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# The *Rock* Preschool

*Preschool Handbook* | **Infants - K2 - K3 - K4**

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The Rock Preschool is accredited by the Florida League of Christian Schools (FLOCS certificate #4985)



The vision of The Rock School  
is to raise a generation that will  
live biblically,  
think critically,  
act responsibly,  
communicate effectively,  
lead righteously,  
work collaboratively,  
and become lifelong learners.

Heather Quarles, Preschool Director  
Jim McKenzie, Headmaster

## **OVERVIEW**

### **Accreditation**

The Rock Preschool is accredited by the Florida League of Christian Schools.

### **Philosophy of The Rock Preschool**

Our educational philosophy recognizes that children up to the age of six years learn primarily through involvement in sensory experiences. Our specific educational goals include four key areas:

**Spiritual Growth:** Each child is loved and is special to God and to us. As we observe their special talents and apply Godly principles in nurturing and teaching them God's love, we will see them grow in their ability to love, understand, accept, and forgive themselves and others.

**Emotional Growth:** Children are created in the image of God. We want them to know that their worth and value are ordained by God, their creator. We at The Rock Preschool will promote a Godly esteem in all children.

**Social Growth:** As our children interact with other children and are taught Godly principles through example and word, they will learn to be kind, considerate, helpful, and cooperative.

**Intellectual Growth:** We will use a specialized curriculum to promote academic learning. Our teaching expertise, along with this curriculum, will incorporate pre-reading readiness, math concepts, science, health, music, art, safety, and manners. This plan promotes a balanced approach to learning.

### **Preschool Staff**

All of our preschool teachers have experience in the preschool teaching field. Most have their CDA or are pursuing it. Most importantly, our teachers are Christians with a heart for Christian education and a genuine love and concern for boys and girls.

The Rock Preschool teachers are dedicated to Christian education and unselfishly give of themselves to the teaching ministry. We consider our faculty one of the greatest assets to our total education program.

## **REGISTRATION PROCESS**

### **Notice of Nondiscriminatory Policy as to Students**

The Rock School, a ministry of The Rock of Gainesville, admits students of any race, sex, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, financial aid programs, athletic or other school-administered programs.

### **Admissions Process**

1. Schedule an interview with the Preschool Director.
2. Complete the registration materials.
3. Sign and return the Enrollment contract.
4. Submit the following forms:
  - Immunization Certificate (DH680) OR
  - Religious Exemption from Immunization (DH681)
  - Physical Form (DH 3040)

## **Eligibility Requirements**

All children are admitted conditionally on a two (2) month trial period. The director reserves the right to refuse admission or dismiss any child whose behavior is disruptive or harmful to other children.

Children entering the three-year-old (K3) class are expected to be potty trained and able to use the restroom with minimal help from staff.

## **Age Requirement**

Preschool class assignments are based on a child's age on September 1st.

## **Re-enrollment**

Students who are re-enrolling will be given an opportunity to do so before general registration is made available to new students. Re-enrollment is not guaranteed. Applications for re-enrollment will be approved at the sole discretion of the school.

## **ATTENDANCE POLICIES**

Office Hours: 7:30 a.m. – 3:30 p.m., Monday through Friday

Preschool Hours: 7:00 a.m. – 6:00 p.m., Monday through Friday

Attendance at The Rock Preschool is an opportunity granted by the administration of the school; it is not a right. Any student's privilege may be forfeited if he or she does not conform to the standards and regulations of The Rock Preschool. Believing that rebellion breeds rebellion, the school reserves constituted authority. We believe that teaching children to be responsible and positive in their attitudes toward educational authority reinforces their positive responses to the authority of God and government.

In the morning, children are to be brought to the school's front entrance where they are to be taken to their classroom by the parent. Parents must sign their children in and must make certain the staff is aware of the child's arrival before leaving. To pick up your child, a designated adult must come inside and sign the child out. The staff must be notified when the child is leaving. Children will only be allowed to leave school with those individuals listed on the enrollment forms.

In order for your child to receive the full program of academic and social skills, please have your child in class by 8:30 am.

The Rock Preschool is based on a structured daily academic schedule. Children may be dropped off anytime between 7:00 and 8:30 a.m. In order to allow adequate transition time between home and school, maintain consistency of the daily schedule, and minimize disruptions in the classrooms, late arrivals will not be admitted after 9:00am.

Notification of doctor's appointments or other pre-scheduled absences that would result in late arrival to school should be directed to the child's teacher or the preschool director in writing or by email.

The director maintains the right to refuse admission or dismiss any child in which the parent(s)/guardian(s) repeatedly violate the attendance policies of The Rock Preschool. Contracts will not be voided in the event your child is dismissed from the preschool, and the parent will be required to pay the balance of tuition.

If a child will be absent from school, parents are asked to call the school office or email the child's teacher or the Preschool Director informing them of the child's absence and when the child is expected to return. If a child does not arrive to the preschool, and there was no prior communication of the child's absence, staff will attempt to communicate with the custodial parent/legal guardian within one hour of the child's scheduled arrival. If staff is unable to reach the child's parent/guardian, emergency contacts will be notified.

Closing time for the school is 6 p.m. It is extremely important for you to pick up your child by this time. There is an additional charge of one dollar per minute for staying after 6 p.m. This policy will be strictly enforced.

If it is felt that a child cannot adjust to the school's program, the school will give an advance notice before expecting the child to be withdrawn. However, if a child becomes a danger to himself/herself, the staff, the property, or other children, immediate withdrawal will be required.

The Rock Preschool is open year-round. During the traditional school year, we follow The Rock School's schedule of holidays. A school calendar will be provided to parents at registration.

It is the policy of The Rock School to close for inclement weather (hurricanes, etc.) on the same days that the public school system chooses to do so. In such events, please check the local television or radio news for specific information.

### **Pick Up Procedures**

Make sure your authorization list for pick up is complete and up to date. The first time a person from your authorization list picks up your child, please ask them to bring a photo ID with them. It is also helpful if you notify the office, and your child's teacher, that a different person will be picking up your child.

### **Rest Time / Naps**

All children will take naps. Cots will be provided and used at nap time for children ages one through five. Please label blankets if you send them in for your child to use. They are to be taken home weekly for washing.

## **DISCIPLINE POLICIES**

### **Rules**

The student's behavior must not be disruptive. A student whose past behavior indicates a pattern which disrupts the class and/or one who is disrespectful toward authority, or one who is antagonistic or abusive toward other students, may be dismissed.

Children are not to bring toys or electronic devices, such as tablets, cell phones, mp3 players or gaming devices without permission from the teacher or director.

Parents will be required to pay for repair or replacement costs for school or personal property damaged or destroyed by their child.

Disrespect or insolence toward a teacher or other responsible adult will not be tolerated. Courtesy and respect toward teachers, other school officials, and fellow classmates will be required.

Children who begin exhibiting a pattern of biting behaviors will be observed closely and a bite log will be kept by the child's teacher. Using data from the biting log, an effort will be made to determine why the child is biting in order to significantly lessen or eliminate future biting occurrences. If a child bites more than once on the same day, the parent will be called to come and pick the child up from school. After ten documented biting incidents the child will be dismissed from the preschool.

## **Discipline**

The Bible teaches respect for authority (Colossians 3:20, Romans 13:1, Hebrews 13:17), and it requires discipline for children (Proverbs 6:23, 13:24, 29:15-17).

We utilize five steps toward effective discipline:

**INSTRUCTION:** Train why the student's behavior was inappropriate.

**REINFORCEMENT:** Does the student understand why the behavior was inappropriate?

**CORRECTION:** Ultimate goal of discipline – taking responsibility for actions.

**RESTITUTION:** "Right" the wrong if possible.

**REASSURANCE:** Expression of love and concern for the disciplined student.

If a problem arises, the student will be separated from the situation and put in time-out. If the behavior is rebellious or defiant, the child will be sent to the Preschool Director or Assistant Principal for discipline. If necessary, the parent will be called to administer appropriate discipline.

## **Corporal Discipline**

The Rock School does **not** employ the use of corporal discipline (i.e. paddling).

## **CLASSROOM POLICIES**

### **Meals**

Preschool students must bring a sack lunch to school. We believe this is more economical and less wasteful for parents. By packing your child's lunch, you can provide them with a nutritional meal they will eat. We do have a microwave available to warm up food items. However, if your child's food needs microwaving, we ask that only foods that require warming, not cooking, be sent.

Preschool students must also bring a snack to school. Examples of appropriate snacks include fruit, crackers, or chips, and juice to drink.

If your child arrives at school between 7:00-7:45 a.m. they may eat breakfast in the classroom during morning care. Breakfast foods need to be prepared in advance and ready to be eaten upon arrival. Food may not be brought into the classroom after 7:45 for breakfast.

Lunch containers should be clearly marked on the outside with the student's name. Be sure to include napkins, eating utensils, etc. Bottles and sippy-cups in the infant & toddler class must be clearly marked with the child's first and last name. Lunch boxes that bear the names, image, or lyrics of secular performers are not permitted. Lunch boxes should not have slogans that are suggestive or of questionable meaning or origin. Additionally, they may not bear images of characters (real or fictional) that have anything to do with the occult (witches, ghosts, vampires, etc.).

### **Birthdays and Special Occasions**

Students' birthdays may be acknowledged by parents sending cupcakes, brownies, or cookies for everyone in the class to celebrate. Please let your child's teacher know in advance if you will be bringing something.

### **Extra Clothing**

Each child must have a change of clothing at the school. Place the clothing in a zip lock bag with his/her name on the bag. Diapered children must have 8 extra diapers per day and their own diaper wipes. All articles of clothing (jackets, sweaters, etc.) must be labeled with the child's name.

### **Photo Release**

A child's photograph or video image may be taken while in the care of our preschool personnel. These images may be posted in the classroom or other places within the facility, used in presentations or promotional materials, or printed in the school yearbook.

### **Emergency Shelters**

In the event of a complete evacuation from the school property, all students and staff will be moved to Chiles Elementary School (across the street) and will remain under the supervision of school personnel.

### **Field Trips & Transportation**

The Rock Preschool does not participate in off-campus field trips and does not transport students.

### **FINANCIAL POLICIES**

A private school is extremely expensive to operate and requires the prompt payment by every parent if it is to maintain a strong fiscal foundation. These policies will be kindly but carefully enforced.

### **Enrollment Contracts & Tuition**

Preschool families must complete an enrollment contract prior to a child's acceptance into the preschool. As part of the contract, families must setup a payment account online at [factsmgt.com](http://factsmgt.com). Tuition payments must be made in a timely manner or the child will not be permitted to return to preschool until all payments are current.

### **Withdrawal**

Withdrawal from The Rock Preschool must be made through the Preschool Director. The Rock Preschool reserves the right, for any reason, to ask a student to withdraw, provided a notice of five (5) school days is given.

### **Tuition Refund Policy**

Tuition is based on an annual enrollment contract. No refunds will be issued and families are obligated for the full balance of the year's tuition even if withdrawing early.

### **Termination Policy**

In the event that The Rock Preschool has to close for unforeseen circumstances, we will transfer all appropriate records to the School Board of Alachua County at that time.

### **SUPPLY LIST**

#### **K1 Students**

One small blanket (please label with child's name)

One change of clothes in a plastic bag (please label with child's name)

#### **All Students (K2, K3, K4)**

One change of clothes in a plastic bag (please label with child's name)

One small pillow (please label with child's name) (full-time students only)

One small blanket (please label with child's name) (full-time students only)

\*Please bring items to the classroom on the first day of school.

## HEALTH POLICIES

### Sickness

When your child exhibits symptoms of an illness, he/she will be isolated from the other children. You will be called to come and pick up your child as quickly as possible. We realize this is an imposition and may disrupt your routine; however, out of consideration for the other children, it is imperative that you pick up your child to minimize the exposure to the other children.

#### Most Common Reasons A Child Is Sent Home

Diarrhea

Vomiting

Fever over 101 degrees

Croupy Cough

Persistent Cough

Impetigo

Head Lice

Any symptoms of a communicable disease

#### Reasons To Keep Your Child Home

Diarrhea within 24 hours

Vomited within 24 hours

Fever or had a fever within 24 hours

Croupy Cough

Green Nasal Discharge / Pink Eye

Impetigo

Lice or Nits

Pinworm or Ringworm

If your child was sent home from school for one or more of the above symptoms, he/she may not return to school if any of the symptoms persist until we receive a note from the child's doctor stating your child is no longer contagious.

#### Your Child May Return to School When:

- Free from a fever for 24 hours **without the aid of medication** and exhibits no other symptoms
- Incubation period for any communicable disease has passed
- On the required antibiotics for at least 24 hours
- No nits or lice in hair/scalp are found
- No open sores
- Has not vomited or had diarrhea in the past 24 hours
- When we receive a note from your child's doctor specifying that your child's continued symptoms are not contagious to others

### Medications

In order for us to administer medication, you must fill out a medication form indicating the medicine to be given, the exact dosage, and time to be given. This form must be signed by the parent/guardian. The medicine must also be in the original container for us to administer it to your child. Teachers keep a copy of this form in their classrooms.

The school will offer basic first aid for external injuries such as cuts, scratches, or bruises, by providing first aid cream and a bandage.

