reason your child is invited to share his/her birthday with his class. If you wish, you may provide simple refreshments such cookies, cupcakes and 100% fruit juice. These treats may be brought on or about the day of your child’s birthday. If you are having a private party, we ask that you mail out invitations and not give them out at school.

REST TIME:
If your child will be staying for extended day/s, you will need to send EACH DAY, a crib-size sheet and a light weight blanket.

SHOW AND TELL:
We encourage “Show & Tell”, but do ask that no play guns, etc. be brought to school. Each teacher handles this time differently and she will discuss this with you at your fall conference.

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.

HOLIDAYS:
We will have a Halloween, Christmas, and Valentine’s Day party. Please watch for more information in our monthly newsletter and from your child’s teacher.

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

**ADMISSION 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.