



The Rolling Hills Learning Center Parent Handbook 2020-21

**A ministry of
Rolling Hills Community Church**

**1810 Columbia Avenue, Suite 100
Franklin, TN 37064**

www.rollinghillslearningcenter.com

**Courtney Napier, RHLC Director
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615-861-3663 ext. 190**

**Anna Townsend, Preschool Minister
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**School Hours: 9:30-2:30
First Day of School: September 8, 2020
Last Day of School: May 18, 2021**

We offer age appropriate classrooms for children who have turned three months old by August 15, 2020 through five years of age.

Mission Statement:

The Rolling Hills Learning Center is a weekday preschool program existing to encourage the growth of the whole child physically, academically, and spiritually. We provide a Christ-centered environment that is safe and nurturing with developmentally appropriate curriculum and structure for all children. We want

preschoolers to know and believe God made them; He loves them and wants to be their friend forever!

School Verse:

"Lord show me your ways. Teach me how to follow you. Guide me in your truth. Teach me. You are God my savior. I put my hope in you all day long."

Psalm 25: 4-5(NIRV)

About Rolling Hills Community Church:

Rolling Hills began in 2003 with a vision to impact Middle TN with the love of Jesus. In 2009, after years in rented space including the Thoroughbred Cinemas in Cool Springs, we purchased and renovated the Warehouse. The Learning Center was part of our vision for the community we couldn't wait to begin. The LC launched in 2010 as a two-day per week preschool providing weekday education and enrichment for children in environments that foster an understanding of God and His love for us. Family Ministry at Rolling Hills is about strengthening families. We think the preschool environment is great, but nothing tops "family" when it comes to raising great kids. Our desire is to partner with parents along every stage of the journey. Weekend services are at 8:00, 9:30 and 11:00 am on Sundays. We provide age appropriate worship and learning opportunities for kids, birth through 5th grade, during all service times. If you are looking for a church, we would be honored for you to check out Rolling Hills. If you have questions about Rolling Hills, feel free to contact Anna Townsend, Preschool Minister.

Registration

Procedures:

To register your child, please call 615-861-3663 ext. 190 and leave a message with your name, phone number, child's name, age and birthdate. You can also register online at www.rollinghillslearningcenter.com. Following registration, you will receive a confirmation if a spot is available for your child. If no spots are available, you will be notified of placement on the waiting list.

Tuition and Fees:

Tuition is based on an annual rate but can be paid in ten monthly installments.

Two Days per Week Program \$2,600/year \$260/month paid with a
credit card or \$250/month paid with cash or check

Three Days per Week Program \$3,650/year \$365/month paid
with a credit card or \$355/month paid with cash or check

Four Days per Week Program * \$4,750/year \$475/month paid
with a credit card or \$465/month paid with cash or check

*(3 years old and older)

Beforecare (8:30-9:30)

\$50/month per child

Aftercare (2:30-3:30)

\$50/month per child

There is a \$30/month tuition discount for each additional sibling.

At the time of registration, a non-refundable registration/supply fee of \$175 is due.

Rolling Hills Learning Center tax i.d. number is 32-0029492.

Openings:

Registration will remain open until each classroom is full. Our commitment to the community sometimes allows us to open additional classrooms. If you know a family that would benefit from the Rolling Hills Learning Center, please feel free to connect them to us.

Wait List:

If you are unable to secure a spot during your initial registration, you will be placed on a waiting list. You will be notified by phone if an appropriate opening for your child becomes available. You will not be responsible for paying the registration fee until a spot is available for your child. You must take a tour of the Learning Center before registering your child.

Late Fees:

Monthly tuition is due by the 5th day of each month of the school year. A late fee of 10% of owed money will be placed on the account on the 6th day of the month for late tuition payments.

1. When payment is past due by 10 days, a contact will be made to the responsible parent(s) of the student(s). An immediate payment will be expected.
2. If payment remains past due for 30 days, a registered letter will be sent instructing the responsible parent(s) that a payment is immediately required. If payment is not made within 7 days of receipt of the letter, unfortunately, the student will not be allowed to attend class and the case will be reviewed by the RHLC and RHCC staff to determine if the child will be allowed to remain in the program.

In the event of an emergency or financial difficulty, please contact the program director.

Pickup for the school day is 2:30pm. If you are more than 5 minutes late to pick up you will be charged \$1 for every minute past 2:35. Aftercare ends at 3:30. You will be charged one dollar for every minute you are late past 3:30. The late fees will be applied to your invoice the following month.

Forms:

In order to be enrolled in the Rolling Hills Learning Center, all forms must be completed before the first day of school for the child registered. These forms include a registration form, enrollment form, and a State of Tennessee immunization record (with part 1b completed), or a notarized immunization waiver. The immunization form may be emailed or faxed (615-861-3664) directly to the Learning Center.

Withdrawal:

The Rolling Hills Learning Center requires a two-week notice of withdrawal. Notice of withdrawal must be presented in writing to the director of the program. Failure to provide a two-week notice will result in one half of a month's tuition due upon leaving.

Curriculum

At the Rolling Hills Learning Center we use an age and developmentally appropriate curriculum involving various learning centers. Different areas are set up throughout the classroom to teach, including: home living, books, art, nature, puzzles, science, and cooking. Other elements of the day include large group playtime, music time, large motor activities, and a monthly Bible theme, verse, and stories to learn.

The Pre-K classes will be using "The Letter People" curriculum, which uses puppets, songs, and stories to get children moving, interacting, experimenting, writing, drawing, and counting, all of which move them towards reading.

Our Bible based curriculum is the First Look Curriculum from the reThink Group. It helps to reinforce to preschoolers that God made them, He loves them, and wants to be their friend forever.

Every classroom has two teachers and follows the State of Tennessee Adult: Child ratios and classroom maximums listed below.

Younger than One year old	1:4	8 maximum
One-year old	1:6	10 maximum
Two-year old	1:7	12 maximum
Three-year old	1:9	16 maximum
Four and Five-year old	1:16	20 maximum

Music and Art:

The Rolling Hills Learning Center has its own Music and Art teachers. The children will experience the joy of music as they enjoy singing, dancing, instrument exploration, rhyming, active listening activities, and much more. They will also explore a variety of art processes and use conventional and unconventional (Matchbox cars and bubble wrap) materials.

Chapel:

The Rolling Hills Learning Center has Chapel every week. Our music teachers lead chapel. This is a time for children of different ages to come together and sing songs about God, hear a Bible story, and pray together.

Policies

Arrival:

When arriving in the morning, please take your child to his/her classroom door to meet his/her teacher. You will be required to sign your child in each morning. The day begins at 9:30. If someone besides a parent or guardian is picking up your child, please let the teachers and/or Director know. If your pick-up plans change during the day, please text and/or email the director and teachers. We have a drop-off line for children in the three year old and pre-k classes. This line is open from 9:05 until 9:20. If you are in line by 9:25 we will take your child in but if you arrive after 9:20 you will need to park and walk them to their classroom.

Dismissal:

Children must be picked up by 2:30 pm. You will need to sign your child out each day. If someone besides a parent or guardian is picking up your child, they will be required to show a valid form of identification to your child's teacher. A late fee of \$1 per minute will be charged for children picked up after 2:35. Children will not be released to any adult who appears impaired or exhibits behaviors that would put children at immediate risk.

Security:

As a safety precaution, our doors are locked in the morning at 9:45 am and they are unlocked at 2:15 pm. If you arrive at a time when the doors are locked, please ring the doorbell, and sign in at the church office. Thank you for your cooperation with this security procedure. We want to provide the most secure place for your child. The doors at the front of the building and the West entrance are the only entrances and exits for parents to use. In addition, we will conduct monthly tornado, lock down, and fire drills as part of our safety plan.

The Rolling Hills Learning Center is a smoke free environment.

Closings:

The Rolling Hills Learning Center follows the Williamson County School calendar for holiday closings, weather closings, and early dismissals. We will be closed if Williamson County schools are closed or delayed. In the event of an early dismissal, we will dismiss at the same time the high schools dismiss. We will not make up days that are missed for weather closings and the monthly tuition rate remains the same.

Naps:

Children in one and two-year old classes will need to bring a crib sheet to school for naptime. We provide a nap mat for each child. Your child may also bring a blanket and/or lovey to have at nap time. If your child uses a pacifier it cannot attach to their clothing or have a toy/animal attached to the pacifier.

Comfort Items and Toys:

While, small, soft comfort items are permitted for naptime, we ask that children do not bring additional toys from home.

Potty Training:

At the Rolling Hills Learning Center, we want to partner with parents to assist in the potty-training process. When you are ready to begin the process, please discuss your training methods with your child's classroom teachers. If you are sending your child to school in pull-ups, be sure to use pull-ups with Velcro sides to assist both the child and the teacher. Always remember to provide an additional change of clothes, including undergarments, for potty training purposes in case your child has an accident.

In order for your child to be enrolled in a three-year old class they must be potty trained. There is a grace period if your child is in the process of potty training. This grace period ends October 31 of the current school year.

Discipline:

The teachers at the Rolling Hills Learning Center will use the following discipline methods in their classrooms. The first three steps are to redirect the child and remind them of the appropriate behavior in a positive and loving manner. Next, a child will be put in time out, lasting one minute for every year of his/her age. If necessary, the child may be directed to the Program Director and a meeting may be set to partner with the parents to find an appropriate solution.

Steps for Ongoing Behavior Concerns:

- If the classroom discipline procedures are not working then parents, teachers, and Director will meet to share information and create a behavior plan for the child.
- The Director has the authority to call the parents for immediate pickup if the disruptive behavior continues for an extended period of time or could be harmful to the child or other children.
- If the child's behavior does not change after all efforts have been exhausted and/or the child has been sent home three times, the family may be asked to leave the Rolling Hills Learning Center.

Biting

Teachers make every effort to prevent biting in the classroom. We know that biting is a normal part of some children's development. It is usually a temporary behavior occurring between 13-24 months of age and occurs for many reasons such as teething, feelings of frustration, or seeking the attention of a teacher or peers.

The Rolling Hills Learning Center will encourage children to “use your words” if they become frustrated. We will employ three levels of disciplinary methods for biting. At no time will we share information about the biting child or the child bitten with any other parent than his/her own.

If a child is bitten his or her parents will be notified and can determine whether the child finishes the day at school or is picked up early. The bite will be thoroughly examined and cleaned to avoid infection.

Level 1: First a biting child will be told “No. Biting hurts.” The child will be redirected to another activity. Attention will be given to the injured child. Incident reports will be written and signed by the parents of each child involved.

Level 2: If a child bites *two* times in one day, the Level 1 method will be followed each time. The parent of the biting child will be required to pick the child up from school. The child may return the next day.

Level 3: If a child repeats Level 2 twice in the same week, the child will not be able to return to school their next school day. They may return their following school day. Any child exhibiting Level 3 behavior for three consecutive weeks may be un-enrolled from the program.

Supplies:

In an effort to prevent confusion or lost items, please label your child’s belongings. Every child needs to bring the following every day:

- Diapers (if applicable)
- Disposable Wipes (if you have a specific type you want us to use)
- A water bottle or non-spill sippy cup
- A complete change of clothes that are weather appropriate, including socks
- A lunch and a snack (please send healthy options)

Holidays:

All holidays will receive an age appropriate, Christian emphasis. Instead of celebrating Halloween, classrooms will focus on the celebration of fall and avoid all scary themes. During the Christmas season, students will focus on learning about the birth of Jesus rather than cultural icons like Santa Claus and Rudolph.

Absence:

If your child will be absent please take time to notify the program Director and/or your child’s classroom teachers.

Illness:

Please do not send your child to school if he/she is ill or showing symptoms of illness. The Committee on Control of Infectious Diseases of the American Academy of Pediatrics lists the following symptoms as causes for keeping your child home: fever within the last twenty four hours, vomiting and/or diarrhea within the last twenty four hours, common cold, symptoms of the usual childhood diseases (chicken pox, scarlet fever, etc.), sore throat, croup, any unexplained rash, any skin infection (boils, ringworm, impetigo), pink eye or any other eye infection. If your child becomes ill during the day, you will be called to pick up your child. If your child has been sick or goes home sick he/she must be fever, diarrhea, and/or vomiting free for at least 24 hours before returning to school.

Emergencies:

The Rolling Hills Learning Center staff will be First Aid and CPR certified and will take the appropriate measures to handle any emergency situation. In the event of an emergency, 911 will be called and the parent will be notified. Please make sure that all emergency contact information is kept up to date with the Program Director.