

SUMMIT RIDGE

Preschool • Anchor Point

Parent Handbook (Preschool Only)

SUMMIT RIDGE

7075 PYRAMID HIGHWAY, SPARKS, NV

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Hours of operation: 6:30 AM – 6:00 PM M-F

summitridgenv.org

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PHILOSOPHY OF SUMMIT RIDGE

Summit Ridge unashamedly believes in, teaches, and practices a literal interpretation of the Bible. As an outreach ministry of Summit Christian Church, we pursue life change by teaching children to become fully devoted followers of Jesus. We support parents as the primary educators of their children while ***"...we tell the next generation the praiseworthy deeds of the Lord, His power, and the wonders He has done" Psalm 78-4.*** In order to nurture

the whole child, our curriculum weaves together the Word of God with the basic elements of early childhood education.



GOALS

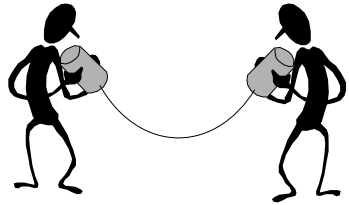
Our goal is that children prepared through Summit Ridge:

- ◆ Grow a heart to love and serve Jesus
- ◆ Have an awareness of the creator God who loves them, paid for their forgiveness, and desires a relationship with them.
- ◆ Know how to make and be a friend.
- ◆ Possess a curious spirit and find great joy in learning.
- ◆ Demonstrate age appropriate academic and physical skills
- ◆ Are able to be successful in the next step of their education.

COMMUNICATION

Communication is essential to a positive experience at Summit Ridge. We make every effort to communicate clearly and proactively, using the following means:

- ⇒ The Parent Handbook
- ⇒ Parent Open House
- ⇒ Personal messages attached to your check-in code
- ⇒ Incident reports
- ⇒ Behavior reports
- ⇒ Parent files in the classroom, where we place invoices, incident reports, newsletters, invitations to special events, and monthly calendars. Please check your file on a regular basis
- ⇒ Parent bulletin boards show schedules and calendars.
- ⇒ The nap chart located at the front desk
- ⇒ Visible and available administrators
- ⇒ Phone calls and conferences as needed or requested
- ⇒ "Remind" text app for delayed starts, school closures, holidays, special events, and other reminders



We believe that effective communication flows both ways. We value your input, questions, and opinions. We very much appreciate hearing from you. When we do something wrong, please tell us. When we do something right, please tell others!

DISCIPLINE

To discipline means to train. Discipline is the key to learning because it creates an environment where a child knows the boundaries and can be secure within those limits. Secure children are more curious, creative, social, and less stressed. We work to create an atmosphere where there are firm, consistent boundaries, and within those limits children will experience the freedom to explore, to create, and to discover.

Our primary method of discipline involves “catching them being good.” We communicate the behavior we desire and expect from the children, telling them clearly what we want them to do. We reinforce and emphasize that desirable behavior. In addition, we redirect children to more positive activities and often diffuse inappropriate situations before they develop. We actively help children recognize and name their emotions as well as teach appropriate ways to express those feelings

Our secondary method of discipline is “1, 2, 3 Magic”. This method places all the positive attention of the teachers on the children exhibiting the desired behaviors. Children who are ignoring or disobeying directions are simply given a count. This gives the child an opportunity to comply without rewarding behavior with negative attention. If we count to three and there

is no compliance, we use time out at one

minute per year of age. You can learn about

this method by visiting 123magic.com or finding their videos on youtube.



Persistent discipline issues in the classroom will result in an office visit with administrators and, if necessary, a phone call or conference with parents, administrators, and teachers.

ARRIVALS AND SIGN-INS

All children attending Summit Ridge must be signed in on a daily basis using our computer check-in. We must have an accurate record of which children are present at any given time. The morning program begins at 8:30 a.m., but children can arrive as early as 6:30 a.m. or any time that works for you.



Although we respect your individual family schedules, in order for your child to reap the maximum benefit from school they should arrive by the start of their program. A late arrival can prevent a smooth transition for some children. If your child will be absent, please call and let us know as soon as possible. This is very helpful in coordinating group plans.

Please give your child a brief, definite farewell, telling them when you will return. It is very helpful to the child to know who will be picking them up, should it be someone other than the parent.

AUTHORIZATION FOR PICK-UP

Please remember: We will not let your child leave with someone other than you unless we have authorization from you. We do this to protect the safety and well-being of your child.



We keep the list of people that you authorized to pick up your child in your child's file. When a new person picks up your child for the first time, he/she will need to check in with the front office and show a picture ID. If they will be a regular pick up person, we can get them registered to use our touch screen check-in/out system.



THE RELUCTANT ARRIVER

Just as you may have days when you must do things you'd rather not do, your child may have occasional days when they do not want to come to school. On those days, you may want to share with your child that you understand his/her feelings. When a child seems reluctant, the greatest help you can give them is for your departure to be loving and brief. We encourage parents to give their child a big hug and kiss, and affirmation as to when they will be picked up. Gently leave your child in the calming hands of a staff member, especially when separating is difficult. If your child cries or seems unhappy when you leave, don't hesitate to call once you reach home or work to inquire how he/she is doing.

TOILET TRAINED

Your child must be 3 years old and toilet trained upon enrollment at Summit Ridge. Our license does not allow for diapers or pull-ups, even at nap time. Please work with your child to help them be as independent in the bathroom as possible. Clothing that is easy to get on and off is very helpful. We understand that occasional accidents will happen and we have extra clothes in the class from when accidents occur.

LATE PICK UP FEES

Please note: Our morning program ends promptly at 12:30 p.m. and the school closes at 6:00 p.m. We do understand that circumstances beyond your control can occasionally occur. Please call the school as soon as you know you will be late in picking up your child. If late pick-ups become a frequent occurrence, there will be a one dollar per minute late fee charged for late pick-up.

SCHEDULE CHANGES

Requests for schedule changes must be submitted to the office. Requests asking to decrease a schedule require a two-week notice. Requests to increase a schedule will be granted on a space-available basis.

EXTRA DAYS

Extra days in addition to your child's regular schedule may be requested and are granted on a space-available basis. The charge for an extra half day is \$25 and an extra full day is \$50.

TUITION/FEES

Tuition may be paid on-line at myprocare.com, at the front desk by cash, check, or card, or by automatic withdrawal from your checking account. Please put your child's name in the memo section of your check. There is a tuition slot on the front desk to the far left for checks. Please do not put cash into the payment box. Cash must be paid directly to an administrator who will give you a receipt.



PAYMENTS

Tuition may be paid on a weekly, bi-weekly, bi-monthly, or monthly basis. You can pay however you would like as long as tuition is paid prior to using our service. If your tuition is not paid (in person or online at myprocare.com) by Wednesday of the current week, you will be charged a \$10 late fee on Thursday. If your account is not current by the end of the month, you will get a call or email from our finance department to set up a payment plan. Your child's attendance may be suspended until payment is made. Tuition is determined according to the schedule contracted for your child. Tuition continues even when a child is absent due to illness, vacation, or when we are closed for federal holidays.

WITHDRAWAL

We require a two-week's written notice if your child is to be withdrawn from Summit Ridge. If proper notice is not given, your regular fee will be charged for two weeks beyond the child's last day of attendance.

SNOW DAYS AND DELAYED STARTS

If Washoe County School District calls a delayed start, we will also. We will delay from our opening time of 6:30. If WCSD calls a school closure, we will call a 2 hour delay and will open at 8:30. Summit Ridge reserves the right to call a delayed start, early closure or school closure based on the safety conditions of our facility. We will do everything possible to remain open, but if we find it necessary to close, your tuition will be prorated for that week. We will notify you of a delay or closure via the Remind App, or you can check our Facebook page.

HOLIDAYS

Holidays are an enjoyable time for children. At Summit Ridge we desire to keep the atmosphere low-key and pleasant. We will provide appropriate activities to celebrate the holidays and we ask your cooperation by checking with the director before bringing anything from home. The school will be closed on the following days:

- New Year's Day •Martin Luther King Jr. Day •President's Day
- Memorial Day •Independence Day •Labor Day •Nevada Day
- Veteran's Day •Thanksgiving Day & Family Day
- Christmas (with one additional day)

We do not include Santa in our Christmas celebration nor do we celebrate Halloween at Summit Ridge. We leave these for each family to celebrate as they choose at home. We ask that no witches, ghosts and jack-o-lanterns be brought to school. Thank you!

****Summit Ridge will also be closed 3 days in August for classroom maintenance. Your tuition for that week will be pro-rated. All above holidays will be billed on the regular tuition schedule.****

LUNCHES

All children need to bring a lunch each day. Lunches can come in the bags we provide, or in a similar sized bag of your choosing. Please place them on the table by the kitchen door and we will move them into the refrigerator.



Our license does not allow us to prepare or cook food, we are only able to reheat already prepared food. If the lunch needs to be heated, you will place a clothespin on the handle of the lunch bag. Please include a protein, a fruit, or vegetable, and a drink with your child's lunch. Make sure to label all Tupperware containers. **Please do not send soda, gum, or candy with your child.**

Summit Ridge has a "NO NUT Policy", which includes foods processed in a factory that contains or processes nuts. For more information, see the page included in your enrollment packet. We make every effort to accommodate and protect our children who have food allergies. Please note on the enrollment packet any food allergies or restrictions your child may have.



SNACKS & WATER

You will need to provide snacks for your child. These are placed in the cooler designated for your child's small group. We serve milk and water with all snacks. Snack times are scheduled for AM and PM so please send a snack for each of those times your child will be here. Each snack must be labeled with your child's name. A list of snack suggestions is available in the enrollment packet or at the front desk.

Please bring a water bottle labeled with your child's first and last name. These should be taken home each night, washed out, and returned the following day.

BIRTHDAYS

Your child's birthday is a special event and a time for celebration here at Summit Ridge. If you would like to send a "treat" for your child to share with the class, the day becomes even more special! Your child's teacher or the receptionist will be glad to tell you the number of children in the class as birthdays are celebrated with the entire group. Birthday treats **must be store bought**, in the original container, and come in individual portions. We ask that you keep in mind the "NO NUT Policy" when choosing treats for the class.



CLOTHING

Please send your child to school in clothing that allows free movement and encourages



active play. Also, please choose clothing that your child will not have to be concerned about getting dirty. Remember, children work with paint, glue, markers, and clay in addition to playing in the sand. Clothing should be free of vulgarity, weapons, or any offensive words/images.

Daily outdoor play is an important part of our day at Summit Ridge. Have your child wear footwear proper for safe, outdoor fun every day. Children wearing flip flops, slick bottom shoes, or open-toed shoes will not be allowed to climb on the play structure or ride the bikes as these types of footwear can cause serious injury.

Children need fresh air in all kinds of weather (even for only five minutes) so please send your child adequately dressed for the weather at all times. Layers work well in Nevada's quickly changing climate. Feel free to keep a pair of sneakers or snow boots in your child's cubby for outside time. Help us prevent loss by labeling all of your child's personal items. We keep a limited supply of extra clothing for those occasional accidents. If your child wears Summit Ridge clothing home, please wash and return them as soon as possible.



YOUR CHILD'S HEALTH

Your child's health is a matter of great importance to all of us. To protect your child, we ask that you adhere to each of the following:

- Each child, upon enrollment at Summit Ridge MUST present a Certificate of Immunization. Religious and medical exemptions are accepted.
- Each child must have a physical/well-child check on record.
- Any allergies (food, medicine, insect bites, etc.)

MUST be noted on the emergency form and called to the attention of the Administrative Staff.



- If your child becomes ill during the day, he/she will rest on the sick bed in the front office and you will be contacted. Sick children need to be picked up within one hour.
- Prescription medications may be signed in on a daily medication sheet at the front desk and will be kept in your child's file. The medication must be in the original prescription container with the child's name on it. No over-the-counter medications can be administered unless we have permission in writing from your child's pediatrician. Please give all medications to one of the administrators. Medications may not go into your child's lunch box, back pack, or cubby. Medications will be given as directed.
- For the summer months, or as needed, please apply sunscreen to your child before bringing him/her to school. We will re-apply sunscreen before lunch on all full-day children. Please do not send your own sunscreen unless your child is allergic to the sunscreen we provide.

REASONS TO EXCLUDE

Your child **MAY NOT** attend school if he/she has any of the following:

- A temperature of 100.5 degrees or higher
- Diarrhea
- Vomiting
- A contagious illness or rash.
- He/she is in sufficient discomfort that it would inhibit participation



Your child should be kept home if he/she has symptoms of a possible communicable disease (sore throat, fever, red eyes, unexplained rashes, etc.)

24 hours without medication (ibuprofen or Tylenol) **MUST** pass once symptoms have ended before your child returns to school.

NAP TIME / REST TIME

Children who attend Summit Ridge **all day** are required to either nap or rest. Children will need personal nap rolls that you may purchase from the office for \$35. Nap/rest time begins after lunch recess (12:45 for Friendly Forest and 1:10 for Brown Bear and Fox Den) and continues until 2:30 p.m. All children must lay quietly for 20-30 minutes. If your child falls asleep, he/she is allowed to sleep until 2:30. If your child does not fall asleep, they may participate in quiet activities on their nap mat. The nap roll is to be taken home on a weekly basis to be washed.

FAMILY INVOLVEMENT

We welcome family involvement at Summit Ridge. Studies show that family involvement at their child's school increases the benefit the child receives from the program. Ways you can be involved include, but are not limited to, reading stories, doing science experiments, helping with art projects,



parties or programs, sharing about your profession or sharing a special holiday recipe or tradition. We encourage families to be involved in a local church. If you are not, we

would love to talk to you about Summit Church!

ADDITIONAL PROGRAM OFFERED

Julie Woods, owner and instructor of Kiddin' Around, gives lessons on site one morning a week. These optional lessons come at an additional cost to parents. Julie's program offers a large motor skills sports program designed to help children increase coordination and develop a life-long love for physical activity.



IN CONCLUSION

Thank you for enrolling your child at Summit Ridge Preschool! We take the trust you have placed in us very seriously and count it a privilege to work with you to maximize the benefits your child receives from their time here. We look forward to getting to know you better. Feel free to call or talk to us at any time with questions, suggestions prayer requests or concerns.

*“Let the little children
come to me, and do not
hinder them, for the
kingdom of
heaven belongs to
such as these.”*

Matthew 19:14

Summit Christian Church has many amazing ministries! Here are a few:

- ◆ **Women's Ministry**
- ◆ **Men's Ministry**
- ◆ **Marriage Ministry**
- ◆ **Celebrate Recovery**
 - ◆ **Life Groups**
- ◆ **Children's Ministry**
- ◆ **Student Ministry**
- ◆ **Young Adult Ministry**
- ◆ **Financial Peace University**
 - ◆ **Grief Recovery**

If you would like information about any of these amazing ministries, please talk with our director, or visit the church's website at summitnv.org.

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IS A MINISTRY OF

SUMMIT CHRISTIAN CHURCH

7075 PYRAMID HIGHWAY, SPARKS, NV

Phone: 424-5683 **Fax:** 424-5680

Office Hours: 9:00 AM – 4:30 PM

Monday – Thursday

Our service times are:

Saturdays at 5:00

Sundays at 9:00, 10:30, and noon

www.summitnv.org