

Redeemer Lutheran Preschool & Pre-Kindergarten



Parent Handbook

Redeemer Lutheran School

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Tuition & Fees

Enrollment Fee:

\$100 Non-refundable and due at time of enrollment.

Please make check payable to “Redeemer Lutheran School.”

(We cannot secure a position for your child without a paid enrollment fee.)

Tuition: **10 equal payments** (1st payment in July and final payment in April)

Days	4 Hour Morning 8:15 a.m.–12:15 p.m.	Lunch Bunch 8:15 a.m.–1:00 p.m.	Full Day 8:15 a.m.–3:00 p.m.
Tuesday/Thursday	\$155	\$183	\$248
Monday/Wednesday/Friday	\$205	\$244	\$329
Monday – Friday	\$297	\$352	\$469
Late Pick-up Fee	\$5 per 5 minutes after 12:25 p.m.	\$5 per 5 minutes after 1:10 p.m.	\$5 per 5 minutes after 6:00 p.m.

Extended Care Hours: 7:00 a.m. to 8:15 a.m.
3:10 p.m. to 6:00 p.m.

Cost: \$4 per hour (24 hr. advance notice)

Late Pick-up Fee: \$5 per five minutes (see chart above)

Redeemer Lutheran Preschool & Pre-Kindergarten is covered with liability insurance under our state license and is available for viewing in the school office.

*The above information is for the current school year only.
Tuition and fees are subject to change.*

Dear Parents,

Welcome! It is with great pleasure, and thankful hearts, that we offer you a quality, nurturing, and above all Christian learning environment for your child's early learning experience. We strive to offer a quality education to each and every child. This handbook is intended to inform you of all procedures and requirements that make our program run smoothly. Please contact me if you have any questions or concerns. Our goal is excellence . . . with your support and cooperation, we will be able to achieve that goal. I am looking forward to working with you and your family to give your child a truly enjoyable experience at SCHOOL!

Early Childhood Director

PHILOSOPHY

Our program exists to apply the Word of God, as revealed in Scripture, to the hearts and lives of these very small children. In most cases, our classes will be your child's first experience with "school." It is our prayer that through our classes, Jesus will become your child's Best Friend. May Jesus stay that Best Friend through your child's life. We are here to direct your child to follow in Jesus' footsteps. "Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6

CURRICULUM

It is our sincere desire that each child grow independently, emotionally, physically, creatively, socially, and spiritually, through our program. All instruction is Christ-centered. Your child will learn through the subjects of Word of God, Reading Readiness, Math, Art and Creative Expression, Drama, Free Play, Language Arts, Music, and Physical Development. All subjects are integrated as enjoyable parts of our varied curriculum. Our goal is to have your child learn and develop with a "Hands-On" approach. Your child will have fun, but all the while LEARN! It is our intent for each child to love to learn, therefore, ultimately, to love "School".

POLICIES & PROCEDURES

The following policies and procedures are based on the Arizona Department of Health Services Child Care Licensing regulations. (ADHS)

HOURS OF OPERATION

The preschool and pre-kindergarten program will operate from 8:15 a.m. until 3:00 p.m. Extended Care will be offered before and after our classes from 7:00 a.m. to 6:00 p.m., Monday through Friday. Redeemer will be closed for a variety of in-service and vacation days. NO CARE will be available. Please consult the yearly calendar for specific days.

EXTENDED DAY CARE

As a service to parents, Redeemer Lutheran School provides Extended Day Care for preschool, pre-kindergarten and elementary school children. This service begins at 7:00 a.m. before school and ends at 6:00 p.m. after the school day. All children who arrive before 8:15 a.m. or who remain at school after 3:10 p.m. must be checked into Extended Care. Students are welcome to wait at their classroom door only when they are accompanied by a parent or guardian. The fee for Extended Care is \$4 per hour. Extended Care billing will be done monthly and payment will be due on the 20th.

The rate for care which extends past 6:00 p.m. will be charged \$5 per five minutes.

For those children registered for our 4 Hour Morning class, the rate for care which extends past 12:25 p.m. will be charged \$5 per five minutes.

For those children registered for our Lunch Bunch class, the rate for care which extends past 1:10 p.m. will be charged \$5 per five minutes.

Families with an extended care bill that is **past due by 60 days** or more will not be able to send their children to extended care until payment is made current.

ENROLLMENT & TUITION FEES

Please see the fee schedule on page 2 of this handbook. Prices are subject to change.

- Enrollment fees are non-refundable.
- Tuition fees are pro-rated if you enroll in the middle of a payment period. A payment period runs from the 21st to the 20th.
- Tuition fees will not be refunded if you disenroll in the middle of a payment period.
- **There will be NO tuition adjustments made for closed holidays, Christmas break, spring break, or days off due to illness and personal reasons. If you cannot attend on your scheduled day, tuition is still due.**
- You may switch sessions or switch days of the week anytime during the school year effective the 21st day of the month, provided there is room for your child in that classroom. However, you must inform Redeemer of the switch prior to the 20th of the month.
- You may extend your child's stay on any school day, but keep in mind; you will be invoiced as shown below. Pick-up times for extended stays are 1:00 p.m. and 3:00 p.m. If you pick your child up prior to these pick-up times, you will still be charged as follows:

<u>Extended Stay</u>	<u>Fee / Day</u>
12:15 – 1:00 p.m.	\$5
1:00 – 3:00 p.m.	\$10
12:15 – 3:00 p.m.	\$15

- All tuition payments are made through the school office. Forms of payment are ACH, ATM, cash or check. Due date for tuition is the 20th of each month and delinquent if not received by the 21st of the month. A late fee of \$25 and NSF fee of \$25 will be charged if payment is not received on time or for insufficient funds.

Tuition fees are pro-rated/refunded at our discretion. Enrollment is limited to availability.

ENROLLMENT

Redeemer Lutheran Preschool & Pre-Kindergarten will accept children for enrollment, based on availability, in the following order:

1. Children of the members of Redeemer Ev. Lutheran Church.
2. Children of sister Wisconsin Evangelical Lutheran Synod (WELS) congregations.
3. Children with no church affiliation.
4. Children who are members of other churches.

Also, because the Christian faith is taught in our school, we warmly invite and highly encourage parents who are not members of our congregation to take a Bible information class (Bible 101). The class is conducted several times throughout the year. We want all parents to be familiar with the type of instruction in God's Word that is being given to their children.

Please note!

1. All children enrolling in the Pre-Kindergarten classroom must be four by September 1st of the current year.
2. All children enrolling in the Preschool classroom must be 100% potty trained before his/her first day of school. A child must be three years old before he/she may enroll in our preschool program. A child may enroll anytime during the first semester provided he/she is three years old. A child may only enroll during the second semester if he/she turned three years old by December 31st of the current school year.
3. All children will be accepted for enrollment at the recommendation of the Director, and upon approval of the Board for Christian Education of Redeemer Lutheran Church.

DISENROLLMENT

Disenrollment may be for one or more of the following reasons:

- Completion of Preschool or Pre-Kindergarten courses.
- Suspension due to disciplinary action (cf. discipline policy).
- Suspension due to failure of parents to pay necessary fees on time.

HEALTH

A child may not attend school if he/she has had a fever of over 99 degrees within the last 24 hours. If your child has a rash, diarrhea, vomiting, or heavy nasal discharge, he/she is not allowed to attend school until the symptoms have cleared. If a child becomes ill during school time, he/she will be isolated from the group and given the proper attention. The parent or guardian will be notified. We understand that illness is often inconvenient to parents who work outside the home; however, for the well being of every child that attends our school, we must adhere to and enforce these rules.

A current immunization record, signed by the child's health care provider, is required for each child enrolled in our preschool. The ADHS requires that:

1. Your child's immunization record be provided and signed by your health care professional.
2. Your child's immunization record be on file at the school before your child starts school. There will be NO extensions.

PIMA COUNTY HEALTH DEPT. IMMUNIZATION PROGRAM: (520) 740-3755

MEDICATIONS

Do not send any over the counter medicine or sunscreen to school for your child. We cannot administer any over-the-counter medications without a written statement from your physician. Any prescribed medicines must be given only as prescribed by your doctor, and a special form must be filled out in order for this to be done. Only the Director, or her designee, may administer medicines. All medication must be kept locked in the medicine box located in the refrigerator. Authorization Forms can be found in the same place.

Note: If antibiotics have been prescribed for your child, do not send him/her to school until he/she has been on the medication for a full 24 hours.

In the case of a prescription medication:

- It must be in the original container.
- It must have the prescription label.
- It must have the doctor's and child's names.
- It must have the current date and expiration date.
- It must be accompanied by a calibrated spoon if appropriate.
- An authorization form must be filled out completely.

ILLNESS

The following illnesses require that a child MUST be excluded from school:

- Chicken Pox
 - Diarrhea
 - Fever
 - Lice
 - Pinworms
 - Shigella
 - Symptoms of inflammation
 - Unidentified rashes
- We will exclude children who are suspected of the listed conditions. Any communicable diseases your child is exposed to will be listed on the Sign In/Sign Out sheet the day following the reported occurrence.

If your child will not attend on a day he/she is scheduled to attend, due to illness or otherwise, please call the office and excuse your child.

REPORTABLE ILLNESSES

We are required to report the following illnesses to the State Health Dept. Please notify the school office should your child be diagnosed with the following:

Chicken Pox	Measles	Rubella
Food Poisoning	Mumps	Salmonellosis
Giardiasis (type of diarrhea)	Meningitis	Scabies
Hemophilus influenza type B (HiB)	Pink Eye	Strep Infections
Lice	Reyes Syndrome	Whooping Cough

Please Note!

Consideration for others is crucial to controlling the spread of colds and flu and other illnesses at school. We prefer that the child remain at home when suffering from common colds and ear infections. Children, who do not feel well, will not be able to concentrate or enjoy their day at school. They could easily infect other classmates and teachers. PLEASE consider this if your child indicates any minor discomfort. A child with a fever may NOT attend school unless he/she has been free of a fever for at least 24 hours! Often temperatures rise as the day progresses.

ACCIDENTS

All staff members are certified in First Aid and CPR. In the event of illness or accident, first aid will be administered and parents or emergency contact person will be contacted.

All minor accidents suffered will be indicated by an "OUCH" report. If a more serious accident occurs, you will receive an Injury Report describing the incident. You will need to sign this original form and return it to the Preschool/Pre-Kindergarten classroom.

EVACUATION

In the case of an emergency which would require the evacuation of the premises, the lead teachers will:

1. Escort all children out of the building by means of the routes listed on the maps posted near each exit in the classroom and immediately use the closest telephone to notify the proper authorities of the emergency (9-1-1).
2. Once outside the building, take the children to the far corner of the basketball court and check the Sign-In sheets and Attendance books to be sure all children are accounted for.
3. All parents or guardians will be notified for immediate pick-up of their child.
4. Caregivers would be responsible to stay until the children are all picked up or they are released by the director.

EMERGENCY PROCEDURES

In the event of an emergency that would require the director to close the program temporarily, such as power failure or weather conditions:

5. All parents or guardians will be notified for immediate pick-up of their child.
6. Caregivers would be responsible to stay until the children are all picked up or they are released by the director.

ABUSE / NEGLECT

In accordance with the Arizona State Law, the staff at Redeemer Lutheran Preschool & Pre-Kindergarten must report suspicion of any form of child abuse. This includes sexual abuse, physical abuse, emotional abuse or neglect. The school does not condone, hide or tolerate any type of child abuse. Our foremost responsibility is to ensure the safety of your child.

DISCIPLINE

We believe that discipline is a positive ongoing process that teaches children how to effectively interact with others. We encourage the use of self-control, redirection, problem-solving, and cooperation. These methods are used to teach the children how to be responsible and accountable for their own behavior. By modeling and communicating loving choices, children learn their actions are a way to show love for Christ and love to others.

The consequences of improper behavior are as follows:

- Verbal warning
- Isolation from group
- Parent conference
- Possible disenrollment if behavior does not improve

SAFETY

Our facility has adequate liability insurance required by the state for the number of children enrolled.

Admissions: A parent or guardian is required to sign the child in on the Admission/Release Sheet.

Release: A parent or guardian is required to sign the child out on the Admission/Release Sheet before leaving.

Redeemer Lutheran Preschool & Pre-Kindergarten uses a sign in/sign out system to record the arrival and departure of children at school each day. Parents, or other adults, **designated in writing**, by parents, sign the daily record when bringing or picking up a child at school. ADHS regulations for our facility require that the full signature of each person designated to deliver or pick up your child and time of drop off/pick up be on file at the school. A form for this purpose is provided by the school for each child. Inform the school of any person(s) NOT authorized to pick your child up, as well. It is MANDATORY for any person picking up your child to show proper picture identification.

Children arriving before 8:15 a.m. will be required to go to Extended Care. Children not picked up by 3:10 p.m. will also go into Extended Care. There is a charge for Extended Care (\$4 per hour) and a late charge when your child is picked up after hours (\$5 per five minutes after 6:00 p.m.).

PESTICIDES

Redeemer Lutheran School periodically uses pesticides to ensure the safety of our campus. Pesticide notifications will be clearly posted on the school office window 48 hours prior to use to communicate with Redeemer staff and families.

CLOTHING

Please encourage your child to wear washable, durable clothes. Tennis shoes are conducive to playing on playground equipment. Sandals without socks are not permitted, nor are flip flops. When girls wear dresses, please have them wear shorts underneath. We ask that each child have a complete change of labeled clothing in a Ziploc bag left at school. All articles of clothing for outdoor wear should be labeled with your child's name.

FOOD & DRINKS

Preschool and pre-kindergarten children are required to bring a snack to eat during the morning snack time. This should be nutrition in nature. Either 1% milk or 100% juice may accompany their snack. A list of acceptable snacks will be given to each child by their teacher. Occasionally, due to allergies, certain foods will not be allowed.

Children are required to bring a water bottle to school each day. No sippy cups will be allowed. Please fill water bottles with water only.

If children will be staying for the afternoon, a packed lunch must be brought to school each day unless you participate in Redeemer's hot lunch program. Please note that microwaves will not be accessible to heat up food.

Extended care children will be provided an afternoon snack or may bring one from home.

Candy or Gum ~ We ask that candy not be sent to school. GUM is NOT allowed!!!!

REST

Extended Care participants will REST every afternoon from approximately 1:15 – 2:10 p.m. Children are allowed to bring a small blanket and one stuffed animal for rest time. We simply ask that they can fit inside your child's backpack. A mat and sheet, required by the ADHS, will be provided for each child attending afternoons.

Sleeping is not required, however, often times it does occur. Your child will be allowed to sleep.

TRANSPORTATION & FIELD TRIPS

At this time, Arizona law makes it very difficult to adequately and safely plan trips away from campus. Therefore, Redeemer Lutheran Preschool & Pre-Kindergarten does not go on field trips, nor do we offer transportation to or from school.

COMMUNICATION BETWEEN HOME & SCHOOL

If you have concerns or matters to discuss at length with the teacher and/or director, please schedule a meeting time. Teachers are glad to discuss any questions or concerns you may have. We simply ask that you not take teaching and learning time away from our students and teachers.

Communication boards are posted in the classroom where all notices are posted. We send notices home with the children as well, so it is a good idea to make a habit of checking your child's mailbox to make sure you have received all the information sent out.

PARENT INVOLVEMENT

Parents/guardians are welcomed to visit the campus throughout the school year! All volunteers MUST sign in. Please see the teacher to schedule your volunteer time. ALL volunteers are subject to fill out a personal profile form and need to submit to a background check.

Notes & Numbers

Arizona Dept. of Health Services

400 W. Congress Suite 100

Tucson, AZ 85701

(520) 628-6965

All volunteers and visitors are required to check in at our office before entering our classrooms.

Because we are committed to operate a quality, licensed program, we strive to meet Arizona state requirements. All inspection reports are available upon request.

Enrollment fees are NOT refundable!
Tuition fees are pro-rated/refunded at our discretion.



Jesus said, "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