

# **ROLLING HILLS LEARNING CENTER**

## **PARENT HANDBOOK**

### **2025-2026**

Because we want to love like Jesus,  
We are SAFE  
We are KIND  
We are RESPONSIBLE  
We are RESPECTFUL



A ministry of  
**Rolling Hills Community Church**

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Franklin, TN 37064  
[www.rollinghillslearningcenter.com](http://www.rollinghillslearningcenter.com)

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615-861-3663

School Hours: 9:30-2:30  
First Day of School: August 11, 2025  
Last Day of School: May 14, 2026

## Mission Statement

Rolling Hills Learning Center is committed to nurturing the hearts and minds of young children in a Christ-centered environment. We believe that every child is a unique creation of God. Through love, learning, and play, we help children grow in the truth that **God made me, God loves me, and Jesus wants to be my friend forever**. Our goal is to lay a strong spiritual and educational foundation that encourages curiosity, kindness, and a lifelong relationship with Jesus.

## School Verse

“Start children off on the right path. And even when they are old, they will not turn away from it.”  
Proverbs 22:6 (NIRV)

## Community Commitment

All members of the Rolling Hills Learning Center, including staff, students, and their families, promise to uphold these foundational expectations:

Because we want to love like Jesus,

We are SAFE

We are KIND

We are RESPONSIBLE

We are RESPECTFUL

## About Rolling Hills Community Church

Rolling Hills began in 2003 with a vision to impact Middle Tennessee with the love of Jesus. The Learning Center was part of that vision and launched in 2010 as a two-day per week preschool providing weekday education and enrichment for children in environments that foster an understanding of God and His love for us. Rolling Hills desires to partner with parents along every stage of their learning and spiritual journeys. If you are looking for a church, we would be honored for you to check out Rolling Hills. If you have questions about any of our campuses, please visit our website at [www.rollinghills.church](http://www.rollinghills.church).

# OUR PROGRAM

## Curriculum

The Learning Center uses an age-appropriate curriculum that centers around faith and developmentally appropriate skills with an emphasis on fine and gross motor skills, Bible based activities, and literacy learning and instruction.

## Enrichment Classes

The Learning Center offers enrichment courses to all students! These Gospel-centered classes are designed to support creativity, curiosity, and skill development. Each class focuses on a different theme (Music, STEM and Art) to help our students become well-rounded thinkers.

### Music

This fun and engaging class is designed to nurture creativity, rhythm, and listening skills through singing, movement, instrument play, and musical games. During class, students will sing familiar and new songs, play age-appropriate instruments (shakes, bells, etc.), engage in self-expression and group participation, build confidence and so much more.

### STEM

Spark curiosity and lay the foundation for future learning in our hands-on STEM Class! Young learners will dive into **science, technology, engineering, and math** through fun, faith-based activities. Each week, children will explore exciting themes like building structures, experimenting with magnets, and counting and sorting—all while developing critical thinking and problem-solving skills. **This class is only offered for 3's and Prek.**

### Art

The Learning Center Art class offers an exciting introduction to the world of visual arts! This class is designed to encourage creativity, self-expression, and fine motor development through painting, drawing, and crafting. In art class, our little learners explore, discover, and engage in colorful fun!

## Chapel

The Learning Center conducts Chapel every week. This is a time for children of different ages to worship together through song, prayer, Bible story and play. Our Bible stories follow the First Look Curriculum from Orange. Through First Look, preschoolers explore the basic truths that God made them, He loves them, and He wants to be their friend forever.

## Celebrating Holidays

At the Learning Center, all holidays are celebrated and centered around Christ. Therefore, costumes will not be permitted, and cultural icons will not be recognized.

# POLICIES AND PROCEDURES

## Registration

To register your child:

1. **You are required to take a tour before registering.** Click [here](#) to book a tour of our facility.
2. Fill out [The Learning Center Interest Form](#). This will secure your child on our waiting list, and when a spot is available, we will contact you directly.
3. Once a spot becomes available, you will receive our Registration Form and pay the applicable fees. Your spot will be secured as soon as those fees are paid.

## Tuition and Fees

At the time of registration, a non-refundable registration/supply fee of \$230 is due when you have a confirmed spot.

### Tuition Rates

Two Days per Week Program	\$3,350/year	\$335/month
Three Days per Week Program	\$4,600/year	\$460/month
*Four Days per Week Program	\$5,950/year	\$595/month
*3 years old and older		

### Extended Care Rates

#### Before Care

Two Days per Week Program	\$75/month per child
Three Days per Week Program	\$115/month per child
Four Days per Week Program	\$150/month per child

#### After Care

Two Days per Week Program	\$75/month per child
Three Days per Week Program	\$115/month per child
Four Days per Week Program	\$150/month per child

Tuition is based on an annual rate but can be paid in ten monthly installments:

- June: Billed on the 1st and due on the 5th. This payment is for May, the final month of the school year.
- August - April: Billed on the 1st and due on the 5th of each month.

### Important considerations:

- Tuition is based on enrollment, NOT attendance. Tuition must be paid for all enrolled students regardless of the number of days attended.
- Families who pay tuition in full for the year must make the initial payment billed in June. The full amount can be paid at that time, or the remaining balance can be paid by August 5th.

- Students who are admitted to The Learning Center after the start of the school year will be billed their May tuition in the month of May, billed on the 1st and due on the 5th.
- There is a \$50/month tuition discount for each additional sibling.
- Only students who are enrolled in before and/or after care will be allowed to participate in extended care. If at any point during the school year you would like to add extended care to your child's tuition, please contact the Learning Center leadership 30 days prior to your start request, and they will let you know if there is a spot available.
- We reserve the right to adjust rates annually. Rolling Hills Learning Center tax ID number is 32-0029492.

## Late Fees

### Tuition

Monthly tuition is due by the 5<sup>th</sup> day of each month of the school year. A late fee of \$25 per child will be placed on the account on the 6<sup>th</sup> day of the month for late tuition payments.

1. When payment is past due by 10 days, contact will be made to the responsible parent(s) of the student(s). An immediate payment will be expected.
2. If payment remains past due for 30 days, a registered letter will be sent instructing the responsible parent(s) that a payment is immediately required. If payment is not made within 7 days of receipt of the letter the student will not be allowed to attend class and the case will be reviewed by the Learning Center and Rolling Hills Community Church staff to determine next steps. In the event of an emergency or financial difficulty, please contact the Learning Center director.

### Late Pickup Fees

- Pickup for the normal school day is 2:30PM. If you arrive after 2:30PM, please ring the doorbell to enter the Learning Center. Upon picking up your child, you will need to sign the late pick-up binder in the Learning Center office. By the third late signature, you will be charged a late fee of \$25 for that late pick-up and every additional late pick-up per semester.
- Pickup for Early Release school day is 1:00PM. If you arrive after 1:00PM, please ring the doorbell to enter the Learning Center. Upon picking up your child, you will need to sign the late pick-up binder in the Learning Center office. By the third late signature, you will be charged a late fee of \$25 for every consecutive late pick-up per semester.
- Aftercare ends at 3:30PM. If you arrive after 3:30PM, please ring the doorbell to enter the Learning Center. Upon picking up your child, you will need to sign the late pick-up binder in the Learning Center office. By the third late signature, you will be charged a late fee of \$25 for every consecutive late pick-up per semester.

## Scholarships

The Rolling Hills Learning Center offers a limited number of scholarships and financial assistance opportunities each year. If your family is experiencing financial hardship, you may apply for financial aid by filling out this [Scholarship Request Form](#).

All information provided is kept strictly confidential. Scholarships are awarded completely at the discretion of the Learning Center leadership, until the funds are no longer available. The Learning

Center Director will work with the family to determine a start and end date for the scholarship provided. Families must resubmit a new application once a granted scholarship has expired.

If you would like to donate to the scholarship fund, please reach out to the Learning Center Director.

## Forms

To be enrolled in the Learning Center, all forms must be completed before the first day of school for the child registered. These forms include a registration form, enrollment form, and a State of Tennessee immunization record (with part 1b completed), or an immunization waiver. The immunization form or waiver must be emailed to the Learning Center director at [caleigh.alessi@rollinghills.church](mailto:caleigh.alessi@rollinghills.church). Your child will not be able to attend until all the documents have been submitted and received.

## Withdrawal

The Learning Center requires a thirty-day notice of withdrawal. Notice of withdrawal must be presented in writing to the Learning Center director. Failure to provide a thirty-day notice will result in paying the following month's tuition due upon leaving. Please note that the registration fee is non-refundable no matter what time withdrawal is requested.

## Communication

We use the Brightwheel app for all communication between teachers and parents. Teachers may send reminders, pictures, and important information throughout the week via the app. **Refrain from using text messaging or email to discuss any topics related to your child and the Learning Center.** Please make sure your Brightwheel notifications/alerts are turned on in case of illness or emergency.

Drop off and pick up times are transitional times and not an appropriate time or place to discuss children's behavior. Messaging your child's teacher on Brightwheel is a great way to check in and ask questions regarding your child. When you message your child's teacher only his/her teachers and administrators see your message. If additional conversations are needed, please contact the Learning Center director by using the "Admin only" messages to request a meeting.

Every class will send a weekly update telling you what your children learned during the week and what is coming up next. We will communicate daily with diaper changing, eating, and napping information for our babies and one year old classes.

## Classroom Ratios

Every classroom has two teachers and follows the State of Tennessee Adult to Child ratios and classroom maximums listed below.

Age of Children	Adult: Child Ratio	Maximum Group Size
Younger than One year old	1:4	8 maximum
One year old	1:6	12 maximum
Two year old	1:7	14 maximum

Three year old	1:9	18 maximum
Four and Five year old	1:16	20 maximum

## Supplies

To prevent confusion or lost items, please label all your child's belongings, including clothing, footwear, and winter wear.

Every child needs to bring the following every day:

- Diapers (if applicable).
- Disposable Wipes (if you have a specific type, you want us to use).
- A water bottle or non-spill sippy cup.
- A complete change of clothes that are weather appropriate, including socks.
- For children in napping classes, bring a nap roll or a blanket and crib sheet. Please provide diapers or pull ups to wear during nap time.
- A lunch and a snack (send healthy options). The Learning Center is not a nut-free environment. We restrict foods based on the needs of the students in the individual classrooms. We will notify you before school starts if there is restricted food in your child's classroom.
- Weather appropriate outerwear.

## Attire

- Clothing that does not align with our Biblical values is not permitted (ex: clothing with emblems, images, quotes or statements).
- It is recommended that students wear washable play clothes. The Learning Center is not responsible for damaged clothing.
- Please bring your child to school in attire that is easy for them to manage. This encourages independence and self-help. One-piece jumpsuits and overalls are discouraged. Many toilet accidents are prevented if children can unbutton or unbuckle pants quickly and efficiently.
- Unless specified, costumes are not allowed.

## Arrival

When arriving in the morning, please take your child to his/her classroom door to meet his/her teacher. Our north entrance doors open at 9:30AM and close at 9:45AM, after which, you will need to ring the doorbell for entry. You will be required to sign your child in each morning using the Brightwheel app, and we ask that you not enter the classroom if your child is two or older.

### Car Rider Line

We have a car rider line for children in the three year old and pre-k classes. This line is open from 9:05AM until 9:20AM. Once you enter the car rider line, a teacher will assist you in using the Brightwheel app to get your child checked in. You must be in line and checked in by 9:20AM to participate in the car rider line. Otherwise, you will need to park and walk your child to their classroom.

For safety reasons, we ask that you refrain from using your cellphone during drop off time. When you reach the unloading area, your child should be unbuckled, have their coat on, and be ready with their backpacks and lunchboxes. A teacher will assist your child out of the car. Please refrain from exiting your vehicle. If your child is refusing to go with the teacher, please exit the car rider line and walk your child to their classroom when the doors open at 9:30AM.

In cases of inclement weather, including extreme cold, the car rider line may be canceled. We will communicate any cancellations through the Brightwheel app. Please do not send an umbrella with your child if it is raining.

### **Before Care**

When arriving in the morning for Before Care, please take your child to his/her classroom door to meet his/her teacher. Our doors open at 8:30AM and close at 8:45AM, after which, you will need to ring the doorbell for entry. You will be required to sign your child in each morning using the Brightwheel app, and we ask that you not enter the classroom if your child is two or older. There is no car rider line for Before Care.

## **Dismissal**

Pickup for the normal school day is no later than 2:30PM. The doors will be open from 2:15PM-2:30PM. You will need to sign your child out each day using the Brightwheel app. The Learning Center is responsible for your child once they are checked in for the day and until they are signed out on Brightwheel. If your pick-up plans change during the day, please message the director and teachers in Brightwheel. If someone besides a parent or guardian is picking up your child, please send the person's legal name to the teacher via Brightwheel and let the person picking your child up know that they will be required to show a valid form of identification to your child's teacher. Children will not be released to any adult who appears impaired or exhibits behaviors that would put children at immediate risk.

On Early Release days, pick up is at 1PM. The doors will be open from 12:30PM-1PM.

For those who attend after care, pick up is no later than 3:30PM. The doors will be open from 3:15-3:30PM.

If you arrive after your child's pick-up time, please ring the doorbell to enter the Learning Center. Upon picking up your child, you will need to sign the late pick-up binder in the Learning Center office. By the third late signature, you will be charged a late fee of \$25 for every consecutive late pick-up per semester.

## **Security**

As a safety precaution, our doors are locked in the morning at 9:45AM and they are unlocked at 2:15PM. If you arrive at a time when the doors are locked, ring the doorbell. We will have an armed security guard on the property whenever school is in session. We want to provide the most secure environment for your child. The doors at the North entrance are the only entrance and exit for parents to use. In addition, all safety drills will be conducted in accordance with state licensing requirements.



The Learning Center is a smoke and vape free environment.

Firearms are not permitted on the Learning Center property.

## **Closings**

The Learning Center follows the Williamson County School calendar for early dismissals, holiday and weather closings. We will not make up days that are missed for weather closings and the monthly tuition rate remains the same. Unexpected changes in the school schedule will be communicated through a message in the Brightwheel app.

## **Food Safety**

All families are required to provide a snack, lunch and water for their child each day. When packing snacks and lunches, remember that all round fruits/veggies like carrots, tomatoes, and grapes must be quartered and hot dogs must be cut lengthwise to prevent choking. This is a state requirement that must be followed for the safety of our children. Bite-size is the right size, especially with nuts and harder food items.

The Learning Center is not a nut-free environment. We restrict foods based on the needs of the students in the individual classrooms. We will notify you before school starts if there is restricted food in your child's classroom.

## **Naps**

Children in one and two year old classes will have nap time. We provide a nap mat for each child, but you will need to bring a crib sheet and blanket or a nap roll. Your child may also bring a lovey to have at nap time. If your child uses a pacifier, it cannot attach to their clothing or have a toy/animal attached to the pacifier.

As children grow through the year, we reserve the right to discontinue daily naps in any classroom at any time.

## **Comfort Items and Toys**

While a small, soft comfort item/lovey is permitted for naptime, we ask that children do not bring additional toys from home. If a child brings a toy from home, they will be asked to keep it in their backpack.

## **Potty Training**

At the Learning Center, we want to partner with parents to assist in the potty-training process. When your child has successfully mastered potty-training at home and is ready to use the potty independently at school, please let your child's teacher know so they can partner with you to ensure a seamless transition.

Here are the Learning Center's expectations for successful potty training:

- The child needs to communicate their needs for the bathroom verbally by getting the teacher's attention to let them know that they have to go.

- They must be able to pull their pants/skirts/underwear or pull-up down to use the bathroom and then pull up their underwear and clothing independently, and wipe on their own. Please make sure to send kids in clothing they can easily manage on their own to ensure their success and independence.
- During the early stages of potty training, children must come to school in pull-ups. If you are sending your child to school in pull-ups, be sure to use pull-ups with Velcro sides to assist both the child and the teacher.
- We are aware that some potty-training methods use a “no underwear” approach. At the Learning Center, pull ups/underwear are required.
- The child must be accident free at school for two weeks before coming to school in underwear. Extra absorbent training underwear is a great option once your child is out of pull-ups and wears underwear to school for the first time.
- Always remember to provide an additional change of clothes (including underwear, socks, and shoes) in case your child has an accident.
- Since not every classroom has a bathroom attached to it, and staff must stay within ratio, teachers can take children who are potty training to the bathroom roughly every 1-2 hours.

**For your child to be enrolled in a three-year old class they must be potty trained/ toilet independent.** There is a grace period if your child is in the process of potty training. This grace period ends October 31 of the current school year. **In pre-K classes every child must be fully potty trained/ toilet independent before the school year begins and will not have a grace period.** If a child enrolled in a 3's class (after the Oct. 31st grace period) or a child enrolled in a PreK class has a toilet accident, the Learning Center reserves the right to call the parent/guardian for an immediate pick up.

## Behavioral Guidance Policy

The Learning Center has partnered with TN Voices to create a center-wide Behavioral Guidance Policy. TN Voices is a mental health non-profit that provides support for educators and caregivers – offering training, consultation services, and technical assistance. The program is funded through the TDMHSAS, and their services are available at no cost for families, early childhood centers, preschools, and elementary schools.

Here is a general overview of our Behavioral Guidance Policy:

Our Learning Center teachers will be equipped to teach, model, and reinforce developmentally appropriate behaviors, which will help children to follow the Learning Center community commitments and classroom rules. However, some children will need additional help in learning how to uphold the community commitments. In this case, data collection will be completed to gain insight into the factors that might be related to the behavior, the behavior itself, and teachers' responses to children's behavior incidents. As teachers collect data, [Pyramid Model strategies](#) will be identified to address challenging behavior and promote developmentally appropriate skills.

At the Learning Center, we understand that behavior change takes time. With this in mind, teachers will collaborate with support staff and families to identify Pyramid Model strategies to address behavior and develop an individualized support plan to prevent behavior(s) and teach

the child appropriate replacement skills. The development of individualized interventions will involve a collaborative team process between Learning Center staff and families. The team will then meet regularly to assess the effectiveness of the support provided and the child's progress in the classroom. If behavior change occurs, and teachers and families have the tools they need to continue promoting appropriate behaviors, regularly scheduling meetings will no longer be needed.

If challenging behavior continues for an extended period or could be harmful to the child or other children, the Learning Center has the authority to remove the child from the classroom and/or call the parents for immediate pickup. Should the program exhaust all resources possible, the Learning Center will work with the family to identify a program where their child can be successful and will guide and support the family throughout the process of moving to a different program.

Please read the full [Behavioral Guidance Policy](#) for more details.

## Absence

If your child will be absent, please take time to notify your child's classroom teachers on the Brightwheel app.

## Illness

The health and safety of our students and staff is our top priority. Please do not send your child to school if he/she is ill or showing symptoms of illness. The Committee on Control of Infectious Diseases of the American Academy of Pediatrics lists the following symptoms as causes for keeping your child home:

- Fever of 100 or higher
- Contagious skin rash
- Pink eye or eye infection
- Vomiting (one incident)
- Diarrhea (at least two loose bowel movements)
- A colored green or yellow discharge from nose indicating an infection
- Difficulty breathing
- Unexplained rashes
- Ear pain
- Contagious Diseases (some listed below)

Your child may return to school when:

- Pink Eye - 24 hours after antibiotic treatment has started.
- Head Lice - 24 hours after treatment and free of all nits.
- Strep Throat/Scarlet Fever - 24 hours after antibiotic treatment and the child is fever free **without** medication.
- Chicken Pox - Until all soars have scabbed over.
- Ringworm - 24 hours after the soar is treated and kept covered.
- 5th Disease - 24 hours fever free. Your child's face can look as though it was slapped on the cheek. Rash is heat sensitive and may disappear and reappear.
- Impetigo - 24 hours after the soar is treated and kept covered.

- Scabies - 24 hours after treatment has started.
- Mumps - Until 9 days after the onset of gland swelling.
- Measles - 24 hours after antibiotic treatment has started.
- Rubella - Until 6 days after onset.
- Head, Foot, and Mouth - Until clearance note from doctor.
- Covid - Until fever and symptom free for 24 hours and on the 6th day from symptoms onset with a negative test.
- Unexplained Rash - once you have a clearance note from your doctor.

If your child becomes ill during the day, you will be called to pick up your child. **If your child has been sick or goes home sick, he/she must be fever, diarrhea, and/or vomiting free for at least 24 hours before returning to school.**

The Learning Center reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written from a licensed health care professional stating that the child is not contagious.

## Medications

The Learning Center will only administer medication for an allergic reaction. If medical intervention is needed for allergic reactions, a [medical authorization form](#) and action plan must be submitted to the Learning Center director. All medications must be labeled and distributed to the Learning Center director upon your child's first day of school.

## Emergencies

In the event of an emergency, 911 will be called and the parent will be notified. **Please make sure that all emergency contact information is kept up to date with the Learning Center Director.**

## Agreement

**By enrolling your child at the Rolling Hills Learning Center, you acknowledge that you have read, understand, and agree to abide by all policies and procedures outlined in the Parent Handbook.**