



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 04.07.04 LITTLE EAGLES PRE-SCHOOL – VERSION 2.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
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SECTION: 04 – STUDENT ENROLLMENT AND EDUCATION	LAST REVISION DATE: MARCH 10, 2014			
ADOPTED: JANUARY 18, 2007	REVIEW FREQUENCY: EVERY 5 YEARS			

PREAMBLE

Richmond Christian School operates a licensed pre-school at its Elementary Campus. Little Eagles Pre-school offers 3 and 4 year old children the opportunity to participate in morning or afternoon programs designed with Christian perspective. The Little Eagles Preschool is a Christian preschool which incorporates the RCS mission statement into its practices through goals that enhance the development of the “whole child” – spiritually, emotionally, socially, physically, cognitively and creatively.

REVIEW HISTORY		
DATE	VERSION	CHANGES
MARCH 10, 2014	2.0	

1. ADMISSIONS

Admission is through the Richmond Christian School *04.02 Admissions and Enrollment* policy and procedures.

2. LICENSING AND OPERATIONS

- a. Little Eagles operates in compliance with all regulations and guidelines set out in the *Community Care and Assisted Living Act* and Child Care Licensing Regulation established by the Ministry of Health.
- b. Little Eagles shall abide by all Richmond Christian School policies and established procedures to ensure that students are treated fairly and consistently.

3. RICHMOND CHRISTIAN SCHOOL RESPONSIBILITIES:

- a. Provide and maintain a physically safe and functioning pre-school space.
- b. Advertise, hire and appoint qualified teaching and support staff in cooperation with the pre-school Coordinator.
 - i. Hiring shall be in compliance with policy *08.01 Hiring*

4. LITTLE EAGLES PRE-SCHOOL RESPONSIBILITIES:

- a. Maintain a physically safe and functioning pre-school space and advise the campus Principal of any concerns that require attention.
- b. Incorporate the Richmond Christian School Mission statement, vision and core values into the framework of the program.

5. PARENT HANDBOOK:

- a. An annual review of the pre-school handbook is the responsibility of the Little Eagle's Coordinator.
- b. 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.

- c. The handbook shall contain information on the following:
 - i. Richmond Christian School Mission
 - ii. Core Values
 - iii. Vision and Philosophy
 - iv. Contact information for key staff members
 - v. Withdrawal procedures
 - vi. Orientation session
 - 1) Program overview and objectives
 - 2) Schedule
 - 3) Arrival and departure procedures
 - 4) Attendance
 - 5) Health and wellness
 - a) Allergies
 - b) Cold and flu
 - c) Medication
 - 6) Behavioral expectations and guidance strategies
 - 7) Field trips
 - 8) Dress
 - 9) Snacks and nutrition
 - 10) Special occasions
 - 11) Treasures from home
 - vii. Campus drills
 - 1) Fire
 - 2) Earthquake
 - 3) Evacuation
 - 4) Lockdown
 - viii. Parents
 - 1) Communication
 - 2) Involvement

6. JOB DESCRIPTIONS:

Richmond Christian School will provide a job description for the Little Eagles Coordinator which sets out expectations and responsibilities for both the Coordinator and Little Eagles support staff.