



## **ROLLING HILLS PRESCHOOL GENERAL INFORMATION**

### **PURPOSE:**

The Preschool program for three-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 Preschool 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:**

PRESCHOOL: children must be three by August 31, 2017 and will attend two 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:**

\$120.00 a month for Preschool (9:00-11:30)

(NOTE: Tuition is based on a yearly fee, which has been split into nine equal monthly payments. Each extended day is an additional \$55.00 per month).

### **HEALTH CERTIFICATE:**

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.

### **EMERGENCY CLOSINGS:**

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

### **HOLIDAYS:**

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

### **SNACKS:**

Parents are asked to provide snacks. Your child's teacher will provide you with a snack schedule in the fall.

**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. 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 as 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.

**LINE OF AUTHORITY:**

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

**EMERGENCY FORM:**

Your child must have a notarized emergency form on file at all times. It must include the doctor's name and phone number, hospital preference and insurance info..

**BEGINNING OF SCHOOL:**

You will be contacted by your child's teacher around the middle of August to set up a "Back to School Conference" for you and your child.

**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.