

# East Richland Christian Preschool



## Parent Handbook

## TABLE OF CONTENTS

STATEMENT OF FAITH	1
STATEMENT OF BIBLICAL MORAL INTEGRITY	1
STATEMENT OF CHURCH AFFILIATION	2
PHILOSOPHY OF ERCS	2
STATEMENT OF OBJECTIVES	3
NON-DISCRIMINATION POLICY	4
LIFESTYLE STATEMENT	4
PRESCHOOL PHILOSOPHY	5
PURPOSE	5
AIMS	5
GOVERNANCE	6
PHILOSOPHY: STATEMENT OF FAITH	6
ADMISSIONS: PARENT REQUIREMENTS	6
FAMILY ENROLLMENT	7
PRIORITY	7
ACCEPTANCE/REJECTION	7
CHRISTIAN PATRIOTISM	8
DAMAGING OR DEFACING SCHOOL PROPERTY	8
DISCIPLINE POLICY: PRESCHOOL	8
BEHAVIOR MANAGEMENT/DISCIPLINE	9
FINANCE: INCOME AND TUITION	10
RESOURCE FEES	10
GRIEVANCE PROCEDURE	10
HOLIDAYS	11
MEDICATION	11
HEALTH GUIDELINES	12
PARENT OBLIGATIONS	12
RELEASE OF RECORDS	13
INCLEMENT WEATHER	13
STUDENTS: PROGRESS REPORTS	13
FIELD TRIP TRANSPORTATION	14
VISITATION	14
WITHDRAWAL	14
INSPECTION REPORTS	14
TOILET TRAINING POLICY	14
SNACKS	14

## **ERCS STATEMENT OF FAITH**

1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.
2. **We believe** there is one God, eternally existent in three persons – Father, Son, Holy Spirit.
3. **We believe** in the deity of Christ; His virgin birth; His sinless life; His miracles; His vicarious and atoning death; His resurrection; His ascension to the right hand of the father; His personal return in power and glory.
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved.
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ.
7. **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enable to live a godly life.

NOTE: East Richland Christian Schools makes no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God. We are a Christian School dedicated to the establishment, philosophy and promotion of fundamental Christian education and do not support or endorse the World Council of Churches or any world, national, regional or local organizations which give Christian recognition to non-believers or advocate a multi-faith union.

## **STATEMENT OF BIBLICAL MORAL INTEGRITY**

Students need to be taught that the Bible dictates the standards for sexual behavior. This is particularly important in a society where young people can become confused by the conflicting values reflected on TV, movies, the internet, social media and some secular music, etc.

The Bible teaches that sex is God-ordained within the covenant of marriage and is a spiritual bond between (male) husband and (female) wife (*Gen. 2:24; Matt. 19:4-6; I Cor. 7:3-5; Heb. 13:4*). Those who are not involved in such a marriage are to live celibate lives. (*I Cor. 7:1-2*).

The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals, lesbians and other deviates as perverted. Other Scriptures dealing with living Godly lifestyles include Romans 12:1-2; I Cor. 6:6-20; Gal. 5:19-21; Eph. 5:3-5; I Thess. 4:3-8; I Tim. 4:12.

East Richland Christian School's biblical role is to work in conjunction with the home to mold students to be Christ like. Therefore, it is required that all those involved with ERCS honor God by having lifestyles that are based on these biblical standards. This includes (but is not necessarily limited to) board members, staff members, parents, students and volunteers.

## **STATEMENT OF CHURCH AFFILIATION**

Believing that the church is the God-ordained means of education and evangelism as indicated in the scriptures, East Richland Christian Schools (ERCS) is an authorized ministry of the East Richland Evangelical Friends Church. ERCS is organized under the Administrative council of the Church. As a ministry of East Richland Evangelical Friends Church, ERCS fully ascribes to the Statement of Faith as found in the Faith and Practice book. The ERCS Statement of Faith is a summary of the Church's Statement of Faith and in no way supplants or abrogates it.

## **PHILOSOPHY OF EAST RICHLAND CHRISTIAN SCHOOLS**

East Richland Christian Schools is founded upon the belief that **God is an eternal personal Being of absolute knowledge, power and goodness**. He exists eternally in three persons: Father, Son, and Holy Spirit. God is the Creator and Sustainer of the universe and because of His involvement in every aspect of life, it is improper to segment life into sacred and secular. All of life is sacred. All things came into being by Him and apart from Him nothing came into being that has come into being.

**God reveals Himself in four ways:** the Holy Bible which is the written word, Jesus Christ who is the living word, the Creation which is the created word, and the Holy Spirit who is the indwelling presence of God.

**The Bible** – **The Bible is inspired by God** through the Holy Spirit utilizing human writers. As the declaration of God, it is the absolute authority, without error, and the only infallible rule of faith and practice. The Bible must be the inspiration and guide for all Christian teaching. Only such teachings as are in harmony with Holy Scripture can be regarded as truth.

**Jesus Christ** – **Jesus Christ is the eternal Son of God**, true God and true man, who has come in the flesh. He was born of a virgin. He lived a sinless life and died as the atonement for the sins of the whole world, making the only provision whereby man can find forgiveness of sins. This was necessary because man, though created by God in His image and without sin, fell from this original state by a voluntary act of disobedience and as a result incurred both physical and spiritual death. All mankind is now born with a sinful nature in need of redemption. By receiving Christ as Lord and Savior, man is fitted for eternal fellowship with God.

**God's Creation** – **God created** the heavens and the earth and all that is above, upon, or under the earth and it was very good. God reveals Himself through His creation, which has temporal reality and spiritual purpose. Ever since the creation of the world, His invisible attributes, His eternal power and divine nature have been made intelligible and clearly discernible in and through what has been made so that men have no excuse for saying there is no God. The universe originally reflected the goodness of God, but, as a result of sin, it, too, was subjected to frustration and decay and awaits patiently its glorious resurrection.

**The Holy Spirit** – **The Holy Spirit** came on the day of Pentecost to remain with the church until it is completed and presented to the Lord Jesus at His second coming. The Holy Spirit:

- Convicts men of the sin of unbelief.
- Convicts men that the power of Satan has been broken.

- Regenerates the believer.
- Indwells the believer.
- Seals the believer.
- Baptizes the believer.
- Infills the believer.
- Empowers the believer.
- Leads the believer.
- Administers spiritual gifts to the believer.

Through these ministries of the Holy Spirit the believer is fully prepared and equipped for all good works.

**All truth is God's truth.** God's truth is absolute, indivisible, immutable, and eternal as revealed in the scriptures. Jesus Christ is truth incarnate and man is able to perceive God's truth by the regenerating work of the Holy Spirit. God tells us that if we abide in His Word we shall know the truth, and the truth shall set us free.

The goal of Christian Education is to cause individuals to realize and accept the authority of Jesus Christ as the revelation of the truth of God and to consequently submit to the maturing process of becoming Christ-like. Christ, Himself, matured as a man increasing in wisdom and stature, and in favor with God and man. The educational process is dependent on the presence of the Holy Spirit. Each individual should acquire an understanding of his true condition and accept the obligation of his full potential. Involved in this educational process is the learning and mastery of subject matter for intellectual discipline and practical application. Therefore, the educational curriculum is specifically planned towards the acquisition of knowledge. An education that is truly Christian necessitates that all academic disciplines be taught by dedicated, highly qualified Christian teachers who integrate the practice. Because of the nature of this educational concept, every child must be challenged to establish a personal commitment to Jesus Christ as Lord and Savior.

**God has ordained that parents** be responsible for the education of their child. East Richland Christian Schools exists to assist parents in fulfilling the divine responsibility of training each child to obey God in every area of life. Learning experiences should guide the child to a point of maturity which enables the child to develop both academic competency and the consistent integration of faith and learning.

## **STATEMENT OF OBJECTIVES**

East Richland Christian Schools exists for the purpose of training children for Christian leadership. To achieve that goal, East Richland Christian Schools strives to accomplish the following objectives:

1. To insure that each child comes to a **saving knowledge of Jesus Christ**, achieves a higher level of **Christian maturity**, attains a **deep commitment to Christ**, and becomes a more **effective witness** for the Lord.
2. To emphasize the **individuality of the person** and to assist each child in properly responding to himself and to others; to develop self-confidence, individual God-given talents and abilities in creativity, goal setting, communication, academics, and the principles of success.

3. To promote **self-discipline** by training students to be relevant, consistent, appreciative, responsible, and thorough in attitude, character, and actions.
4. To assist each child in **seeking his purpose for life's service** and necessary preparation for eternity through emphasis upon Biblical relevance.
5. To help each child to learn **how to live** to honor the Lord by meeting the daily responsibilities with which God has entrusted him.
6. To glorify God through maintaining the highest quality possible in **academic and extracurricular** programs.

## **NON-DISCRIMINATION POLICY**

East Richland Christian Schools recruits and admits students of any race, color, national and 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, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

ERCS reserves the right to enroll students on the basis of academic performance, religious criteria and commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with ERCS administration and to abide by its policies. (Romans 2:11)

## **LIFESTYLE STATEMENT**

ERCS requires its employees and students (grades 7-12) to be born-again Christians, living their lives as Christian role models (Romans 10:9-10; I Tim. 4:12). Employees and students will conduct themselves in a way that will not raise questions regarding their Christian testimonies (I Tim. 3:2). A Christian lifestyle should reflect the biblical perspective of integrity and appropriate business and family relationships, business conduct, and moral behavior (I Tim. 3:4-7).

Employees, parents and students are expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to the follow the Matthew 18 principle when an issue arises with fellow students and staff members, employees or management.

Cause for **a student being referred for professional counseling and implementation of the ERCS Discipline Policy (see ERCS Discipline Policy)** may include, but is not limited to, any one or more of the following: homosexuality (Deut. 22:5), heterosexual activity outside of marriage, as defined in scripture (ERCS believes that biblical marriage is limited to a covenant relationship between a man and a woman.), gender identity and transgender conduct, intemperance (I Tim. 3:3), scriptural error, or any conduct tending to bring discredit upon the school.

## **EAST RICHLAND CHRISTIAN PRESCHOOL PHILOSOPHY**

We believe that parents are the primary educators of their children spiritually, physically, emotionally, academically, and socially as mandated in Deuteronomy 6.

We believe that the Christian preschool should co-operate with the parents to provide a Christian education for the child.

### **PURPOSE**

We purpose to:

- ❖ Provide a service to the families and children of the community.
- ❖ To support the values found in a Christian home.
- ❖ To foster learning
- ❖ To allow the child to associate with children of his/her own age in group activities to provide an environment that is safe and conducive to good health; a place where children can assemble, work, and play together while being guided toward a happy, wholesome, spiritual development.
- ❖ To provide facilities where all are welcome regardless of race, color, ethnic background, or religion.
- ❖ To provide a flexible program where children can be assisted in the learning process including:
  - o games
  - o creative arts and crafts
  - o a time of outdoor play (weather providing)
  - o Science and nature observation
  - o rhythm and music
  - o sharing experiences
  - o story time
  - o Bible time

### **AIMS**

Our aim is to develop the total personality of the child by providing an educational experience of lasting value:

- ❖ Intellectually – by exploring and using first-hand experiences which help to build an enthusiasm for learning.
- ❖ Physically – by offering experiences which will develop large and small muscle coordination and motor skills.
- ❖ Socially – by encouraging participation in group activities and getting along with others,

which will help bring a feeling of security and belonging.

- ❖ Spiritually – by inclusion of God’s Word interspersed in the daily program with Bible stories, verse memorization, and songs, as well as a special Bible time story each day.

## **GOVERNANCE**

The East Richland Christian Preschool will operate as an arm of East Richland Christian Schools, an authorized ministry of East Richland Evangelical Friends Church and will be under the prescribed direction of the East Richland Christian School Board. (See ERCS Policy Book, Policy#1101 through #1303.)

## **PHILOSOPHY: STATEMENT OF FAITH**

East Richland Christian is organized under the Administrative Council of the Church. As a ministry of East Richland Evangelical Friends Church, ERCS Preschool fully ascribes to the Statement of Faith as found in the Faith and Practice book. The ERCS Preschool Statement of Faith is a summary of the church statement of faith and in no way supplants or abrogates it.

Scriptural basis: Hebrews 13:17

## **ADMISSIONS: PARENT REQUIREMENTS**

1. The parents must be born-again, Bible believing, Christ-honoring Christians who have declared in writing that they have accepted and continue to acknowledge Jesus Christ as their personal Lord and Savior. NOTE: An exception may be made when only one parent is a born-again believer provided the non-believing spouse agrees in writing not to oppose the Biblical teaching of the school.
2. The parents must state in writing that they have read and agree with the Statement of Faith and Biblical Morality of the school and both parents agree to have their children educated in accordance with ERCS policies.
3. The parents must agree in writing that:
  - a) The school has full discretion for the age group or grade placement of the child.
  - b) The school has the full discretion in the discipline of their children within the limits of the discipline policy.
  - c) They will meet all tuition and other financial obligations.
  - d) They will willingly support the school in prayer and lend help as required by the school.
  - e) They have read the Parent Covenant and agree to adhere to the stated requirements
4. All families should be active in church fellowship.

Scriptural basis: Deuteronomy 6:1-9



## **ADMISSIONS: FAMILY ENROLLMENT**

All school-age children of the family are expected to be enrolled unless an exception, because of special circumstances, is granted by the school board.

Scriptural basis: Acts 16:33-34

## **ADMISSIONS: PRIORITY**

In accepting students for admission, priority will be given in the following manner:

- a) Students of school families have priority over students of prospective school families
- b) Then, students from new families from East Richland Evangelical Friends Church
- c) Next, affiliates of EREFC
- d) Then, children from other congregations
- e) After the above criteria have been applied, families will be accepted in the order of the date of receipt of application and registration fee, until classes are filled.

Scriptural basis: Galatians 6:10

## **ADMISSIONS: ACCEPTANCE / REJECTION**

The ERCS School Board may refuse to admit or enroll a student with severe disciplinary, psychological, or learning disability problems, upon recommendation of the administrator and the Admissions Committee.

FURTHERMORE, East Richland Christian School's Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to: sexual immorality, homosexuality, or inability to support the moral principles of the school. (Galatians 4:19-21; Romans 1:24-32; Romans 12:1-2) (Refer to Policy #4021.5 STATEMENT OF MORAL INTEGRITY.)

Acceptance or rejection of applications will be by written notification.

Registration fees are nonrefundable.

All new students must have completed the Physicians Evaluation Form and have had the immunizations required by the state of Ohio prior to the first day of school.

ERCS Preschool recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, ERCS Preschool will not discriminate on the basis of race, color, or ethnic origin in educational policies, scholarships/loans/fee waivers, educational programs, and athletics/extracurricular activities. In addition, ERCS Preschool is not intended to be an alternative to court administrated, or public school initiated, desegregation.

Scriptural basis: Luke 14:28-30

## **CHRISTIAN PATRIOTISM**

Christian Patriotism places emphasis upon the greatness of our American freedoms and heritage. Since our constitution guarantees liberties to educate to preserve freedom, we unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for our country. To promote Christian patriotism, the ERCS student will be reciting the pledges of allegiance to the American Flag, Christian Flag, and Holy Bible.

### **PLEDGE TO THE BIBLE**

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet, a light unto my path, and will hide its words in my heart that I might not sin against God.”

### **PLEDGE TO THE AMERICAN FLAG**

“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible with liberty and justice for all.”

### **PLEDGE TO THE CHRISTIAN FLAG**

“I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands; one Savior, crucified, risen and coming again with life and liberty for all who believe.

## **DAMAGING OR DEFACING SCHOOL PROPERTY**

If any church/school property is willfully defaced or damaged by an ERCS student or guest student, the parent(s) or legal guardian will be responsible for correcting the damage.

In correcting the damage the parent(s) or legal guardian will either repair said damages or reimburse ERCS the financial cost of repairing the damaged items or property at the discretion of the school administrator.

Students willfully defacing or damaging church/school property will be disciplined in accordance with ERCS policies.

## **DISCIPLINE POLICY: PRESCHOOL**

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline. Discipline is the key to learning. Children find security where there is strict discipline. As Christian teachers we must bathe our discipline with God’s love.

The teacher will establish classroom rules prior to the opening of the school year. These will be approved by the administrator and will be posted in the room. Teachers will explain classroom rules and procedures to parents at orientation. The teacher will make sure that the child knows the classroom rules and will see that they are lovingly and consistently applied in the classroom.

Discipline must never be administered in anger.

Problem areas will be discussed with the administrator. Parents will be involved in the discipline process from the beginning when they are notified of any problems by the teacher. Parents will work with the teacher as they attempt to help the child improve his behavior.

Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problematic situations, talking with child about the situation, and praise for appropriate behavior.

All preschool staff members shall receive a copy of the school's discipline policy for review upon employment.

## **BEHAVIOR MANAGEMENT/DISCIPLINE**

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- (2) No discipline shall be delegated to any other child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- (7) Techniques of discipline shall not humiliate, shame, or frighten a child.
- (8) Discipline shall not include withholding food, rest, or toilet use.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- (10) The preschool center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The parent of a child enrolled in a preschool center shall receive the preschool center's written discipline policy.

## **FINANCE: INCOME AND TUITION**

Tuition for the year will be determined by the Finance Committee at the yearly budget meeting and brought to the ERCS school board meeting for final approval. Tuition for the preschool will be completely separate from the ERCS school scale as far as determining the rate for first child, second child, etc. Tuition may be paid in a lump sum in August or may be paid on a ten-month basis from August to May. Families will receive a formal acceptance letter and payment schedule in June or shortly after.

**Resource fees** will be due in June and/or July and may be paid in a lump sum in June or in two equal payments; one in June and one in July.

Tuition is due on the fifth of each month and considered late if paid after the tenth of the month. A late fee of \$5.00 per child is debited to the student's account for the first month it is overdue. A \$25.00 late fee per child is assessed for the second and any subsequent months. A charge will be implemented for any and all returned checks.

Any child's account, which is thirty days overdue, could be asked to disenroll from the school. No records are released if fees are pending.

Scriptural basis: Romans 13:8

## **GRIEVANCE PROCEDURE**

Whenever people are working closely together there is the potential for problems. People in the Christian school family should be careful to be neither easily offended nor inclined to gossip. But despite that, minor problems do at times escalate into major problems. When these major problems arise it can be between any combination of school related individuals, students, staff, teachers, administrator, or board members.

When someone is approached about a problem, they should ask if the person has tried to resolve the issue with the other person involved. If they have not dealt directly with the other person involved they are to be directed to do so. The parties involved are to meet together to seek the Lord's solution to the problem.

This meeting should be approached prayerfully and confidentially. Both parties should be seeking God's leading and be willing to change. Most problems can be resolved by the parties directly involved.

When dealing with the problem that cannot be resolved in this manner, the problems are to be directed through the proper channel of authority. At ERCS we consider the line of authority to be as follows with the lowest level listed first:

1. Student
2. Parent
3. Teacher
4. Administrator
5. Appropriate School Board Sub-committee
6. School Board

No matter at what level a problem arises, the parties are to seek counsel at the next higher level only if the problem cannot be resolved. **No levels are to be by-passed**. Problems which surface having by-passed one or more levels are to be channeled back into the system at the proper level. The whole procedure is done with the purpose of seeking God's will and reconciliation through the Matthew 18 principle. In order for this policy to work, **everyone in the school family needs to be aware of it and be vigilant in upholding it.**

## **HOLIDAYS**

As a Christian school we will emphasize the spiritual aspects of the holidays. We recognize and respect your choice as parents to celebrate the various holidays in your own way and we pray that each season will be a special one for your family, filled with family traditions and love. ERCS will celebrate the following holidays.

**Harvest Time** – Halloween will **not** be a part of the school calendar. No witches, ghosts, or goblins are to be in attendance.

**Thanksgiving** – We shall celebrate God's goodness and blessing upon our country, our home, and ourselves. A time of thanksgiving to God for His discretion historically as well as present shall be emphasized.

**Christmas** – Although the rooms will be decorated in a festive way, Santa will **not** be a part of the school's celebration. The birth of Jesus Christ will be central in our Christmas season. Class parties may be held but gift exchanges should only take place in a personal way outside of the school day.

**Valentine's Day** – A party will be held to provide the students with an opportunity to exchange valentines as tokens of friendship.

**Easter** – The victory of the death and resurrection of Jesus Christ along with the new life that He freely provides will be emphasized. No visit from the Easter Bunny will be allowed.

## **MEDICATION, FOOD SUPPLEMENT, MODIFIED DIET, FLORIDE SUPPLEMENT ADMINISTRATION**

Prior to the administration of any medication, food supplement, modified diet, or fluoride supplement by any staff member of ERCS preschool, the parents must provide the written instructions of a licensed doctor or dentist as appropriate for the administration of the medication/supplement. The medication/supplement must be in the original container.

Written, signed, and dated instructions of the parent or guardian on the appropriate form (provided by the school) must be secured prior to the administration of the medication/supplement.

Each time medication/supplement is administered, a written record or log including dosage, date, and time shall be made. This record will be kept on file for one year.

## **HEALTH GUIDELINES**

For the protection of all our children please follow these guidelines:

- The child should be fever and symptom free (nausea, vomiting, etc.) for at least 24 hours *prior* to his/her return to school.
- In cases of specific illnesses like chicken pox, scarlet fever, etc. we follow the state-directed guidelines. If there is a question, call the school office.
- Please report infectious conditions like lice, scabies, ringworm, etc. to the school nurse via the school office so that appropriate measures can be taken.

## **PARENT OBLIGATIONS**

In order to foster a proper relationship between the home and the school, the following Parent Covenant is pledged and signed by each parent prior to acceptance:

1. We have read the Parent/Student Handbook. We will abide by it and agree to see that our child adheres to it. We have read the Statement of Faith and Statement of Biblical Moral Integrity and will support the school in teaching this doctrine to our child.
2. We grant permission to school authorities to discipline our child with the procedures that are outlined in the Student/Parent Handbook. We further agree to accept the school's judgment in such matters and will cooperate with them.
3. We will pray for the school and its staff and endeavor to support the principles, practices, and educational policies of the school in every way.
4. We agree to attend Parent/Teacher Conferences. We shall willingly contribute at least ten hours of volunteer service for the school and assist in publicizing the school among our friends.
5. We recognize that it is essential that our child have confidence in his/her teachers and school. Therefore, we will do all in our power to see that our child respects and obeys the school staff and rules. We will cooperate in training our child to respect church-school property and will correct any willful damage or defacing of such property by our child.
6. We agree that if our child should become involved in any trouble or we disagree with any policy set by the school, we will in no case complain to any other party, and in a spirit of meekness will register only necessary complaints with the teacher or administrator involved. (Matthew 18:15-17)
7. We agree to have our child in regular attendance in a Sunday school and Church. We will strive to provide a consistent example of Godly living in our home life.
8. We agree to uphold and support the high academic standards of ERCS. We will see that our child reaches school on time with any necessary slips signed and returned. We will provide our child with a place to study and will encourage him/her in the completion of any assignment of homework.

9. We understand that tuition payments may be made in monthly installments from August until May; that any account not paid by the 10<sup>th</sup> of each month will be assessed a \$5.00 late charge; any payment past due more than 30 days is subject to a \$25.00 late charge, and student will be asked to disenroll. A charge will be implemented for all returned checks. No grade cards or records will be released until all bills are paid.
10. We understand that tuition is owed for the entire school year once the academic year begins and is refundable only in cases where a family is moving away from the area and, as a result, is no longer able to attend ERCS, Reimbursement will be pro-rated by the day for those moving away from the area.
11. **(For grades 9-12)** We understand that Jesus came to serve and calls His disciples to serve and love others. Therefore, we will encourage our child to follow Jesus' example by volunteering 60 hours of service per year in accordance with the volunteer service hour program at ERCHS.
12. I have prayerfully read the Parent Covenant and agree to support this covenant by my actions and attitudes.

Policy #4111 – Scriptural basis: Deuteronomy 6:1-9

### **RELEASE OF RECORDS**

Academic, attendance, and discipline records will be maintained by ERCS on each student and are open to the child's parents and/or legal guardian(s). **Records will not be released to parents.** Records will not be transferred to another school unless specific written authorization is given by the said parent and/or guardian and all fees are paid.

### **INCLEMENT WEATHER**

In the event of bad weather in the winter months, ERCS will communicate school delays and closings by television postings and an all-call system. If ERCS is operating on a one or two hour delay, the morning Preschool will come at the appropriate time (9:00 or 10:00), and dismiss at 12:00.

Policy #4350 – Scriptural basis: I Corinthians 14:40

### **STUDENTS: PROGRESS REPORTS**

Preschool teachers will write progress reports to the parents every nine weeks. These reports will include information concerning the child's academic, social, spiritual, emotional, and motor skill development during that time. Parent conferences will be scheduled in November and February.

## **FIELD TRIP TRANSPORTATION**

Transportation of preschool students to and from field trips will be the responsibility of each student's parent/guardian. Parents will drive their child to the field trip or make arrangements for another parent to drive their child to the field trip location and back.

On occasion, the preschool may use local bus transportation to facilitate a Preschool fieldtrip.

-Amended 1/29/2018

## **VISITATION**

Parents may visit their child's classroom at any time. Parents should refrain from visiting the classroom at the beginning of the school year, allowing the child time to become accustomed to his/her new surroundings. Upon entering the premises, the parent must first report to the school office.

## **WITHDRAWAL**

Any parent desiring to withdraw their child from the school before the end of the school year must notify the administrator of their decision to do so. Tuition will be charged for a whole month if the student attended any day in that month. Tuition for the whole month will be charged if the parents fail to notify the administrator of their decision at least one week prior to the beginning of the new month.

## **INSPECTION REPORTS**

Parents may obtain copies of current preschool inspection reports by contacting the school office. For grievance purposes, a copy of the inspection certificate containing the phone number of the ombudsman, will be displayed on the wall of the preschool classroom.

## **TOILET TRAINING POLICY**

Children must be fully potty trained before admission to the preschool program.

## **SNACKS**

Snacks served by preschool teachers must meet the United States Department of Agriculture's Child Care Meal Patterns as described below.

The Mid-Morning or Mid-Afternoon (supplement) must contain two (2) of four (4) components:



**Milk Component** - Low fat milk, white or flavored

**Bread Component** - Crackers, such as graham, cheese with peanut butter, Teddy grahams; peanut butter-jelly sandwich; pretzels; cereals, rice krispie treats; pastas of any type; pancakes, waffles, French toast, English muffins and bagels; macaroni w/cheese, and pizza re to be arranged with teacher in advance.

**Meat or Meat Alternate Component** – Cheese cubes/slices; meat cubes; hard-boiled Eggs; deviled eggs; peanut butter (on celery); cottage cheese (with fruit); turkey dogs (all meat); pumpkin and sunflower seeds; nuts.

**NOTE:** USDA recommends that any nuts and/or seeds be served to them in a prepared food and be finely chopped or ground.

**Fruits / Vegetables Component** – Dark green vegetables; any fresh fruit or vegetable; trail mix; I.C. Juicee; dried fruit; fruit cups; canned fruit in light syrup; applesauce; raisins; dates; grapes; fresh pineapple, pears, peaches, grapefruit, oranges, bananas.

The above are recommended by school officials to meet preschool standards. Your cooperation with your child's teacher is appreciated.

**Other Acceptable Snack Items Are:**

Jello made with apple juice  
Jello with fresh fruit  
Frozen fruit bars with 50% fruit/fruit juice  
Fruited sherbet  
Yogurt (with fruit)

Items such as snack cakes, cookies, chips, and/or cakes, are to be used on an infrequent basis. Arrangements with teachers are suggested.

**Note:** Individual student food allergies/sensitivities will be noted and strictly monitored by the preschool teacher and aid on duty.