



## **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, 2017, 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.

### **HOURS:**

9:30 a.m.-3:00 p.m. Monday through Friday. Children may stay a maximum of two days.

### **TUITION:**

\$120 per month, due on the first day of the month that your child comes. You are responsible for your spot whether your child comes or not. However, a sub list will be given to you by the middle of October and if a sub comes in for your child, you may collect \$30.00 from the sub. This is your responsibility. Your sub may mail the above amount to you directly or leave it in the class folder for you to pick up upon your child's return to class.

### **HEALTH ASSESSMENT:**

Each child must have on file an up-to-date health assessment, which has been filled out by the parent and signed by the child's doctor. This must be turned in to the MDO office prior to your child's beginning day or to the child's teacher on the first day he attends class in September.

### **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 can not be reached during school hours.

### **DICIPLINE:**

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 punishment, verbal abuse, threats or derogatory remarks about the child or the child's family.

**LINE OF AUTHORITY:**

Amy Hopkins, Director of Children & Family Ministries  
Stephanie Spencer, Office Coordinator  
Julie Schutzler, Assistant Director

**LUNCH:**

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. Also, please make sure you include nutritious items such as fruits and vegetables.

**DIAPERS AND NAPPING ITEMS:**

Please send diapers, diaper wipes, a light-weight blanket, appropriate sheet, changing pad and any other items you feel your child might need during the day.

**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 that are pre-packaged and store bought. 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.

**EMERGENCY SCHOOL CLOSINGS:**

Rolling Hills will close because of emergency road conditions when needed. We will follow the Shawnee Mission School District's decision to close. Please listen to your local TV/radio announcements pertaining to school closings.

**BEGINNING OF SCHOOL:**

You will be called by your child's teacher after the middle of August to discuss the beginning of our fall term.

**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.