

Robert Toombs Christian Academy

Preschool Handbook



Mission

It is our mission at RTCA to provide a positive learning experience in a Christian environment. It is our goal to provide our preschool students with a variety of “hands-on” experiences and activities that will enhance their natural readiness for reading, writing, math and critical thinking skills.

It is our desire that the RTCA preschool program be a positive “first school” experience for your child. Studies have shown that the first five years of a child’s life impact his/her learning potential for the rest of their life. With your help, your child will learn important skills that will prepare him/her for a bright future.

Thank you for allowing us the privilege of teaching your child. We look forward to sharing this experience with you and your preschooler.

Non-Discrimination Policy

RTCA does not discriminate on the basis of race, color, creed, gender or national and ethnic origin. All students are entitled to all rights, privileges, programs and activities generally accorded or made available to students at the school.

Arrival

Students are to arrive between 7:50 and 8:05. Teachers are not ready before 7:50 and attendance reports and lunch reports are due in the office at 8:15. Any child who arrives before 7:50 must report to the lunchroom where they will be supervised by a RTCA staff member. Preschool teachers will come to the lunchroom and pick up any students who have arrived before 7:50.

Preschool parents will need to use the carpool line on the east side of the building in front of the lunchroom and gym.

The security and safety of the children are of utmost importance to us. We request that you drive slowly anytime you are on campus.

During the first week of school, it is fine for you to walk your child to the classroom if it will make you and your child more comfortable. We do ask that you do not park your car in the carpool line because parents of children in the elementary grades also use this carpool line and traffic will be blocked.

After the first week, we ask that you allow a teacher or assistant teacher to escort your child from the car to the preschool building. This is the quickest and most effective arrival method, as well as, the least upsetting to other children in the classroom.

Arriving to school on time is important to starting a school day on a positive note! The school day starts at 8:05 and late arrivals are disruptive for the children and the teacher.

If a child arrives late and there is not a teacher on duty outside, a parent MUST escort the child to the classroom and then go to the office to sign them in. For safety reasons, please do not drop off any child and have them walk to the preschool building alone.

Departure

Students who are dismissed at 11:30 will remain in the classroom until a parent comes to the door to pick them up. Please be as prompt as possible because this is also lunchtime for students who are on extended day. Extended day students are dismissed at 2:30. Parents are asked to wait in their cars and a teacher will escort your child to the car. Please do not block the carpool line by leaving your car unattended. If you need to enter the building, please find a parking space.

Students who regularly attend after school care will be taken there at the 2:50 dismissal unless the teacher has been informed otherwise.

It is our policy to never release a child to anyone other than the parent unless we have written permission from you. If there is a change of plans after your child has arrived at school, you must inform the school office of the change and the teacher will be notified.

Clothing

Students should be dressed in comfortable play clothes. We will be doing messy art projects and playing outside where clothing could become easily soiled. When dressing your child for school please remember that certain clothing such as overalls and belts can be frustrating for a child managing their own potty skills. Cowboy boots and flip flops can make climbing difficult and little girls that wear dresses to school need to have shorts or bloomers that cover their panties under their dress. Please send your child to school in tennis shoes. When sandals are worn, they must have straps and/or buckles. If flip flops or cowboy boots are worn your child will not be allowed to climb on the playground equipment.

Be sure to send a coat to school on cool days. We will always go outside unless it is extremely cold or rainy. Be sure to label any outer garments with your child's name.

All students need to bring a complete change of clothes (be sure to include underwear and socks) in a large zip-lock bag labeled with your child's name. These clothes will be left in your child's cubby. This is essential because accidents and spills of all types do happen.

Nap Time

Resting mats and the sheets that cover them are provided by the school. Your child may like to bring a small blanket or towel from home to be used as cover during nap time. Any items brought from home will be stored and kept at school during the week unless otherwise requested. Your child will use the same resting mat all year long and the sheet that covers it will be washed on a weekly basis by a member of our staff. Blankets brought from home should fit easily in your child's book bag. Blankets are sent home every Friday to be washed.

Book bags and folders

All students will need a book bag that is large enough to hold a 9x12 folder and blanket used during rest time. Folders will be given to each student to use during the year. Please keep the folder in the book bag at all times. Any notes from the teacher, lunch menus, student work, etc.. will be placed in your child's folder. Please be sure to check your child's folder daily. Notes sent back to school from home should also be placed in your child's folder. Your child will learn that part of the morning routine is to take the folder out of the book bag and place it in the classroom basket. Teachers check folders every morning but not book bags.

Health

A current certificate of immunization as well as a copy of the birth certificate is required for each child. A doctor or the health department must sign immunization records and they must be on form 3231. Students in the four year preschool class must have hearing, dental and vision screenings on file.

Your child's health is a matter of major importance to all of us. To that end, all children who are attending school must be free of contagious diseases. Please keep your child home if he/she has a constant cough, has symptoms of a possible communicable disease (such as reddened eyes, sore throat, severe headache or fever), or has had a rash, diarrhea or vomiting during the previous twelve hours.

When a child has been absent due to illness, he/she should not return to school until he/she has been fever free for twenty four hours.

Let us know in writing if your child has any allergies or health issues we need to be aware of. We also require parents to provide written instructions for any medications that are to be taken at school, including the name of the medication, the dosage and the time the medication is to be given. All medication must be in the prescription bottles with the labels well marked. We will never give any child medication without written permission from the parent or legal guardian.

In the event of a minor accident at school, an accident report will be sent home with your child so that you will be informed. Please sign the report and return it to school the following day and it will be placed on file. A copy of the report will be made available to you if so requested.

Snacks

Students will receive nutritious food and drink while at school that complies with USDA standards for preschool children. Snacks are provided as part of your tuition and should not be brought from home. However, special snacks may be sent for birthdays or other celebrations to be shared with the class.

Be sure to inform teachers in writing of any food allergies your child has.

Lunch

- Menus can be found online on Sycamore.
- Preschool students are only given the choice of milk with lunch.
- Each child will be given an RTCA lunch account that money can be applied to. Lunch money is deducted and or credited daily. Lunch money should be sent to school to be placed on your child's lunch account by office personnel.
- Students may bring their own lunch anytime. Please do not send soft drinks with lunch.
- Lunch will be ordered in the morning from the cafeteria for anyone who has forgotten or did not order their lunch.
- We do not cancel any lunch previously ordered unless we are informed that your child will not be at school.

Behavior

Preschool teachers work hard at guiding children's behavior. Rules are explained to the students during the first month of school and reminders are often given. We talk a lot about choices and self control. When repeated infractions occur, children are made to sit in "time-out". If a negative behavior persists, parents are consulted to help improve the behavior. Time out will be used when other attempts at positive correction have been tried. The golden rule for time out is one minute for each year of the child's age plus one minute.

Under no circumstance will corporal punishment (spanking) be imposed at preschool. Parents will be called to pick up their child if the administration feels it is necessary.

Conferences

We will keep you informed concerning your child's academic and social behavior. If at any time, you need to talk to us concerning your child, we will schedule a conference. Send us a note or call the office and we will schedule a time to meet as soon as possible.

Birthday Celebrations

We LOVE to celebrate birthdays in preschool! You may send a special snack to share with the class on your child's birthday. Be sure to check with your child's teacher about birthday plans. Invitations to birthday parties outside of school may be brought and handed out only if everyone in the class is included. We will be glad to provide a class roster.

If your child has a summer birthday we will schedule a day during the last month of school to celebrate those birthdays.

Special Guests/Field Trips

During the year, the preschool staff may try to arrange a few field trips. Due to insurance requirements, teachers and parents are discouraged from driving children, other than your own, in their personal vehicle. If a field trip is planned by your child's teacher, information about the field trip will be sent home in plenty advance prior to the trip.

Teachers will often invite community speakers to come and talk to the students about their profession. We have even had grandmothers come and read a story to the class! If you have an idea for a speaker or field trip that would be of interest to the children, please let us know. We are always open to interesting and educational opportunities for our children.