

# Ridgefield Premier Academic Christian Preschool

Location: 1410 S. Hillhurst Ridgefield, WA 98684

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Mailing Address: P.O. Box 314  
Washougal, WA 98671

## Preschool Policies & Procedures

Welcome to RPACP, currently the only Academic Christian Preschool in Ridgefield, WA. We are known for offering families an academic advantage in a nurturing and safe environment and love for our students and their families. For 11 years, formally known as LifeWay Preschool, we have been providing a quality education to preschoolers in the community of Ridgefield. Upon the closure of Mountain View Christian, the founder of RPACP saw that there was a need and met that need. Starting in 2019, it has become a partnership between Mother and Daughter and under the new Non Profit establishment of Charis Educational Ministries. We have continued to grow our program to more preschool age groups. RPACP will continue to provide a foundation for education to the community for many years to come.

We would like to extend an invitation for you to come in with your preschooler and explore how we teach and interact with love, compassion, and gentleness with our students. Come and see how we partner with parents and the community in raising confident, self-aware, academically prepared, and God loving children.

### **VISION:**

Ridgefield Premier Academic Preschool exists to glorify God by providing a Bible focused, quality academic Christian education to our students.

### **MISSION:**

Our mission is to provide a safe school environment while discovering, nurturing, and developing all students's different learning styles. Empowering our students to grow spiritually, academically, socially, and mentally. We provide learning opportunities through play, inquiry, guidance, and experience.

### **PHILOSOPHY & CULTURE:**

At Ridgefield Premier Academic Christian Preschool, we believe that God created all of us different and unique for a specific purpose. Why should education be excluded from that? Children should have the opportunity to learn in the style(s) of their gifting. We believe that education needs to be structured to fit each child's individual needs. We believe that learning should be empowering rather than restricting.

Our culture here at RPACP is one of which provides a safe classroom environment. We strive to create a loving, happy, and enthusiastic atmosphere which aides in our student's learning experience. We encourage parents to communicate and engage with us in the process of their child's needs as parents involvement is an important aspect in a students development.

### **CURRICULUM:**

Here are RPACP along with our own curriculum, we use Abeka curriculum. This is a comprehensive quality curriculum and materials written from a Christian perspective. Abeka includes bible stories, character development, academic readiness, pre-reading skills, and math.

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## **OUR PRESCHOOL:**

Our preschool program is designed for children who are 3 years old by December 31st, however, some exception may apply. We offer a 3 hour class for our 2.5 year old class and a 4 hour program for our 3's & 4's class.

## **CLASS SCHEDULE:**

*School Hours:* 9:05am-1:00pm (3's & 4's classes)  
9:05am-12:00pm(2.5 year old class)

2.5 year old Class: 2 Days: Tues & Thurs

3 year old Class: 2 Day: Tues & Thurs

3 Day: Mon, Wed, & Fri

4 year old Class: 2 Day: Tues & Thurs

3 Day: Mon, Wed, & Fri

5 Day: Mon-Fri

## **TUITION:**

Tuition is designed to meet costs of providing a quality educational program for our students. It is an annual tuition not a month to month tuition. You are required to pay even for days that your child does not attend school. Tuition provides for all our annual program cost.

Tuition at RPACP is calculated to cover the core costs of the educational program, including school supplies for each student, and instructional materials. Field trips, teacher salaries, as well as all over head.

Payments are due by the 5th of the month, any payments received after the 5th will incur a \$20 late fee. If you are having trouble making your monthly payments on time, please communicate that with either Mrs. Higley or Miss Sarah. If you fail to contact us, you will be charged the late penalty

2.5 year old Class: Annual Tuition: \$1800, Monthly \$200

2 Day Classes: Annual Tuition: \$1935, Monthly \$215

3 Day Class: Annual Tuition: \$2835, Monthly \$315

5 Day Class: Annual Tuition: \$4635, Monthly \$515

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## **STUDENT WITHDRAWAL:**

In the event your child is withdrawn from preschool before May, you will be responsible to pay the tuition for the month of withdrawal, as well as the following month. This will help protect the integrity of our preschool and ensure that the preschool will continue for all other families.

## **DISCIPLINE & STUDENT BEHAVIOR:**

All students are reminded of the school rules every morning before we get started. They are also reminded of the consequences of not following the rules as well. If a student is being disruptive, not following instructions, or putting other students or their own safety in jeopardy our procedure is as follows:

1. They will be seated next to one of us.
  2. Explain to them why they are sitting with us.
  3. Talk with them about ways we can go about changing that behavior.
  4. Try again.
  5. If that doesn't work our next step is to remove them from the classroom as to not distract or disrupt the other students. At times that may require a physical removing by picking up the child if they are not willing to walk out on their own.
  6. We will call you to come get them if they are having a hard time with the above procedures.
- In most cases, it stops at step 3.

**\*\*Note:** We do our best to not discuss their behavior in front of the other students. Our overall priority is to keep the class and classroom safe. There are some instances where our school does not provide the proper training and techniques for students who continue to reach step 6 daily. Our Administration will talk through that with each family individually to make a plan.

## **SICK POLICY:**

We understand that students get sick throughout the year. Please keep them home if they have a had a fever, vomiting, and/or diarrhea within 24 hours, bad cough, colored discharge from their nose or rash. A common cold is okay, as long as they are generally feeling okay. If your child is presenting any of the above symptoms, or not feeling well during the school day, please be advised that we will call you to come pick them up.

## **SCHOOL RELATED INJURIES:**

In the event of a possible medical injury, we will make every attempt to contact you, as well as 911 if needed. A medical permission form will be required for all students.

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## **DROP OFF:**

School starts at 9:05am. The doors will be opened for drop off at 9:00am. Until then, they will be locked. Please be on time if possible as we lock the doors at 9:30am for the safety of our staff and students.

1. If you are going to be late, please call one of us and someone will come open the door for you.
2. Please make sure you take your child to the restroom to go potty and wash their hands before taking them to the classroom as this prevents the spread of germs and the teachers having to take them at the start of the day.
3. Students can place their coats and backpacks in a cubby and teachers will have direction for the start of their day.

## **PICK UP:**

School ends at 1:00pm. Please be on time picking your child up. If we do not hear from you, you will be charged \$1 for each minute you are late after 1:10pm as it is important to be considerate of the teacher's time. If you are planning on having someone other than yourself or one who is not on the child's registration form pick up your child, please let us know and will plan accordingly. For your child's safety, we will not release the child unless we hear from you. Again, please sign your name as the person picking them up and the time of pick up.

## **BATHROOM ROUTINE:**

Our bathroom policy is that we do not wipe the students, we encourage them to wipe themselves. However, in the event there is an accident, which does tend to happen from time to time, unless you state other wise and if the child is comfortable, one of the staff will clean them up using baby wipes and we will let you know upon pickup.

## **SNACK & LUNCH:**

2.5 year olds eat snack close to 10:30am. 3's & 4's eat at 11:00am and 11:30am. Please send a lunch with your child each day. Please send lunch items that do not need to be warmed.

## **SCHOOL SUPPLIES:**

The preschool provides all school supplies. We will ask that you send your child with:

1. A Folder with their name on it.
2. A school sized backpack, lunchbox, and waterbottle.
3. An extra change of clothes in a Ziploc bag with their name on it in the even there is an accident or clothes get wet during recess.

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## **INCLEMENT WEATHER:**

If Ridgefield School District is closed or delayed, RPACP will be closed. Also, if we are unable to get enough staff safely to the preschool, we will email all families and let them know that we will be closed. Closures have been incorporated into the budget and will not be made up.

## **PARENT/TEACHER CONFERENCES:**

Given that this is an academic preschool, we do offer parent teacher conferences through out the year. These are optional and not required. There will be 2 for the 4's class and 1 in the spring for the 3's class. This gives those parents who would like to know how their child is developing in all areas the opportunity to ask questions and get insight and feedback. We are closed on those days.

## **FIELD TRIPS:**

Our policy for field trips is for the parent to drive and meet the staff at the location. Parents are responsible for their children and the staff is there to provide the experience and help with supervision. Parents are not to leave their child unattended as the field trip is a parent supervised trip. We will not have preschool at our school on field trip days.

## **PARENT VOLUNTEERS:**

It is our policy that we do not have volunteers working in the classroom or with children individually, however, we are happy to have volunteers who are willing to work on projects at home. If this is something you are interested in, please let us know.

## **CHAPEL:**

We have a chapel time during the week for 3's & 4's class. This is time to sing, read the Bible, memorize verses. Students get the opportunity to learn bible stories and get a foundation of the Gospel.