



Risen Christ Preschool  
1000 Moseley Road  
Fairport, New York 14450  
(585) 223-9653

Dear Parent/Guardian:

Welcome to Risen Christ Preschool! Thank you for your interest in our program for your child's social, academic, emotional, and spiritual growth. Our mission is to provide a progressive program that will prepare your child for kindergarten, while keeping Jesus in the center of all we do.

The attached handbook contains valuable information regarding our program. If you are interested in registering your child, we will need the following:

- **Completed Registration Form**
- Non-refundable \$100 registration fee per child
- Physical Health Form, including Immunizations - due **prior to the start of school**

Admission to our program is on a first-come, first-served basis. It is best to bring your forms in person when possible. You may drop them off at our preschool between the hours of 8:30 AM – 1 PM, Monday-Friday. (Please refer to the section titled **Enrollment** for further information.)

If you have any questions, please contact Frieda Hollway at [RCPfairport@gmail.com](mailto:RCPfairport@gmail.com).

We look forward to serving you and your family!

Sincerely,

Frieda Hollway  
Preschool Director



## Program Handbook

### **WELCOME**

Welcome to Risen Christ's Preschool Program. This handbook has been provided to aid you in understanding our educational program, resources, policies, and procedures. Risen Christ Preschool is committed to offering a quality program that meets the spiritual, social, emotional, physical, and developmental needs of children. It is our goal to supply your child with a consistent and safe environment so they can explore learning and integrate it into their lives. Our teachers are devoted to the theories of Piaget, Maslow and Gardner and to teaching children about God's love in Jesus. Therefore, children will learn through play, have their basic needs met, and will be taught a curriculum that will enhance the gifts provided them by our great God.

### **GOALS**

At Risen Christ Preschool, our goals are to:

- provide quality care for children in a safe, nurturing, and fun environment.
- increase confidence, social skills, academic skills, spiritual understanding, and physical health.
- promote independence, respect, honesty, caring and responsibility.
- Prepare each child for kindergarten.

### **SPIRITUAL BELIEFS**

- God is bigger and better than we can humanly imagine.
- Jesus is God showing himself to us.
- The Holy Spirit is God living in and through us.
- The Bible is the inspired Word of God and is His guidebook for life.
- God created everything.
- God's will is for us to grow in Christlikeness.
- God is love. He loves us and wants nothing more than for us to love Him back. He showed His love by sending Jesus to die for our sins.
- It is only through faith in Him that we can have the best life possible, on earth and with Him eternally.

### **ENROLLMENT**

For currently enrolled and congregational families, enrollment will begin December 9, 2024 for the 2025-2026 school year. Any parent wishing to enroll his/her child is expected to complete and submit an enrollment form and the registration fee. For previously enrolled families, enrollment will begin December 16th, 2024. Open enrollment for all students will begin January 6, 2024. Enrollment is based on a first-come, first-served basis. In cases where enrollment is not granted or a waiting list is necessary, the parent will be advised, and the child will be placed on a waitlist. Once an opening is available, the parent will be notified and has two days to submit the non-refundable registration fee. If this fee is not received within that time frame, the child's spot will be waived, and the next child will be considered for placement.

Students who have reached their 2nd birthday prior to December 1st of that school year are eligible for the two-year-old program. Students who are able to utilize the bathroom facilities and have reached their third/fourth birthday, prior to December 1st, of the school year, are eligible for enrollment in the three- and four-year-old programs.

Students who have special needs or who, once enrolled, demonstrate the need for special assistance, may be required by the Preschool Director/teacher to have an evaluation conducted by an outside agency to help

determine the learning needs of the child. Risen Christ Preschool is not responsible for any fees associated with the testing of any child. The parent will be required to make a referral to the Committee of Preschool Special Education or the Monroe County Early Intervention Team. If the needs of the child can be adequately addressed by the preschool staff, a plan will be implemented. Risen Christ Preschool reserves the right to deny or drop enrollment if this consultation demonstrates we cannot reasonably meet the needs of a child.

### **SCHOOL SCHEDULE**

Risen Christ's Preschool Program will generally follow the Fairport Central School District's holiday schedule. In the event that school is closed for Fairport CSD due to weather, school will also be closed for our preschool program.

### **TUITION SCHEDULE**

A registration fee of \$100 is due with each completed application. The registration fee does not apply toward monthly tuition. Please make payments to Risen Christ Preschool. Monthly payments are due by the first day of each month. Yearly payments are due by **September 8, 2025**. **\*Please note a \$10/month (\$90 total discount) for those who pay annually; the amount shown below includes that discount.**

<b>AGE</b>	<b>DAYS/WEEK</b>	<b>MONTHLY/ANNUALLY</b>
<b>2s</b>	2x/week	\$210 / \$1800*
<b>3s</b>	2x/week 3x/week	\$210 / \$1800* \$250 / \$2160*
<b>4s</b>	3x/week 5x/week	\$250 / \$2160* \$360 / \$3150*
<b>4/5 Kindergarten Bridge</b>	5x/week Mon - Fri 9:15 - 11:30	\$330 / \$2880*
	Mondays 9:15 - 11:30 Tues - Fri 9:15 - 1:00	\$490 / \$4320*

### **KINDERGARTEN BRIDGE - 4/5 PROGRAM**

This program is geared toward children who are turning 5 prior to December 1<sup>st</sup>. Kindergarten Bridge ("KB") is a Kindergarten readiness class, serving students who are eligible for kindergarten, but opting to wait for various reasons. Children in this class will work towards K standards in an environment that is beneficial to young learners. The KB program is broken down into two parts: class from 9:15 AM - 11:30 AM, then an extension from 11:30 AM - 1 PM. This extension includes a continuation of learning and activities as well as time to eat a packed lunch. The combination of these two parts helps students develop stamina for a longer school day.

### **ATTENDANCE AND TARDINESS**

Being present and on time are great life skills and will teach your children the importance of punctuality and respect. Arriving on time for the beginning of class is important in establishing a routine and helping your child get settled into the classroom. Our teachers are busy preparing prior to the start of the school day. Therefore, please do not drop your child off earlier than 5 minutes prior to class.

At dismissal, parents are expected to arrive on time. Children anticipate your arrival and lateness can often create anxiety for children. While we understand that there are times people run late, we ask that you not make a habit of being too early or too late.

Classes missed for illness or other reasons are not considered refundable. Please contact the preschool to let us know if your child will not be in attendance on a scheduled day. [RCPfairport@gmail.com](mailto:RCPfairport@gmail.com) or (585) 223-9653.

### **AUTHORIZED PICK-UP POLICY**

Children will only be released to those listed on the registration form, completed by the parent/guardian, as “authorized to pick up”. If a parent/guardian wishes to have their child picked up by a different individual, a written request must be submitted to the preschool staff. Photo identification will be required for picking up a child if the person is unfamiliar to the staff at Risen Christ.

All children are expected to be picked up from our program at dismissal time. If you are unable to pick your child up at dismissal time, we ask that you advise the teacher and possibly put together an alternative pick up plan for your child.

### **DROP OFF/PICK UP POLICY**

Our goal is to provide your child with a safe school. Please contact the Preschool Director if you or your child’s provider needs assistance with pick-up or drop-off. We understand that it is sometimes difficult for individuals who have infants in car seats, multiple small children, or those with handicap conditions to walk down to pick up a student. We are happy to assist you in any way we can.

### **DROP-OFF POLICY**

- **KINDERGARTEN BRIDGE 4/5 PROGRAM:** The drop-off location for our Kindergarten Bridge program will be at the sidewalk to the right or left of the playground (*TBD*). A teacher will meet your child at the car and walk him/her into the classroom. Please drive slowly and watch for little ones! Children will need to be dropped off between 9:10 AM and 9:20 AM. We ask that all parents/providers follow this drop-off procedure. If you arrive after 9:20 AM **and** all cars have already exited the drive-thru loop, you will need to park in the parking lot and walk your child into their classroom via the lower level, as classes will have already started. Cars will not be allowed to drive down to the lower level after 9:20 AM or until all cars have exited.
- **FOUR-YEAR-OLD PROGRAMS:** The drop-off location for our four-year-old classes is either at the sidewalk to the left or to the right of the playground (*TBD*). A teacher will meet your child at the car and walk him/her into the classroom. Please follow the drop-off policy that will be provided once teacher assignments are made. Please drive slowly and watch for little ones! Children will need to be dropped off between 8:55 and 9:05 AM. We ask that all parents/providers follow this drop-off procedure. If you arrive after 9:05 AM **and** all cars have already exited the drive-thru loop, you will need to park in the parking lot and walk your child into their classroom via the lower level, as classes will have already started. Cars will not be allowed to drive down to the lower level after 9:10 AM or until all cars have exited.
- **THREE-YEAR-OLD PROGRAMS:** The drop-off location for the 3-year-olds will be at the sidewalk to the right of the playground. A teacher will meet your child at your car and walk him/her into the classroom. Please follow the drop-off policy that will be provided at parent night. Please drive slowly and watch for little ones! Children will need to be dropped off between 8:55 and 9:05 AM. We ask that all parents/providers follow this drop-off procedure. If you arrive after 9:05 AM **and** all cars have already exited the drive-thru loop, you will need to park in the parking lot and walk your child into their classroom via the lower level, as classes will have already started. Cars will not be allowed to drive down to the lower level after 9:10 AM or until all cars have exited.
- **TWO-YEAR-OLD PROGRAMS:** The drop-off location for the 2-year-olds will be at the sidewalk to the right of the playground. A teacher will meet your child at your car and walk him/her into the classroom. Please follow the drop-off policy that will be provided at parent night. Please drive slowly and watch for little ones! Children will need to be dropped off between 9:10 and 9:20 AM. We ask that all parents/providers follow this drop-off procedure. If you arrive after 9:20 **and** all cars have already

exited the drive-thru loop, you will need to park in the parking lot and walk your child into their classroom via the lower level, as classes will have already started. Cars will not be allowed to drive down to the lower level after 9:20 AM or until all cars have exited.

- Please park in the inner parking spaces of the parking lot, **not in the** perimeter parking spaces.

### **PICK-UP POLICY**

Our pick-up policy will require that all children are picked up from their classrooms. This will mean that all those picking children up should park in the parking lot and walk down to the lower level to pick up their children. This will allow teachers to share details about the day with providers/parents and impart fellowship. Many play dates and friendships are created when children are picked up!

**ALWAYS PROCEED WITH CAUTION WHEN PICKING UP AND OR DROPPING OFF CHILDREN.**  
**IT'S A BUSY PLACE, AND THE SAFETY OF OUR LITTLE ONES IS VERY IMPORTANT!**

### **BEHAVIOR POLICY**

It is expected that your child will have some difficult days and not want to leave your side. This is okay and very typical. If your child continues to experience difficulties with this transition, please work with your child's teacher and the director to create a plan to aid you during this challenging time. It can be helpful if a child brings something from home to provide comfort in this transition (i.e., a blanket or teddy bear). Social stories can also be very helpful! If you anticipate difficulties, please talk with your child's teacher about creating a social story prior to the start of school. From our experience, children can experience separation anxiety over the first few months (inconsistently and/or consistently). The great news is that this does not usually last! Children tend to adapt and inadvertently enjoy the program!

Our goal is to help each child develop self-control, self-esteem, and respect. Our structured and consistent program lends itself to assisting children in making positive choices. Inappropriate behavior is considered a "teachable moment". During this time, our staff will utilize redirection and behavior modification strategies in working with each child. If a child is causing harm to another child, a meeting will be set up with the child's parent/guardian to address the issue, and a plan will be put in place. This plan may include removal of a student, if necessary. The safety of our children and staff is of utmost importance.

### **DRESS CODE**

Please dress your child in clothing that is appropriate for the weather, as classes do go outside every day (weather permitting). Label shoes and outerwear with your child's name. Also, dress your child in clothes that may become dirty or stained; preschool can be messy!

Please send your child with a labeled bag/backpack consisting of a change of clothes (all children), wipes and diapers (2-year-olds). It is our hope that children in our three- and four-year-old programs are able to use the bathroom facilities and are not in diapers or training pants. We also understand that each child develops at a different rate. If your child is not potty trained, please develop a plan with your child's teacher to work together on this. Lastly, please apply sunscreen to your child, as needed (prior to sending to school).

### **PARENT-TEACHER COMMUNICATION**

Parent-teacher communication is vital to student success. To help facilitate this, we host/provide the following:

- Parent Information Night – an informative event for parents prior to the start of the school year
- Open House – opportunity for parents and students to see the classroom and meet the teacher
- Parent-Teacher Conferences – formally once a year
- Progress reports – completed twice/year

At any time, if a parent has a concern, please schedule a private meeting (via phone, e-mail, or in person) with the child's teacher.

## **PARENTAL GRIEVANCES**

When a parent has a personal grievance against a member of the faculty, staff, or other parent, the parent is expected to follow the Biblical teaching found in Matthew 18:15-17, which is reflected in the following procedure:

First, schedule an appointment to respectfully and privately address the issue face-to-face with the individual in question. If you are in need of assistance, please ask the Preschool Director for guidance. Approaching this person may need to be done more than once.

If this issue is not resolved, the parent should advise the Preschool Director and request a conference with the person with whom there is a grievance.

If the situation is still unresolved, the matter should be placed in writing. The Preschool Director will then advise the Pastor and develop a plan to resolve the issue.

## **BIRTHDAY CELEBRATIONS**

Celebrating your child's birthday is a special event! Please contact your child's teacher, at least one week in advance, to make arrangements for this celebration. This allows the teacher to properly coordinate activities and plan for any food allergies within the class. All food items brought in must be store bought. Please speak with your child's teacher to review the acceptable snack list.

## **SUPPLIES**

A supply list of needed school items will be provided by your child's teacher prior to the start of the school year. These items will include a pair of indoor shoes (to be left at school). Other items will be teacher specific.

## **FIELD TRIP POLICY**

Field trips are part of our school's curriculum and are an important part of the school year. They allow students to explore, learn and build relationships. A parent or guardian is required to bring their child to the field trip and attend the event. These events will be scheduled during your child's scheduled days of school.

## **FIRE SAFETY**

All staff are trained in fire prevention procedures along with appropriate interventions should a fire occur. Fire drills will be held regularly and will be recorded in a log, documenting time, date, number of children and staff.

In the event of a fire, the person detecting a fire will call 911, teachers will evacuate children, proceed to a designated waiting area, take attendance, and await further instructions to return to the building or be relocated to a safer location. The safety procedure may include being picked up by parents to go home.

## **PHOTOGRAPHY AT RISEN CHRIST**

A professional photographer will provide families with individual and class photos at an additional cost (based on the photographer's fees). Throughout the school year, our teachers will also take photos that will be utilized in emails, on a private Facebook page, and/or at the end of the school year for a slideshow. These photos may also be utilized for promotional purposes (with parent permission).

## **EMERGENCIES**

We require that the registration form, which includes a medical agreement, be signed prior to enrollment. This form authorizes Risen Christ's Preschool Program to contact emergency care for your child in the event of an emergency. Parents are responsible for keeping the data on their form up-to-date and to notify the school immediately of any changes. In the event of injury or serious illness, parents will be notified immediately. If the staff feels that your child requires immediate medical evaluation, the decision will be made to call 911, and if deemed necessary, your child will be transported to the Emergency Department by ambulance.

In the event of a power/utility failure, parents will be contacted and asked to pick up their child. Supervision of all children will be maintained until children are picked up.

### **INCIDENTS/ACCIDENTS**

Risen Christ's preschool program is equipped with a complete first aid kit. Our staff is certified in First Aid and CPR. In the event of an incident, a staff member will administer first aid, complete an incident form, and inform the parent/guardian upon pick up of their child or by phone call.

### **SNACK TIME**

Risen Christ Preschool will provide your child with a snack. We ask that you send a spill-proof cup or water bottle filled with water to school every day for your child's use.

### **FOOD/ALLERGY POLICY**

Our preschool food policy is based on the needs of our students. This may vary each year and/or by classroom. The preschool director and your child's teacher will share the details of the most current policy. Please be cognizant of specific restrictions in your child's classroom and heed the teacher's requests regarding snacks or birthday food choices.

### **IMMUNIZATION RECORDS/PHYSICIAN'S REPORTS**

In accordance with New York State Department of Health, all children are required to have a physical examination by their physician prior to attending school. The exam must be current and immunizations must be up-to-date. A medical form must be signed by your physician, indicating your child is free from contagions, physically qualified for all physical education and school activities, and able to participate in preschool. This information, under New York State law, must be submitted prior to the first day of school.

### **SAFE SCHOOL/ILLNESS POLICY**

Every child's health is important to us. To help maintain a healthy environment, we follow a set of cleaning and sanitizing protocols. We ask that you send your child to school when healthy and keep your child home when showing any signs of illness. To aid you in understanding if/when your child should stay home, we have provided the Exclusion from Preschool Chart on the next page. Please note that the following information was derived from various New York State Child Care and Health Department regulations and guidelines. Furthermore, if your child is diagnosed with a highly contagious illness (such as pink eye, lice or strep), please inform your child's teacher. This will allow the teacher to share this information with other families, heightening their awareness of potential medical concerns. If you have any questions, always consult your physician and local health department, as illness exclusion and readmission criteria may vary.

**EXCLUSION FROM PRESCHOOL**

<b>DISEASE</b>	<b>INCUBATION</b>	<b>RETURN TO SCHOOL</b>
Bacterial Meningitis	Varies	Local health department certificate
Chicken Pox	12-16 Days	7-10 days; fading rash and all lesions are dry
Common Cold	Varies	Please do not send your child to school if they are not feeling well enough to participate in daily activities and they have yellow or green mucus.
Conjunctivitis (Pink Eye)	1-3 Days	At least 24 hours after treatment begins, and secretions are clear
Croup	Varies	24 hrs. after fever has returned to normal, or if no fever is present, 3 days after onset
Diarrhea (1 or more episodes)		After 24 hours of being symptom free
Fever or 100 degrees or higher		24 hrs. after fever has returned to normal, without medications
Fifth Disease	4-15 Days	Infectious prior to the rash, so no time away needed
Hand, Foot, Mouth	3-5 Days	24 hrs. after being fever free
Head Lice	1-2 Weeks	When medication is completed and there is no evidence of lice or nits
Impetigo	1-10 Days	Under medication for 24 hrs. and no active lesions
Influenza	Varies	Fever and symptom free for 24 hrs
Measles		Six days after onset of rash
Mumps		Nine days after onset of swelling or until asymptomatic, whichever is longer
Pneumonia		Physician advises return
Rubella		Seven days after onset of rash
Ring Worm	4-14 Days	When under medical treatment for 5 days
Strep Throat	Varies	On antibiotics for at least 24 hrs
Thrush	2-5 Days	After medication has begun
Tuberculosis		After antibiotic treatment begins and physician advises return
Vomiting (1 or more episodes)		After at least 24 hours symptom free
Whooping Cough	5-10 Days	When under medical treatment for 5 days