



NAME: 04.07.03 KINDERGARTEN HANDBOOK	VERSION: 2
ADOPTED: MARCH 10, 2014	REVIEW: 2019-2020

REVIEW EVERY 5 YEARS

PREAMBLE

Kindergarten is a unique entry point into Richmond Christian School and full-time schooling. Richmond Christian School offers a Christ centered educational program that helps young learners build a solid foundation for a successful school life. A kindergarten handbook is intended to provide parents with practical information on the Richmond Christian School program and how they can support the successful transition of their child into the world of learning.

PARENT HANDBOOK:

1. An annual review of the kindergarten handbook is the responsibility of the campus Principal.
 - a. A review may be delegated to a kindergarten teacher.
2. Changes to the content of the handbook must be approved by the campus principal. Approved changes will be made by Richmond Christian School administrative support staff who will produce the handbook for distribution.
3. The handbook shall contain information on the following:
 - a. Letter from the campus Principal
 - b. Richmond Christian School Mission
 - c. Core Values
 - d. Vision and Philosophy
 - i. Christian perspective
 - e. Orientation information
 - i. Program overview and objectives
 - (1) Assessment
 - ii. Schedule
 - iii. Arrival and departure procedures
 - iv. Attendance

- v. Health and wellness
 - (1) Allergies
 - (2) Cold and flu
 - (3) Medication
- vi. Behavioral expectations and guidance strategies
- vii. Field trips
- viii. Dress
- ix. Snacks and nutrition
- x. Special occasions
- xi. Treasures from home
- xii. Supplies
- f. Campus drills
 - i. Fire
 - ii. Earthquake
 - iii. Evacuation
 - iv. Lockdown
- g. Parents
 - i. Communication
 - (1) Newsletter
 - (2) Website
 - ii. Volunteering
 - iii. Prayer
 - iv. Transition support

<compare current campus handbooks to this policy to ensure that the content that is required is continued and any additions are updated in the policy>