



# A Handbook for Parents and Students

*"Train a child up in the way he should go and when  
he is old he will not depart from it." Proverbs 22:6*

2175 S Fiske Blvd.  
Rockledge, FL 32955  
321-632-6966

# Contact Us

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## Phone Numbers and Extensions

321-632-6966

Daycare Office x511

Pastors Office x500

## Emails

Preschool:

[RockledgeChristianPreschool1@gmail.com](mailto:RockledgeChristianPreschool1@gmail.com)

After-School/ Seasonal Camps:

[kidsrocksummercamprc@gmail.com](mailto:kidsrocksummercamprc@gmail.com)

## Websites

Preschool:

<https://rockledgechristianpreschool.yourwebsitespace.com/>

After-School/ Seasonal Camps:

[kidsrockfl.com](http://kidsrockfl.com)

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# Welcome

We are glad you have chosen to be a part of the Rockledge Christian Daycare family. We have a talented and dedicated staff that share God's love for children and want to help them grow to be healthy and mature in every aspect of their lives. We know that each child is a gift from God and precious in His sight. Our daycare is designed to help them realize this and be prepared for the challenges that lie ahead. We are committed to excellence in nurturing your child and want to assist you in raising them to "*grow in wisdom and stature and in favor with God and Men*" Luke 2:52 (NIV)

In this handbook you will find information about the wonderful ministry your child will be provided at Rockledge Christian Daycare (hereafter referred to as RCDC). It contains specific information as well as the policies and procedure set forth by RCDC, the Association of Christian Schools International (ACSI), and the State of Florida. After reading it, please sign the Parent Acknowledgement form and Consent to Photograph located at the back of the book, stating that you have received this parent handbook and intend to comply with the information contained herein. This acknowledgement form will be kept in your child's file and should be turned in within two weeks of his/her enrollment at RCDC. We suggest you keep this handbook in a convenient place for easy referral throughout the year.

In His Service,  
Terrell Watkins, Director

## Our Mission and Purpose

### MISSION STATEMENT

It is our mission to provide excellence to your family through safe and loving, quality care in a developmentally appropriate environment. To meet your child's individual needs and help them develop spiritually, socially, emotionally, physically, and academically through varied activities and programs with a strong emphasis on building solid basic learning concepts.

### OUR PURPOSE

Rockledge Christian Daycare is a not-for-profit outreach of Rockledge Christian Center. Our Center exists for the primary purpose of glorifying God through Christian education of children ages one through twelve years of age. The purpose of Christian education is to direct the process of human development toward God's objective for man. We wish to serve as an extension of the training in the home and in the church.

## Our Beliefs

### OUR BELIEFS

RCDC provides faith-based childcare and an educational program which assists the children in developing appropriate faith values and traditions. The parents of the children entrusted to our care expect us to guide and develop their children with the following values:

The Bible is the inspired word of God and should be the standard of Christian life. The purpose of education is to learn about the true nature of the universe. According to the Bible, *"by God were all things created, that are in heaven, and that are in the earth, visible and invisible, whether they be thrones, or dominion, or principalities, or powers; all things were created by Him, and for Him; and He is before all things, and by Him all things consist"* (Colossians 1:16,17). The curriculum and programs of RCDC will be developed with the acceptance and the acknowledgement of the above stated premise.

## Our Statement of Faith

### STATEMENT OF FAITH

We believe the Bible is God's Word. It is accurate, authoritative, and applicable to our everyday lives. The Scriptures of the entire Bible are verbally inspired of God. It was not just the ideas that were inspired; even the choice of the words was inspired as the original writers were moved by God to write what He wanted them to say. We therefore believe that (1) the Scriptures are God's revelation of himself to mankind, (2) they are infallible (never wrong), and (3) they are the divinely authoritative guide for our faith, belief, and manner of living. (2 Timothy 3:15-17, 1 Thessalonians 2:13)

We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son, and God the Holy Spirit. He is totally loving and completely holy. The Lord Jesus Christ is both

God and man and is the only one who can reconcile us to God. Each time we partake of communion we remember Jesus lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life. (2 Peter 1:21)

We believe sin has separated each of us from God and His purpose for our lives. To receive forgiveness, we must repent of our sins, believe in Jesus Christ and submit to His will for our lives. God wants to heal and transform us so that we can live healthy and powerful lives to help others more effectively. To live the holy, fruitful, and power-filled lives God intends for us, we need to be baptized in water, set our mind on Him and His purpose, and be filled with the power of the Holy Spirit.

We believe God has individually equipped us and corporately gathered us as His living body so that we can successfully achieve His purpose for our lives, which is to worship God, strengthen the Church, and share the Gospel with the community in which we live.

We believe the Lord Jesus Christ is coming back again as He promised and will rule and reign on this earth. History will conclude as the wicked are judged and the righteous enter a new heaven and a new earth.

## License

### ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

RCDC has been licensed with the Association of Christian Schools International. We are currently working towards accreditation with ACSI as well and hope to be fully accredited by the end of 2012. The result of the license and accreditation process is to understand where we are strong and where there are opportunities for improvement. This also results in a center that has studied itself, has been studied by a team of visiting educators, and has achieved the status of being licensed and accredited. In the educational community this is the standard for quality, integrity, and excellence. The ASCI program goes beyond general education issues to the spiritual ministry of the center. We seek to access our every function considering a biblical philosophy of education. Our goal is to continue to maintain this standing of excellence for our school.

### FLORIDA STATUTE 415.504(1)

Florida Statute 415.504(1) **mandates** all childcare personnel to report any suspected child abuse or neglect. Any display or evidence of abuse to a student attending RCDC will be reported to the Department of Children and Families at once. This includes evidence of emotional, mental, physical, and/or sexual abuse. The Florida Abuse Hotline is 1-800-96-ABUSE.

# A Place for Every Child

## NON-DISCRIMINATION POLICY

RCDC admits students of any religion, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to individuals enrolled in our center. We do not discriminate against any child wishing to enroll however, because of our staff's credentials and the facility's limitations; we are unable to accommodate all children's special needs. Our job is to teach children how to get along with all of humanity and not hold prejudice toward those that are different than ourselves. Our staff and faculty are expected to demonstrate and maintain the highest level of character and integrity and to be positive role models.

## ADMISSION

It is the policy of RCDC to use a first come-first-serve priority list to enroll students. Prior to admission the application package must be filled out and turned in and accepted by the Director along with the registration fee along with a health certificate, and birth certificate when applicable. A health certificate must include a record of immunizations required by state law and be signed by a medical doctor.

All immunization records must be kept up to date, as required by law, before your child will be allowed to attend class. Routine visits to a doctor, clinic or dentist are the responsibility of the parents or guardians. Physical and immunization records must be kept up to date or your child cannot be cared for at our school. Physicals and immunizations may have been issued no later than 6 months prior to your child's enrollment in the school.

## REGISTRATION

A non-refundable registration must be paid annually in August. The registration form must be completed, and the fee paid for each child for official enrollment to be complete. Registration fees are as follows:

Child(ren)	New Families	Returning Families
1 Child	\$75	\$45
2 Children	\$90	\$40
Family	\$125	\$90

## CHILD RECORDS AND CONFIDENTIALITY

Children's records are to be updated by the parent or guardian with any changes in address, phone numbers, employment, contact changes, custody arrangements, immunizations, allergies, etc.

Any changes in custody/ visitation must be accompanied by legal documentation. We cannot stop a parent from seeing or picking up their child who previously was able, without the proper paperwork taking away those rights. We cannot stop a parent from picking up their child without legal paperwork stating that parent is not to have custody or access to the child.

Staff members are authorized to discuss only those children enrolled in their class with the parents or guardians of that child. No other parents, children, or staff may be discussed.

Involving the school personnel in personal legal battles will not be tolerated. If any administrative staff or faculty is subpoenaed to appear in court regarding custody, restraining orders or developmental standing, you will be charged a fee of \$25 per hour for time to prepare and time taken away from the school and charges incurred for substitute teachers. This fee will be charged to all families who involve the school in their legal disputes, regardless of what the court pays for our appearance.

Please be aware that we cannot provide confidential statements regarding your child or related family members to anyone without a court order. We will be happy to cooperate with any court ordered request.

### TUITION PAYMENTS

If a payment is being made in cash, please get the RCDC Director or RCDC Office Staff to give you a receipt. RCDC will not be held liable for cash payments where no receipt was issued.

Tuition fees are payable weekly and due by Tuesday at noon. They will be considered late Wednesday at noon, at which time a late fee of \$25 will be added to your account and a printed statement will be sent home.

Those children attending the before and after school program will be billed on Friday for the previous Friday through Thursday. These accounts are also due Tuesday at noon and considered late Wednesday at noon. A \$25 late fee will be added at that time and a printed delinquent statement will be sent home.

### HOURS OF OPERATION

RCDC is open from 6:00 am to 6:00 pm, Monday through Friday. All children must be picked up by the closing time of 6:00 PM. If a child is left in our care beyond this time late charges will be applied. Late charges are \$20 per child for the first 5 minutes and \$1 per child for each additional minute thereafter. Time is determined by the daycare computer. If a child is late being picked up in between 6:00-6:05 repeatedly you will be billed a \$20 late fee after 3 occurrences.

If we have not been able to contact either parents or any emergency contacts by 6:30 the Rockledge Police Department will be notified, and your child will be remanded in the custody of the Rockledge Police Department.

### PART TIME & FULL TIME ENROLLMENT

RCDC strives to provide the childcare needs of each family and each family is different. With that in mind we offer part time enrollment in our preschool classes. Part time will be determined by 3 days or less regardless of hours on the property. Full time will be determined by 4 days or more regardless of hours in attendance.

## Absenteeism and Withdrawal

RCDC operates as a non-profit organization and relies on tuition payments almost exclusively for funding. Therefore, tuition is required regardless of absenteeism for any length of time. Withdrawal from the program requires at least two weeks advance notification. There is no refund of registration fees.

### ABSENTEEISM

The school will attempt to reach you should your child be absent for two consecutive days. Parents must provide clear, legible, and accurate information for all absences.

### WEEKLY TUITION IS BASED ON ENROLLMENT NOT ATTENDANCE

### EARLY LEARNING COALITION

If you are subsidized by the Early Learning Coalition program, you will be responsible for all unexcused absences. Excused absences with documentation include hospitalization, death of immediate family member, military deployment, and court Ordered Visitation. Protective Service Families are required to notify the school for each day's absence. RCDC must report unexcused absences.

### WITHDRAWAL OF ENROLLMENT

If you intend to terminate your child's enrollment, you must notify our office immediately. We ask that you provide the director with at least two weeks' notice upon your notice to withdraw. If you fail to contact the daycare office with notification of your child's withdrawal, then you will be held responsible for accumulated fees until notification is given.

### CLOSURE SCHEDULE

RCDC will be closed for the following holidays:

Good Friday	Thanksgiving
Memorial Day	Black Friday
Independence Day	Christmas Week
Labor Day	Teacher Inservice Day
Veteran's Day	New Years Eve/ Day

At other various times throughout the year, we know that enrollment will be lower due to various holidays and elementary school breaks. These times of year are normally Spring Break, Christmas Break, Summer Vacation, Columbus Day, and Veteran's Day. Notification will be given confirming the specific dates for each year.

For such holidays/ breaks we will have a sign-up list in the daycare office and will be open based on demand. During these days if you do not pre-register your child, they will not be permitted to attend. **If you register your child and they do not attend, you will be billed based on the registration not attendance.**

You will be notified, in writing, and in advance, of any other closings as soon as we are made aware of them.

### VACATION POLICY



RCDC recognizes the need for family togetherness and the importance of vacations. Preschool children are allowed 2 vacation weeks per year. During this absence the child's space in the class will be held without cost to the parents. Vacations are only available after 6 months of active enrollment and your account must be current. Leaving on vacation with a balance will be considered absenteeism and the spot may be filled. The office must be notified in advance if you intend to use your vacation week, or you will be charged for the week.

## Classrooms

All the staff at RCDC is hand selected to meet our strict standards. Individuals must possess a loving, nurturing disposition, as well as an excellent education, which meets or exceeds the Brevard County Licensing Board standards. Our staff must complete 40 hours of childcare educational coursework. Additionally, they are required to complete 10 in-service hours annually. Each staff member must pass a background check conducted by the Florida Department of Law Enforcement, including fingerprints and references.

### PARENT TEACHER COMMUNICATION

RCDC has an Open Door Policy for our families. We are always available to discuss your family's needs and concerns. Parents are welcome to come by the center and check on your child any time of day.

Parent/Teacher conferences can be held at any time. For some families, it may be necessary to require both parents to participate in Parent/Teacher conferences. (i.e. joint custody arrangements.) These will be taken on a case-by-case basis. Teachers in the Toddler room will send daily reports home for all children. Teachers will send home written feedback on areas your child is having difficulty. Parents and relatives are strongly encouraged to volunteer or observe their child in class. Please see the school director or classroom teacher to plan a day to volunteering.

### CLASSROOM CURRICULUM

RCDC uses the faith based WEE Learn Curriculum, which meets the government education standards. Through observation and assessment of each child's development, our teachers create lesson plans to target specific areas of strengths and weaknesses. Using language and play, the children have hands-on experience, which will enrich and challenge their development.

### CLASSROOM DESIGN

Each classroom is arranged into learning centers containing a central activity area, surrounded by age appropriate learning centers to stimulate learning. Time is given daily to allow the children to explore and discover in the learning centers. Likewise, the child will also participate in a structured learning setting.

### DROP OFF & PICK UP

All preschool children must be at the center by 9:00AM daily unless accompanied by a physician's note. School aged children must be dropped off by 9:00AM for all non-school days (holidays, in-service days, school breaks, etc...)

When children arrive at RCDC they must be escorted into the building by an adult. No parking lot drop-offs will be permitted. The child must be clocked into the computer at the RCDC office. Following clock-in the child must be escorted to their classroom and entered the teacher's attendance sheet. All children will be entered into the computer at 9:00AM if not entered properly when dropped off.

Children being picked up from RCDC must be clocked-out using the QR code at the daycare office. When removing a child from the center please be certain the teacher is aware of the departure by signing out your child in the class attendance sheet. Children that are not properly clocked-out of the computer will be automatically clocked out at 6:00pm

## Behavior Management

### BEHAVIOR MANAGEMENT & DISCIPLINE

We are a Christian childcare center and expect godly standards of behavior. We believe that all children beginning at the age of two years are capable of and should exhibit respectful and obedient behavior toward all adult workers as well as kindness to their fellow playmates. We reward appropriate behavior and correct inappropriate behavior on an age-appropriate basis. We do not practice corporal punishment but do believe it is a parent's responsibility to correct their child. Of course, parental discipline should always be age appropriate to the child's age.

In the unfortunate event that a parent refuses to comply with our recommendation, and/ or the child's behavior is unchanged, that child will be removed from RCDC at the Director's discretion.

An Incident report form will be sent home informing the parent of any incidents. Suspension from RCDC is a result from repeated incidents: 3 suspensions in 1 school year will result in the child being expelled from RCDC.

#### The rewards that may be given:

- Verbal praise
- Stickers/ stars
- Good news note sent home
- Small Candies

#### The corrective actions taken may be:

- Verbal warning
- Time out
- Sent to Director's Office
- Contact parents

RCDC facilitates the development of responsibility, self-regulation, and self-control in children. Teachers set clear limits for classroom behavior, allow children to make mistakes and teach children to evaluate the situation and choose an acceptable solution. Teachers guide children to resolve conflicts and solve their problems on their own. If a child cannot be redirected or continually acts out, the child may be removed from the classroom and the parents called to pick up the child.

Any intentional misbehavior, which endangers or injures another child, will not be tolerated. Children may not abuse teachers. In these incidences, the child will be removed from the classroom and sent home. A parent/ teacher meeting will be held. Any continued misbehavior over the course of time or parent's or guardian's unwillingness to assist the staff in correcting the problem behavior, will result in the child not being allowed to return to the school. This behavior takes away from the learning experience of the other children, distracts the teacher and staff from the other children, and is not appropriate behavior modeling for other children.

Discipline, which is severe, humiliating, frightening, or associated with food, rest, or toileting, is not allowed. All childcare personnel do not allow spanking, or any other form of physical punishment.

Each classroom will have its own set of specific classroom rules. Please review these with your child. By reviewing the information with your child, you are sending the message that classroom behavior is important to the teacher and parent.

### **BEHAVIOR MANAGEMENT SUMMARY**

All or some of the following strategies may be applied when dealing with challenging behaviors.

#### Day-to-Day Behavior Redirection:

Conflict Management/Problem Solving strategies.

Classroom Meetings

Redirection to a new task

Earning rewards for demonstrating appropriate behaviors

Time-out in the "Thinking Place"

#### Continual Behavior Challenges:

Office visit with a call home to parent/guardian

Referral for further testing and/or counseling

Parent/Teacher conference (mandatory)

#### Chronic or Dangerous Behavior:

Removed from the classroom and sent home.

Suspension for a period of 1-2 days

Termination of enrollment

## BITING

As parents we are asking that you at home, through discussion and the use of a positive approach, reinforce the proper use of teeth, hands, and feet to your child.

Under this policy children who bite more than once during a day will be suspended for the remainder of the day. The parents will be called, and the child will need to be picked up immediately after the second infraction. If the second infraction occurs shortly before their scheduled pick-up time, the child will not be permitted to return to RCDC the following day. If the behavior becomes a pattern and/ or we do not sense cooperation of the parents involved in resolving the behavior the child may be removed from RCDC at the discretion of the Director.

# Health & Safety

## MEALS AND SNACKS

RCDC does not have the facilities necessary to prepare meals, so all children need to bring a healthy balanced lunch daily in a lunch box. We do have microwaves in the classrooms so if you would like to send your child with a hot lunch you may. We ask that it be sent in a microwave safe container with the child's name on it and that the item takes no longer than 2 minutes to heat. We are unable to cook foods; only reheat them.

Children arriving early in the morning may eat breakfast here. Children arriving need to have already eaten if they arrive after 8AM. Children will need 2 snacks daily plus lunch and breakfast if applicable. Please send food daily as our classrooms do not have storage space for large quantities of food.

If your child does not have lunch, we will provide lunch and you will be billed accordingly. During the school year lunches are available for purchase through Rockledge Christian School (RCS). These meals are prepared by the Brevard County Public Schools (BCPS) and area restaurants. The monthly menu will be posted in the child's classroom and in the daycare office. Payment for these lunches must be paid in advance and no later than 8:30AM on the day of. These funds are handled separately from tuition. Lunch monies are unable to be combined with tuition payments. Lunch payments may be made in the daycare office.

Children are very impressionable, so we ask for healthy and age-appropriate lunch. All preschool children need to bring their snacks daily. When sending lunch from home, please note that only standard lunch boxes with a thermos are acceptable. **No glass bottles and no soda, please.**

Snacks are provided for children in our after-school program for VPK and elementary aged children.

## NAPTIME AND PERSONAL BELONGINGS

All children are encouraged to nap during the day. Sleeping is not forced and naptime is generally between 12:30 pm and 2:30 pm.

Parents are welcome observers or volunteers at any time their child is present. Please respect our napping children and avoid disruptive visits between these times.

The school furnishes toys and mats for each age group, and we discourage children from bringing toys from home. Naptime security items such as blankets or stuffed toys are permitted. **All personal items must be marked with your child's name, as we cannot be responsible for lost items.** We recommend 1 blanket for laying on the mat and another to cover the child with. RCDC does not provide extra blankets for naptime. Children's blankets must fit into a standard sized reusable grocery bag. Small pillows are allowed if they fit into the bag easily with the blankets.

Clothes, diapers, blankets, etc. left at the center after termination will become the property of the center if not picked up within 30 days.

**Please note: We cannot honor a request to not allow a child to nap or shorten a child's naptime as this does not respect the other children in class who wish to nap.**

Cell phones and other personal electronics must be kept in the child's cubby. These items will not be allowed in the classrooms and if found on your child they will be taken and placed in the daycare office and returned when the child is picked up. We are not responsible for lost, stolen, or broken personal items.

### OUTDOOR PHYSICAL ACTIVITIES

Outdoor physical activities are also a part of a child's development. Children will enjoy free outdoor play daily. They will participate in planned activities based on developmental needs, age-appropriate equipment designed to enhance the development of gross motor skills, imaginative play, and sensory activities.

### DRESS CODE

Children will be playing a large part of their day. For their comfort and convenience, we request loose fitting separates with easy pull-down pants and sneakers. Outside play is a part of the daily schedule all year so children must have weather appropriate items such as jackets in winter.

### CLOTHING

Each child is to bring a complete change of clothes for emergency purposes. Clothing should be changed seasonally and brought on the first day. Any article of clothing that is brought into RCDC must be labeled with the child's name. All items can be placed in the child's cubby in their classroom. Should your child have need of a change of clothing and one is not available in their cubby, RCDC will lend clothing if we have something suitable available. If these items are not returned by the week's end you will be billed for the items. In the event we do not have anything on hand at the time you will be called and asked to bring clothing for your child immediately.

Each child must have a change of clothing to remain at the school. Please include a weather appropriate shirt, pants/shorts, underwear, socks, and a jacket or sweater. **All clothing must be marked with your child's name.** The school is not responsible for unmarked clothing.

Children are not permitted to wear t-shirts or clothing with advertisements for alcohol, tobacco, or bars/nightclubs. Overalls are not "bathroom appropriate" and should not be worn at school. Shoes with

non-slip soles (tennis shoes) are recommended for the child's safety. Please, no boots, sandals, or flip-flops/clogs, as they can be dangerous in the playground. Socks must be worn with shoes. You may be called to pick up your child or bring them clothes or shoes if they are not appropriately dressed.

### JEWELERY

Because of the danger created, children may not wear bracelets or necklaces of any time in RCDC. Girls age 3+ may wear earrings, nothing dangling, and no hoops please. RCDC is not responsible for any lost jewelry.

### CHILDREN IN DIAPERS

Disposable diapers or pull-ups are to be worn by children who are not toilet trained. A supply of disposable diapers and wipes (supplied by the parents) must be kept at the center and replaced as needed. Children are to be dressed in outfits with snaps or loose-fitting two-piece outfits. Children that are not potty-trained will not be allowed entry to the 3-year classroom and will remain in the 2-year-old classroom until toilet training has been completed.

### ILLNESS POLICY

For the well-being of all the children, we feel that it is important that if your child has any of the conditions listed below, they must be kept home until symptom free for 24 hours. If your child develops any of these symptoms while in our care, you will be notified to pick up your child immediately. The child will be isolated from the other children to prevent spreading infection. If fever, diarrhea or green discharge from eyes or nose is involved, you must bring a doctors' note for your child to come back.

- Severe or chronic coughing
- Difficult or rapid breathing
- Stiff neck
- Diarrhea: more than one abnormally loose stool within a one-hour period
- Temperature of 100 degrees Fahrenheit or higher
- Conjunctivitis (Pink Eye)
- Green or yellow discharge coming out from eyes
- Yellowish skin or eyes
- Yellowish or Greenish nasal discharge
- Constant runny nose (clear, yellowish or greenish)
- Skin rash or Ring Worm
- Severe Diaper Rash
- Any other unusual sign or symptom of illness

By following this procedure along with disinfecting our rooms and toys daily we can avoid spreading illness. We aim to keep a safe and healthy environment for you, your families and all of us here at RCDC.

Children who become ill may not remain at or attend RCDC until all symptoms have passed. The parent will be called to pick-up a child who may be isolated from other children to prevent spreading any infection. If sent home, your child may not return to RCDC until all signs of vomiting, diarrhea, severe running nose, and other symptoms of illness have ceased and 24 hours after a fever has broken. Children who are brought to

the center will jeopardize the health of all the children and staff. If your child is running a fever in the morning, please keep them at home until the fever has gone, **without the aid of a fever reducer**, for 24 hours. Fever is typically a sign of infection. Fresh air is beneficial for children so if your child is too ill to go outside and play, they should stay home.

RCDC's policy supersedes any doctor's note to return to school. If your child has not been free from symptoms for 24 hours without the aid of medication, admission to the school will not be permitted.

### HEAD LICE

No child will be allowed entry to RCDC with head lice. If lice are found on the child, parents will immediately be contacted to pick up the child. The child may not return to RCDC until all nits have been removed. The child will be inspected prior to entry to school. All blankets, stuffed animals, etc will be sent home also to be laundered.

### MEDICATION POLICY

Dispensing medication to all our children is difficult to manage and regulated by the State of Florida. Therefore, we must insist that the following instructions be adhered to strictly:

#### Prescriptions

If the medication for your child is a prescription it must be in the original container with an original spoon or dispensing cup for liquids. All prescribed medication must have a written doctor's order. The order must state....

- 1.) Name of medication
- 2.) Amount to be given
- 3.) How to administer
- 4.) When to administer and how often
- 5.) Dates to begin and end.

See the office for a Medication Release form as this must be on file listing current medications to be given, dosage, frequency. All medications must be in the original package with a label listing the child's full name, physician, contents, dosage, frequency, and expiration date and how long it is to be given. Medication must be left with the office.

#### OTC (Over the counter) medications

Complete instructions in writing, (verbal instructions are not acceptable) signed by the parent.

- Name of medication
- Exact time to be given
- Exact amount to be given

"As needed medications" such as diaper rash cream, teething gel, Epi-pens and nebulizers/inhalers, must also have a Medical Release form on file, signed and dated with the same instructions.

All outdated medication will not be given and will be sent home with the parents.

### ASTHMA

If a child has asthma requiring the occasional use of a nebulizer or inhaler, it is the responsibility of the parent to provide the unit to the school and to instruct the teacher in its proper use, as well as ensure that the prescriptions to be used are kept up to date. If these items are not at the school and your child begins to experience the symptoms indicating treatment, 911 will be called without question. Having these items on hand will eliminate a trip to the ER.

### EPI-PEN

If a child has severe allergies that may require the administration of an Epi-Pen, it is the parent's responsibility to provide one to be kept at the school and to ensure that its prescription is current.

All children with these conditions are required to have an emergency asthma/allergy plan on file at the school.

### EMERGENCY

If a child has a health emergency and the proper apparatus is not available, 911 will be called and the child will be transported to the nearest hospital for treatment.

While we pray for the healing of your child, we also would encourage any parent whose child displays these health issues to take them seriously and equip the school with anything necessary to insure your child's well-being.

### EVACUATION/ EMERGENCY PLAN

Evacuation plan from the school: In the case of having to evacuate the building due to fire, gas leak, smoke, etc., each classroom has a posted evacuation route to follow out of the building. In this event, each teacher will direct the students to follow this route, which is practiced monthly, to quickly exit the building. The teacher will bring the classroom attendance sheet, or her classroom and the director will bring the master sign in/out sheet as well as the emergency handbook (outlining the emergency plan of action and each child's emergency record) out of the building. The teacher's assistant and the Director will assist with removing the children from the building and do a last check of all classrooms for any child that may have been left behind. All classrooms will meet in the designated location. Each teacher will take attendance for her class and account to the Director.

If the neighborhood must be evacuated due to a severe storm, hurricane, flooding, etc., RCDC will observe the same closings, as does Brevard County Public Schools. If the National Weather Service issues a Hurricane Warning during operating hours, each parent will receive a phone call alerting them of the posted warning



and children must be picked up within one hour. If a child has not been picked up, the police department will be notified that the child has been abandoned and turned over to their custody.

If the neighborhood must be evacuated due to other circumstances, the parents/ legal guardians will be contacted and instructed to pick up their child. If the facility is placed on "lockdown" status, children will be secured on site and parents/legal guardians notified. The authority/ instruction of the Police Department will take precedence over the written Plan of Evacuation in the case where the safety of the children and staff would be deemed at risk.

### **Closure Policy**

If we have an unexpected closure every attempt will be made to inform parents of an emergency closing. In cases where RCDC is told we must close temporarily, and it is beyond our control, tuition is still due. RCDC will make every effort to pro-rate, discount, or credit accounts as necessary. Any changes will be emailed to you.

### **Permanent School Closure Policy**

If we have an unexpected closure every attempt will be made to inform parents of an emergency closing. In cases where RCDC is told we must close Permanently and it is beyond our control, tuition is not collected. RCDC will make every effort to contact each family. Records will be stored at Rockledge Christian Center Church. Ny changes will be emailed to you.

**RELEASE TO PHOTOGRAPH**

I, \_\_\_\_\_ give permission for RDCD to take and use photographs and/ or videos of my child, \_\_\_\_\_, to be used for advertising, observation, class projects, scrapbooks, and documentation of child's developmental milestones.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the RCDC parent Handbook. I will abide by all Policies and Requirements listed therein.

Student Name(s): \_\_\_\_\_

Parent Name Printed: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Name Printed: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only:

Received Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

