



RAINIER

CHRISTIAN SCHOOLS

Preschool & Childcare Handbook

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Rainier Christian Preschool and Childcare is the beginning steps for **Rainier Christian Schools** where educational opportunities are offered from preschool through grade 12.

We consider it a privilege to be a part of the Early Childhood Educational program. We provide a high quality, Christ centered program designed to promote the spiritual, physical, cognitive, social, and emotional needs of each child in our care. We strive to work closely with our parents and accept each child as a unique being-deserving of love, respect, care and a safe/healthy educational experience.

Our facility is licensed by the *State of Washington* and meets rigid health, fire, and sanitation requirements and inspections.

It is our goal to help build positive self-esteem in each child through fun, successful experiences throughout their preschool day.

As a Christian based preschool & childcare, Bible stories, praise songs, prayer, and scripture verses are included as part of our preschool curriculum. Preschoolers participate in an interactive Chapel each week. We believe that every child deserves a foundation of knowing about Christ, and without it, education is not complete.

We look forward to being partners with you; working together to bring glory to God through the lives of these precious children.

For more information about educational opportunities, please, visit our website: www.rainierchristian.org



Mission:

"To educate and develop the whole person for the *Glory of God.*"

Vision:

Be a place of excellence that produces a student of excellence who serves God with excellence.



Train a child in the way he should go, and when he is old he will not turn from it.

Proverbs: 22:6

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Enrollment Information

Enrolling your child at **Rainier Christian Preschool & Childcare** is based on current space availability.

Securing your child's place in our program includes the following:

REGISTRATION:

- Enrollment Application
- Registration Fee

PARENT LOG IN:

- FACTS Payment Account (www.rainierchristian.org offers more info on FACTS)
- Parent Web

STUDENT FORMS:

- Health History
- Certificate of Immunization Status

SUPPLY LIST:

- Comfort Kit
- School Supplies
- Diapers/Wipes and ointments for toddler's & toilet trainers
- Extra set of clothes, including shoes
- Rest time blanket

All enrollment and student forms are kept in the preschool/childcare office as well as in our emergency folders.

Our office requires 3 business days to process registration paperwork before services are rendered.



Early Learning Program Information

ASSESSMENTS:

Our preschool/childcare facilitates activities to support a child's learning and understanding. We use a variety of teaching strategies and materials to address different learning styles, abilities, development levels and temperament.

Assessment forms are used in the fall and spring to help staff record accurate learning observations. Assessments forms are available to parent upon request.

For children preparing to enter Kindergarten, school readiness materials will match those required by Rainier Christian Elementary School.

ATTENDANCE RECORDS:

Sign-in/out books are located in each classroom. Parents, or authorized persons, are required to sign-in/out their child upon arrival and departure using their full legal signature and time of drop off and pick up. **Parents who fail to comply with this requirement will receive a warning. A \$10.00 fee will be charged per day for failure to comply with this requirement.**

All persons designated to pick up your child must have pre-authorization on file. Picture identification will be required of persons we are not familiar with. State Law requires that a child be accompanied in and out of the building by an adult. (18 years of age or older)

It is very important that ALL emergency information be kept current!

CHILD GUIDANCE:

Behavior management and guidance is practiced consistently throughout the preschool/childcare center. We will guide your child's behavior based on an understanding of their needs, stage of development, social behavior, self-control, and respect of others. We follow these three steps for discipline:

1. Acknowledge the situation
2. Redirection
3. Thinking Chair

When **repetitive behavioral issues present a serious safety concern for the child and/or others:**

- Parents will be notified and steps will be taken to avoid expulsion.
- The child will be given a probation period to improve behavior.
- Parents will be asked to find alternate care for the success of their child.

Physical restraint is used by trained staff members when a child's safety is threatened. The child will be held as gently as possible, and long enough to gain control of the situation. Corporal punishment is never used as a means of guiding a child.



COMMUNICATION and FAMILY ENGAGEMENT:

At Rainier Christian Preschool & Childcare, we value the mutual respect and support between parents and teachers. The importance of open communication contributes to the well being and emotional security of children. Changes in daily routines and family dynamics can greatly affect a child's emotional stability and behavior. Please, keep us informed as necessary. Copies of legal papers concerning your child's custody are necessary for licensing purposes.

We strive to keep you informed about current happenings as well as upcoming events. The communication tools used at our preschool childcare are:

- ✦ E-mail (Newsletters, Menu's, Updates)
- ✦ Parent Boards (located in each classroom)
- ✦ Assessment Reports

CURRICULUM:

Bob Jones Christian Curriculum is used as a guide for our preschool classrooms. Each teacher enhances the themes with their own activities and crafts. The curriculum addresses all preschool age groups, and includes development for emotional, social, cognitive and physical learning.

Assessments are recorded for preschoolers in the fall and spring of each school year.

Our preschool/childcare students participate in Chapel, complete with Bible stories, scripture, songs, and crafts. Prayer is an important part of our daily routine.

Celebrating Christian holidays is a privilege for our preschool. Christmas and Easter are both recognized and observed.

DAILY SCHEDULES:

At Rainier Christian Preschool & Childcare we understand the importance of consistent daily routines in children's lives. Daily schedules are posted on the parent bulletin board, located in each of our classrooms.

EXAMPLE:

Morning Childcare: 7:00-8:30am.

- Breakfast
- Creative Learning
- Free Choice Centers

Preschool Activities: 8:30-11:00am.

- Welcome
- Circle Time: Devotions, Stories, Singing, Calendar, Weather
- Snack
- Academics: Theme Based Projects, Curriculum Activities, Music and Movement
- Outdoor Play
- Weekly Chapel

Afternoon Childcare: 11:00am-5:30pm.

- Lunch
- Rest Time
- Quiet Activities: Puzzles, Books, Manipulatives, Sensory
- Snack
- Creative Learning. Imaginative Play. Outdoor Exploring, Free Choice Learning
- Free Choice Centers



DIAPER CHANGING:

Our preschool childcare has a designated diaper changing area, separate from the preschool classroom. Parents are responsible to provide diapers, wipes and ointment for their own child's needs.

EMERGENCY PROCEDURES:

In preparation for an emergency, the following drills are practiced:

- Monthly Fire Drill
- Quarterly Earthquake and/or Flood Drill
- Quarterly Lock Down Procedures /Active Shooter Awareness

EMERGENCY procedures are posted and available for you to read upon request.

FIELD TRIPS:

Field trip transportation is provided by Rainier Christian Schools OR Parent provided participation as needed.

Signed consent forms are necessary prior to field trip excursions. Children ages 3-5 are included in field trip activities, although some restrictions apply.

HOURS OF SERVICE:

Rainier Christian Preschool & Childcare offers services Monday thru Friday from 6:00am-6:00pm.

Preschool Hours: 8:30am-11:00am

Preschool students picked up **after 11:00am** will be assessed late fees for every 5 minutes thereafter.

Preschool is **CLOSED** on all holidays AND Teacher Development days.

Childcare Hours: 6:00am-8:30am AND 11:00am-6:00pm

Childcare students picked up **after 6:00pm** will be assessed late fees for every 5 minutes thereafter.

Childcare programs are **CLOSED** on Holidays.

Children may remain in care a maximum of ten hours or less per day. Exceeding the maximum childcare hours will result in additional hourly fees. A letter of explanation will also be required to fulfill licensing guidelines, set by the state of Washington.



ILLNESS/HEALTH POLICY:

In caring for your children, we try to use our best judgment concerning their health. Each child is required to have all medical information and emergency release forms properly completed and on file.

If this is your child's first exposure to a large group environment, he/she may be more susceptible to illness because of the greater exposure to childhood illnesses. Please check your child for these symptoms **before** you bring him/her in for the day:

- **Fever** of 100 ° F or higher.
- **Vomiting** on 2 or more occasions within the past 24 hours.
- **Diarrhea** of 3 or more watery stools within a 24-hour period, or any bloody stool.
- **Rashes** that may be red, raised, and/or itching. If your child has recently had a fever and now a rash has appeared.
- **Eye discharge or conjunctivitis (pinkeye)** until clear or until 24 hours of antibiotic treatment.
- **Sick appearance or not feeling well** and/or not able to keep up with program activities.
- **Open or oozing sores** must be properly covered **and** 24 hours if necessary antibiotic treatment is started.
- **Lice or scabies** needs treatment and have no nits before children can return to childcare. If child has had scabies, they may return after treatment is given.

WHEN YOUR CHILD IS SICK:

- Have plans for back up childcare
- Be sure to inform the preschool of your child's illness
- After an illness, children may return to school when they...
 1. are fever free for 24 hours without medication.
 2. have taken antibiotics for 24 hours.
 3. have physician's written permission to return to school

*Additional information can be found in our Health Policy.

INJURY / INCIDENT PROCEDURES:

The staff at Rainier Christian Preschool and Childcare is required to be trained in CPR and First Aid. In the event of an injury or incident, they will act as first responders. IF additional help is needed, 911 will be called. Documentation will be sent home when a child is injured at school.

When accident and emergency care is warranted, documentation will be placed in your child's file. When an emergency occurs, we will:

1. Call 911 if necessary.
2. Contact parent/guardian.
3. If parent/guardian is unavailable, persons on emergency pick-up list will be contacted.

Any expenses incurred under the above references will be the responsibility of the parents.

MEDICATION:

At Rainier Christian Preschool & Childcare, it is our policy to administer prescribed and over the counter medications with prior written consent from the child's physician. All medications must be in the original container, labeled with the child's name, dosage, and expiration date. Keep in mind that we are not able to give medications "as needed". All medications must have a start and stop date for the duration of the illness. **Do not leave any medications in a backpack or cubby. All medications should be given to a staff member for safe keeping.** Baby Powder, Diaper Ointment and Sunscreen are considered medications. **All medications require signed parent consent.** Additional information can be found in our Medication Policy.

NON-DISCRIMINATION POLICY:

Rainier Christian Preschool & Childcare is defined by the state and federal law as a place of public accommodation and will accept any child without discrimination in respect to race, creed, ethnicity, national origin, gender, class, age, religion, or disability.

NUTRITION:

Rainier Christian preschool/childcare offers a variety of NUT FREE, kid friendly menu items to help balance a child's nutritional needs.

Breakfast: Delicious breakfast options are offered from 6-7:30am (Additional fee at the Auburn Campus)

Snacks: Nutritious snacks are provided mid morning, mid afternoon and early evening.

Lunch: A healthy variety of foods are offered within a balanced menu and served to children enrolled in our childcare program.

Sack Lunches are required at the Auburn Campus during:

- Christmas Break
- Spring Break
- Summer Break

Menu's are posted in each classroom and emailed to parents each month.

PHOTOGRAPH'S:

Individual as well as classroom group pictures will be taken by a professional photographer at our preschool/childcare. The photos are available for purchase and are used in our preschool yearbook. A variety of student pictures may also be used on our website, school slide shows and for advertising purposes with parental consent. In addition, security cameras are in use for campus safety.

RATIO's (Staff/student):

Ages 3-5years 1:10 max 2:20

Ages 2-3years 1:7 max 2:14

Ages 1-2years 1:5 max 2:10

REPORTING CHILD ABUSE:

As mandated reporters, suspicion of child abuse, will be **reported immediately** when there is reason to suspect abuse in the occurrence of physical, sexual, emotional, verbal, child neglect, child endangerment, or child exploitation. Child Protective Services or the local law enforcement will be contacted.

REST PERIODS:

State licensing requires preschool/childcare centers to offer a rest time for all children in their care. During this time of relaxation, sleep often occurs. Children who have not fallen asleep after 45 minutes will be allowed to engage in a quiet activity while the other children continue their rest time.

Parents are responsible to supply rest blankets, which are sent home each week for laundering. Nap mats and sheets are provided. We do have extra blankets for the occasional day when a blanket is forgotten.

Toddlers entering our program are allowed to follow their own sleep patterns. Gradually they will adapt and adjust to the rest time routines of our program.

STUDENT & STAFF TRAINING:

Each teacher endeavors to meet the needs of each child emotionally, socially, physically, spiritually and academically. This is accomplished by employing all available resources in an individual approach to each student.

The love of Jesus Christ is central throughout the program and teachers strive to set examples of Christian behavior and love. We feel our preschool childcare program provides an opportunity for a gentle, loving introduction of the young child into the Christian community. Children will learn how special God has made us and give them a foundation for learning through practice, following directions, and good listening habits.

Preschool will stimulate their eagerness to learn about the wonderful world around us through:

- knowing and loving God who made all of creation.
- positive sense of achievement.
- learning number activities, oral expression, and reading readiness.
- walking through God's world with nature walks, field trip, and simple experiments.
- interacting with others of the same age in a Christian environment.
- creativity and self-expression with fun activities in art, music, drama, exercise and sensory play.

Preschool learning is the first step to their educational future in Kindergarten classes. Rainier Christian Preschool & Childcare is not a prerequisite to any of our Rainier Christian Schools.

Staff continues their education annually by completing 10 hours of STAR's approved classes through the state of Washington.

TOILET TRAINING:

Each classroom has a toilet and hand washing sink designated for our preschoolers. We are happy to assist in toilet training once the adventure begins!

VACATION CREDIT:

Our Program offers two (2) one-week credits for children in FULL-TIME, YEAR ROUND CHILDCARE. New students are required to attend for 6 months before childcare credits are available.



VISITING / VOLUNTEERING:

After checking in at the preschool office, parents are welcome to visit any part of our preschool/childcare center. Volunteers are needed and welcomed to assist with program activities. A cleared Washington State Patrol background check is required.

WATER ACTIVITIES:

Our preschool/childcare engages in water play through sensory. Sensory tubs are filled with water, no more than 5-6" deep. A staff member will always monitor the area.

Summer time water play may include:

- sprinkler play
- splash pools
- slip & slides
- sensory tables

Staff ratios increase by one staff member to ensure safe play.

WEATHER CONDITIONS / SCHOOL CLOSURES:

RAINIER CHRISTIAN SCHOOL closures are usually posted by 5:30am when weather causes unsafe road conditions.

- **RCS website** - rainiercsd.org website
- **Flash Alert** - sign-up at <https://www.flashalert.net/signup.html> (Be sure to sign up for campus & district alerts!)
- **Campus phone message** - for updated messages

Inclement weather conditions:

CLOSURE: ALL Rainier Christian School campuses will be closed unless specified individually.
DELAY: 10:00 start time for ALL RCS campuses. Morning preschool classes(8:30-11:00am will be cancelled)
Childcare for preschool age children will begin at 10:00am
Morning bus routes to/from the campus reported are cancelled.

Please NOTE: Tuition/fees do not change with emergency school closures!

WITHDRAWING PROCEDURE:

Withdrawal from our preschool/childcare program requires two weeks advance written notice. A \$100 withdrawal fee will be assessed for all students withdrawing before the end of the preschool year.

SAFETY REMINDERS:

- PLEASE remember to drive slowly in the parking lot.
- PLEASE do not leave your car running.
- PLEASE do not leave valuables in your car.
- Most importantly, PLEASE do not leave children unattended in your vehicle.

This page is designed for you to jot down any questions you may have for your preschool & childcare provider:

1. _____

2. _____

3. _____

4. _____

5. _____



Dear Parents,

Our State Policy & Procedures Manual is located in the childcare office and is available to read upon request. The manual includes:

- Emergency Procedures
- Health Policy
- Medication Policy
- Pesticide Policy
- Inspection Reports
- Liability Insurance Coverage
- Menu's

To assist our Preschool & Childcare to be in compliance with Washington State Law requirements, please sign this form indicating that you have been informed about the location and availability of our policy and procedures information.

Thank you!

I have received the RCS Preschool & Childcare Handbook and I understand that the Policy & Procedures Manual is available in the childcare office upon request.

Student Name

Parent Signature

Date