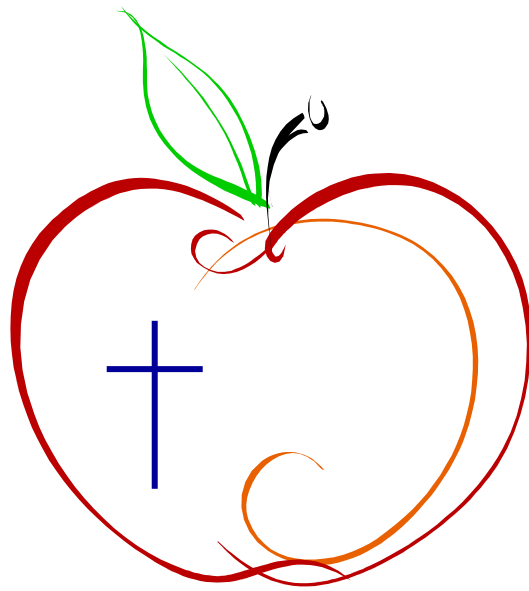


# Parent Handbook



**Resurrection Lutheran  
School and Child Care  
Newport News, VA**

March 28, 2011

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# Resurrection Lutheran School and Child Care Parent Handbook

## STATEMENT OF PURPOSE

Resurrection Lutheran School and Child Care exists to joyfully share the love of Jesus Christ, and nurture the faith of children and their families.

## PHILOSOPHY

Resurrection Lutheran School and Child Care is a response to, and founded on, Luke 18:16, “. . . Jesus called to them saying, 'Let the children come to me and do not hinder them; for to such belongs the kingdom of God.’” (NIV) We believe children are a great blessing given to us by God. As part of Resurrection's mission of service to God and to our community, our school and child care provides a positive, Christian atmosphere where children develop spiritually, socially, intellectually, physically, and emotionally.

## GOALS

- \* To provide opportunities for faith development -- learning about Jesus Christ, our Lord and Savior through formal instruction and informal experiences.
- \* To provide guidance as the child becomes less self-centered and moves towards social interaction - participating in small and large group activities.
- \* To provide experiences and time to explore interests -- developing the child's aptitude for schoolwork.
- \* To provide an excellent academic and religious education in a Christian atmosphere.
- \* To provide opportunities and activities to support the child's healthy self-concept -- accepting him/herself, accepting his/her limitations, and identifying his/her God-given talents.
- \* To provide experiences and activities for physical development -- utilizing large and small motor activities.
- \* To provide opportunities for family faith development -- participating in special enrichment events, fellowship, and worship activities.

## LICENSING

Resurrection Lutheran School and Child Care operates under the supervision of the Virginia Department of Social Services. Information regarding fulfillment of state requirements for our facility are on file with the Department of Social Services. Our school and child care have fulfilled all licensing requirements set forth by 22 VAC 15-30 (Minimum Standards for Licensed Child Day Centers).

## **GENERAL INFORMATION**

### **Address:**

Resurrection Lutheran School and Child Care  
765 J. Clyde Morris Blvd.  
Newport News, VA 23601-1513

### **Telephone:**

596-5808

### **Fax:**

596-5010

### **Email:**

[school@rlcnn.org](mailto:school@rlcnn.org)

### **Web Site:**

[www.rlcnn.org/school](http://www.rlcnn.org/school)

### **Hours/Days of Operation:**

Resurrection Lutheran School and Child Care operates Monday through Friday, 6:00am-6:00pm

#### **School Hours:**

- 2½ Yr. Old Pre-school (Monday, Wednesday, Friday; option all five days) 8:30a.m.-12:00 (noon)
- 3 Yr. Old Pre-school (Monday, Wednesday, Friday; option all five days) 8:30a.m.-12:00 (noon)
- 4 Yr. Old Pre-school (Monday through Friday) 8:30a.m.-12:00 (noon)
- 5 Yr. Old Kindergarten (Monday through Friday) 8:30a.m. – 2:30p.m.

Elementary Grades (Monday through Friday) 8:30 a.m.-2:30 p.m.

\* 4 yr. olds & up must attend five days a week

**Before and After School Care hours are from 6:00am to 8:30am and noon to 6:00pm.**

**Holidays:** See RLS-CC school calendar.

#### **Enrollment Capacity:**

Our current capacity is eighty (80) children, ages \*\*two and one-half (2 1/2) through eight (8) years. ***\*\*Children must be toilet-trained at time of enrollment\*\****

#### **Staff:**

Eight full-time teachers, one part-time teacher, and five full-time teacher's aides/childcare workers currently staff our school/child care. We also have one part-time food service worker, one part-time secretary, and one full-time director on our staff. All staff members meet the Virginia Department of Social Services qualification requirements (22 VAC 15-30-200) regarding education, training, character, and health. All staff members are certified in Pediatric First Aid and CPR and have undergone criminal background and Child Protective Services checks

#### **Supervision:**

When supervising children, staff members consistently ensure their care, protection, and guidance. One staff member is required for every ten (10) children (1 for every eight children 2 ½ & 3). Throughout the hours of operation there are always at least three (3) staff members present to supervise children.

- The staff will conduct a head count throughout the day to ensure that all children are accounted for. The Daily Sign In/Out Sheet will be checked as the children move from one classroom or activity area to another.
- When moving from one area to another (classrooms, chapel, playground, etc.), one staff member will lead the children to the exit while the other staff member will follow and look for other children and adults.
- Upon arriving in a different area of the facility, the staff members will again conduct a head count and verify the count with the Daily Sign In/Out Sheet.
- Doors to unused classrooms are locked at all times.
- If a child is missing during the head count, the Administrator will be notified immediately. He/she will conduct a thorough search of the facility (with the assistance of the Administrative Assistant and School Secretary) while the staff members remain with the other children.
- If the child cannot be located inside the facility, the Administrator will continue with an outside search of the school property while the Administrative Assistant or School Secretary contacts the police and the child's parent/guardian.
- The Administrator will assist the police in a thorough search for the child. RLS-CC staff members will maintain supervision of the other children inside the school. The Administrator will stay on site until the child has been located.

**Facility:**

Resurrection Lutheran School and Child Care has been inspected by the Fire, Building, and Health Departments as required by the Virginia Department of Social Services (22 VAC 15-30-360). All areas accessible by children have been safeguarded in order to protect children from hazards. Where playground equipment is provided, resilient surfacing is under the equipment to create a fall zone free of hazards. Indoor play climbing equipment has padded mats surrounding the fall zone.

**Operational Responsibilities:**

Resurrection Lutheran School and Child Care is operated by Resurrection Lutheran Church under the oversight of the Resurrection Lutheran School Board. The Board ensures that the school and child care activities, services, and facilities are maintained in compliance with the Virginia Department of Social Services standards (22 VAC 15-30). Public liability insurance is maintained by Resurrection Lutheran Church.

## **POLICIES AND PROCEDURES**

**Enrollment:**

Resurrection Lutheran School and Child Care (RLS-CC) admits children of any race, color, national or ethnic origin to all the rights, privileges, programs, activities generally accorded or made available to children at the school/child care. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarships and other school/child care administered programs.

RLS-CC is a school which provides before and after school care for patrons of the school. RLS-CC provides care for children in the age range of 2 1/2 years (must be toilet trained) through 8 years.

A child is enrolled for one calendar year (12 months), or for one school year (10 months). Thirty days prior to the end of the 10 or 12-month period, the Administrator will contact parents regarding re-enrollment.

**FEES:** A complete tuition and fees sheet is attached at the back of this booklet.

**TUITION PAYMENTS ARE DUE AND PAYABLE ON THE 1<sup>ST</sup> OF THE MONTH.**

**Payments made after the 5<sup>th</sup>** of the month are considered late and **a late fee of \$35.00** will be charged.

Church members receive a 5% DISCOUNT ON TUITION ONLY. Registration fees and Books and Materials fees are not discounted or waived.

Non-church members pay full tuition when sending only one child. If two or more children in the same family attend, then the first child pays the highest tuition, subsequent children pay a 5% discount on the remaining total TUITION. (This is subject to change at the discretion of the School Board.)

*What the childcare fee pays for:*

RLS-CC is a self-supporting, non-profit organization. Fees have been established to sustain it. RLS-CC operates on an **annual budget**. An **annual budget** enables RLS-CC to plan for an provide your child with a well-trained staff; nutritious foods; safe, sturdy equipment; and an abundance of materials; and developmentally appropriate activities.

*How the annual childcare fee is calculated:*

An **hourly** fee was calculated utilizing data from the following: U. S. Bureau of Census Survey, "What Does It Cost to Mind Our Preschoolers?" (1993); Care and Education Data Project (1996); a RLS-CC Board survey of local childcare providers (1999)

**For example: (Sample Only)**

**\$ 2.459 hourly fee** (includes all the services listed above

    x 8 hours

**\$19.672 daily rate**

Number of “work days” in a year, Monday-Friday (52 x 5)	<b>260</b>
NUMBER OF CHILD’S FAMILY VACATION DAYS PER YEAR	<b><u>-10</u></b>
	<b>250</b>
Number of scheduled holidays RLS-CC is closed	<b><u>-6</u></b>
Number of “child care days” per year	<b>244</b>

**\$ 19.672 (daily rate)**  
      x 244 (child care days per year)  
**\$4799.96**

Rounded to the nearest dollar, **\$4800.00 Annual School and Child Care Fee**

\* These fees may change at the discretion of the School Board and will be announced accordingly.

**ADMISSION:**

Admission shall be contingent upon the completion of:

- A. Completed Enrollment Form with birth certificate for verification
- B. Medical Form (physical exam, immunization report, TB test)
- C. Registration Fee, Books and Materials Fee and first month’s tuition

All other forms are due the first day of school:

- A. Child Release Form
- B. Emergency Care and Contacts Form
- C. Parent Contract (found at the end of this booklet)
- D. Ident-A-Kid Form (Voluntary)

**Confidentiality:**

- Information is gathered so that RLS-CC staff can completely understand the needs for your child/family and work together to meet those needs.
- All information obtained from you is completely confidential.
- At the end of your child's enrollment at RLS-CC, records are locked in the RLS-CC Administrator’s Office for two (2) years, and then will be destroyed.
- Records will only be sent to another agency with written permission of the parents or legal guardian. **All financial obligations to Resurrection Lutheran School must be fulfilled before records are released.**
- Only the parent or guardian signing the enrollment form will have access to the records.

**Arrival and Departure:**

Parents/Guardians are to park in the front driveway when dropping off or picking up their child. Each parent/guardian will be responsible for ensuring that the child enters the facility safely, through the door and into the classroom.

**Arrival**

Arrival time should not be before 6:00am. At 6:00am the school door will be unlocked and you may enter. **DO NOT LEAVE YOUR CHILD UNATTENDED**, expecting the staff to let him/her into the school.

- **EACH CHILD MUST BE SIGNED IN!** The signature of a responsible adult and time of arrival **IS REQUIRED** on the Daily Sign-In/Out sheet.

### **Late Arrival**

- Children arriving after 8:45am are to be taken by the parent/guardian to the RLS-CC office and then signed in at the Parent Information Center. The School Office Administrator will escort the child to his/her classroom.
- If a child will be absent or tardy, the parent/guardian is to call the RLS-CC office by 8:30am.
- If a child has not arrived at RLS-CC by 9:00am and a parent/guardian has not called the center, the Administrator shall telephone the child's home to ascertain his/her status.

### **Departure**

- Parents/Guardians are to park in the front driveway and walk into the school. Each parent/guardian will be responsible for ensuring that the child exits the school safely, through the door, and into the family vehicle.
- **EACH CHILD MUST BE SIGNED OUT!** The signature of a responsible adult and time of departure **IS REQUIRED** on the Daily Sign-In/Out sheet.

### **Releasing**

- When a child is released from RLS-CC, it will be accomplished in accordance with the written instructions of the parent/guardian. Children will be released to only those individuals listed by the parent/guardian on the Release Form and/or Emergency Contact Form.
- The school's Daily Sign-In/Out sheet serves as a record of to whom the child was released, and the date and time that the child was released.
- Upon the first instance of a child being released to an individual other than the parent/guardian, a staff member will verify the individual's identity with a valid driver's license and the Release Form and/or Emergency Contact Form.
- On subsequent occasions, the individual may be asked again to provide verification of identification.

### **Denying Release:**

In cases where the parent wishes to deny access to the non-custodial parent, they will be required to provide RLS-CC with appropriate copies of legal documentation (custody decree, restraining order, or termination of parental rights).

- In cases where potential kidnapping or violence is an issue, photographs of said persons should be provided to assist RLS-CC staff in identifying these individuals.
- In cases where there are concerns on the part of the custodial parent, but there is no legal documentation available, the Administrator will make appropriate referrals to legal aid or other legal counsel.

- If an adult shows up at a site that **cannot** have access to a child:
  - Staff will escort the adult to the office.
  - Staff will inform this person that there is documentation on file prohibiting access to that child.
  - Staff will ask adult to leave the facility.
  - If adult refuses to leave, staff will inform them that they will contact the police.
  - Staff will contact custodial parent to inform them of the incident .

**Late Departure:**

- The RLS-CC closes at 6:00pm. All children must be picked up by 6:00pm.
- The **Late Charge** is **\$5.00** for ***6:01pm until 6:15pm; 6:16pm until 6:30pm*** the Late Charge is **\$10.00**
- If a child has not been picked up by 6:30pm, the staff members will begin contacting individuals listed on the Emergency Contact Form.
- ***The Late Charge after 6:30pm is \$1.00 a minute until the child has been picked up.***

**Health Policies:**

Basic responsibility for daily health inspection rests with the parents. Keep your child home if, within the preceding 24 hours, he/she:

- has been unusually irritable
- has had a marked loss of appetite
- vomited
- have loose bowels, a sore throat, runny nose, rash, fever, or cough.

The staff may question you about any suspicious symptoms. If your child should become ill during the day, a staff member will remain with him/her in the designated quiet area while arrangements are made for his/her removal from the facility. Staff may also request that your child's hearing, sight, and speech be tested.

To prevent group exposure to contagious disease, the following Virginia Department of Health guidelines will be followed: *(Parents are requested to call the school/child care to report any of the following illnesses.)*

***Children’s hands shall be washed with soap and water or disposable wipes before and after eating meals or snacks, after toileting, and after any contact with body fluids.***

<b>Disease</b>	<b>May return to center:</b>
Chickenpox	when vesicles are dry, but not less than 6 days after the appearance of eruption
Cryptosporidiosis	*with the cessation of diarrhea
German Measles	upon recovery with minimum of 7 days after appearance of rash
Giardiasis	with the cessation of diarrhea*
Hepatitis A	when physician advises return
Impetigo Contagiosa	when physician advises return
Measles	upon recovery with minimum of 4 days after appearance of rash
Meningitis Haemophilus	when physician advises return
Mumps	when swelling disappears, but not earlier than 9 days from onset of salivary gland involvement
Pediculosis (Head lice)	when treated appropriately and upon inspection by center staff which verifies the absence of infestation
Rotavirus Infections	*with the cessation of diarrhea
Salmonellosis	when physician advises return
Scabies	when treated appropriately and upon inspection by center staff which verifies the absence of infestation
Scarlet Fever, Scarletina, Streptococcal (Strept) Sore Throat	upon 24 hours of treatment with antibiotics, provided treatment is continued for the entire recommended course
Shigellosis	*with the cessation of diarrhea
Tinea Corporis (Ringworm)	when lesions are treated by a physician and are covered
Whooping Cough	upon recovery (5 days after initiation of erythromycin treatment)

	and advise of physician
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*\*diarrhea has not occurred during the previous 24 hours*

**AIDS Policy:**

1. If a child who has AIDS, ARC, or is HIV positive seeks admission to RLS-CC, a pre-enrollment conference including the child's parents, child's physician, administrator, teacher and childcare worker will take place to determine:
  - a. any AIDS induce physical or mental impairment
  - b. any psychological impairments
  - c. potential exposure of others to infected blood
  - d. the immunization status of the child
  - e. any necessary limits on the child's school activities
2. Each child enrolled must meet the immunization requirements set forth by the Virginia State Board of Health.
3. As appropriate in the Christian Learning curriculum, all staff will emphasize the compassion of Christ to the sick, the promise of divine care for those who care for others, the hope of the Resurrection in the presence of terminal disease and the celebration of new life in Christ through faith.
4. RLS-CC will maintain the highest standards of cleanliness in all areas through the use of proven disinfectants and cleaning procedures.
5. A supply of latex gloves will be accessible in classrooms, playground, and restrooms.

**BITING POLICY:** Children ages 2 ½ up to 3 years

First offense – any child who bites another child will be suspended from school and child care for a period of two days.

Second offense – any child who bites for the second time (whether it be the same child bitten as before or another child entirely) will be suspended from Resurrection Lutheran School and Child Care for a period of two weeks up to three months.

The length of time for the second offense will be at the director's discretion. The length of suspension time is dependent upon counseling with the parents of the child doing the biting, review of the observation log kept by the teachers and staff of Resurrection Lutheran School and Child Care regarding the biting incidents, as well as the age of the child doing the biting.

Third offense – expulsion of the child doing the biting, from Resurrection Lutheran School and Child Care, for the remainder of the school year.

**Accident and Emergency Procedures:**

All staff members of RLS-CC are required to complete Pediatric CPR and First Aid Training. They will treat only the injuries they are qualified to treat and utilize CPR to save a life. Parents/Guardians will be notified as soon as possible of any serious accidents, injuries, and/or emergencies. The child's parent/guardian is responsible for any expense resulting from an emergency call.

**\* In the event of a LIFE OR LIMB THREATENING accident/emergency:**

- 911 will be called; staff members will provide life/limb-saving treatment until Emergency Medical Services arrive to transport the child to the nearest hospital for treatment.
- Parents/Guardians are notified immediately of the emergency and instructed where to go to be with their child.
- If the staff member is unable to contact the parent/guardian, he/she will continue calling, in turn, all the individuals listed on the Emergency Contact Form.
- A staff member will complete an Accident Report Form and record the incident in the Accident Log.

**In the event of a serious accident (life or limb is not endangered):**

- Staff members will provide treatment to stabilize the child's condition until the parent/guardian arrives to pick up the child.
- A staff member will call the parent/guardian listed on the Emergency Contact Form.
- If the staff member is unable to contact the parent/guardian, he/she will continue calling, in turn, all the individuals listed on the Emergency Contact Form.
- The staff member will also call the child's physician listed on the Emergency Contact Form.
- Until the child is removed from the school for treatment or a doctor arrives, the Administrator or, in the absence of the Administrator, the Assistant Administrator or Lead Child Care Worker will be in charge and will make all decisions regarding the care of the child.
- A staff member will complete an Accident Report Form and record the incident in the Accident Log.

**In the event of minor injury or accident, no matter how slight, occurring at the facility or enroute:**

- A staff member will complete an Accident Report Form and record the incident in the Accident Log.
- When the child is picked up at the end of the day, a staff member will identify the injury on the child, review the Accident Report Form with the parent/guardian and have the parent/guardian sign the form.
- The original copy of the signed Accident Report Form is placed in the child's permanent record at the center while the second copy is sent home with the parent/guardian.

A **first aid kit** shall be accessible to staff members inside the school and outside on the playground. It will be accessible to the staff but not accessible to the children. It shall consist of:

- \* scissors
- \* tweezers
- \* gauze pads
- \* adhesive tape
- \* band-aids, assorted types
- \* an antiseptic cleansing solution
- \* thermometer
- \* triangular bandages
- \* single use gloves (surgical gloves)
- \* first aid instruction manual
- \* activated charcoal preparation (to be used ONLY on the advice of a physician or the Poison Control Center)

\* ice pack or cooling agent

### **Medication:**

- Prescription and nonprescription medicine (long or short term) shall be given to children while at RLS-CC by a staff member who holds a current MAT certification, along with written permission of the child's physician and parent/guardian.
- Parent's authorization for medication shall expire after 10 working days.
- A certified staff member will check expiration dates of all medicines and will not administer outdated medications.
- Medications shall be in the original container with the prescription label or direction label attached.
- Medications will be labeled with the child's name, the name of the medication, the dosage amount, and the time or times to be given.
- When needed, refrigerated medication will be stored in the refrigerator with other medications in a clearly defined area away from food.
- Unrefrigerated medications will be stored in a locked place using a safe locking method that prevents access by children.
- The school/child care will keep a record of all medications administered to children on the Medication Log.
- Staff members will inform parents immediately of any adverse reactions to medication administered and any medication error.
- Medication will be returned to the parent/guardian as soon as the medication is no longer being administered.

### **General Emergency:**

The following emergency supplies shall be accessible to the staff but not accessible to the children:

- a working, battery-operated flashlight
- a working, battery-operated radio

An Emergency Evacuation Plan will be posted in each area and/or room utilized by the school/child care.

911 will be posted by each telephone for police and fire departments as well as the number of the Poison Control Center.

## **Fire, Tornado and Shelter-In-Place Drills:**

Fire and emergency evacuation drills will be conducted monthly. The drills will be recorded on the Drill Log and posted near the Parent Information Center.

Tornado and Shelter-in-Place drills will be conducted each month, June through November. The drills will be recorded on the Drill Log and posted near the Parent Information Center.

## **Inclement Weather/Center Closing:**

- In the event of inclement weather, RLS-CC closings will be announced on WAVY-TV, Channel 10.
- In case of an extended closing (more than one day), please continue to watch WAVY-TV, Channel 10 for updated information.

## **Playground Safety**

Playground safety is of foremost importance in preventing childhood accidents. Routine safety inspections and rules will be established and maintained.

### ***Procedure***

Staff will thoroughly **inspect all areas of the playground each day** prior to the children's outdoor time. This check will include but not be limited to a search for the following hazards:

- Needles, glass and other sharp objects: to avoid serious accidents staff will use the "sharps" containers to dispose of these items and then send the closed container to the Administrator in the office. Gloves will be used when picking up objects that are unsanitary. NOTE: Staff will carry the "sharps" container with them during safety inspections. They will wash their hands immediately afterwards.
- Suspicious persons who do not have any legitimate reason for being in or around the playground area.
- Dangerous equipment that may cause falls, pinching, cuts, scrapes, bruises, and/or puncture wounds or serious injuries.
- Staff will notify the Administrator immediately in case of major equipment or ground hazards.
- Areas underneath play structures and swings where the depth of ground cover (bark chips, sand, etc.) isn't adequate (less than 12 inches). Movable play structures that are brought outside must only be located on a cushioned surface (with 6 feet of space on all sides) in an area that is at least 6-8 feet away from jumping (from structures) and running zones. Other dangers may include: poisonous or hazardous foliage, including sharp branches, thorns, poisonous mushrooms, bee or wasp nests and wood structures that have sharp splinters, bolts, nails, etc.

- Sandboxes will be covered to avoid hazards such as; contamination from neighboring animals, broken glass, and other sharp objects that can easily be hidden within the sand play area.
- Staff will not allow children to enter or exit the playground without adult supervision.
- Staff will inspect the children's clothing to ensure that they are dressed WITHOUT loose scarves, strings, drawstrings, etc.
- Staff will routinely go over playground safety rules with children and consistently reinforce the rules. These rules will be written and include appropriate pictures or visual cues that are placed next to written rules.

**Playground Rules** minimally include:

1. Establishment of areas that are safe for running (i.e., not under play structures where a child might be jumped on).
2. Children shall not climb on the fence or open the gates. They are to stay within the fenced area.
3. Appropriate places to jump off play structure. Safety rules related to elevated areas where children of this size and age should not be jumping. Anything at or above four feet is too high for children of this age to safely jump from.
4. Appropriate play for slide safety: Sitting down facing frontward on slide is considered safe. Unsafe slide play would be: laying down head first, sitting down backwards, climbing up slide, jumping off top of slide, etc.
5. Appropriate sand play: throwing, eating, putting down clothing, etc. shall not be allowed.
6. Children will be taught safety concepts regarding objects that are found on the playground. Children should know what needles (syringes) are and why they should not touch them or other sharp or unsafe objects.

**Playground Ratio:**

There will always be a minimum of two staff members on the playground during outdoor play. The ratio will not fall below 1 staff person per 10 children.

This ratio specifically clarifies that only RLS-CC staff will be considered the supervising adults when children are on the playground, parents and volunteers can increase the ratio of adults to children but they will at no time replace the RLS-CC staff-to-child ratio which is 1 to 10. Staff must be strategically located on the playground so that they are on opposite sides of the play structure and situated so that all the children are within view at all times.

**First Aid Kit:**

First Aid kits will be taken and carried by a staff person when children are on the playground. First aid kits carry items that pose potential risks to children and will not to be placed on a bench or other

area where they are in reach of children or can be picked up by others. The First Aid Kit will be easily accessible, within view and hung (on the building) out of reach of children.

Emergency Contact forms will not be placed inside the first aid kit unless the staff is wearing the kit on their body. The forms contain confidential information and are not to be made available to volunteers or parents.

## Field Trip Safety

### Policy

RLS-CC staff will ensure that safety is the first priority on all field trips and outings away from the center.

### Procedure

1. Participation in Field Trips is contingent upon the completion of a Field Trip Permission form by the child's Parent/Guardian.
2. Field trips relevant to the curriculum (reflective of needs, interests and cultures of children) may be taken several times during the year. The trips will be within one (1) hour of RLS-CC.
3. All transportation for field trips will be provided by students' parents, teachers and/or chartered school buses. All children must wear a seat belt where they are provided.
4. At least one staff member shall remain in the chartered school bus when children are present. **Children are never left alone on the bus!**
5. Parents are invited to chaperone field trips. Chaperones should **NOT** bring along other children (siblings, etc.). The field trip is planned for the RLS-CC and arrangements have been made to accommodate our school/child care children.
6. A minimum of two adults will accompany children on any outings that are not on RLS-CC premises.
7. Children will wear identification tags or buttons on all outings including trips to nearby parks. The child's name will not appear on tag/button. Identification shall consist of "RLS-CC" and the office telephone number. *For safety reasons, tags/buttons are not to be worn around the neck.*
8. Children will be counted and names recorded on an attendance sheet prior to leaving and before returning.
9. Upon arrival at the trip destination and return to the school/child care, a staff member will walk through the bus and check on top of, under, and between all seats to ensure all the children have disembarked.
10. The children will be organized into smaller groups and group leaders provided with a list of the children in their group. Group leaders will be instructed to conduct head counts, using the list, whenever the group moves from one area to another during the trip. ***Any missing children must be reported to the Administrator immediately!***
11. If a child is lost or missing, the Administrator will immediately contact security team members at the field trip site, the police, and the child's parent/guardian (if he/she is not chaperoning the trip). The Administrator will assist the security and police forces in a thorough search for the child (with the assistance of parents/volunteers). RLS-CC staff

members will maintain supervision of the other children in an enclosed area or on the school bus. The Administrator will stay on site until the child has been located.

12. Emergency Consent/Contact Forms and properly stocked First Aid Kits will be taken on all field trips and other outings
13. There must be *a ratio of at least one adult per 8 children on field trips* and whenever possible the adult/child ratio should be as high as one adult per 2 children. It is particularly important to have a high adult to child ratio when going places that have either a large number of people present or near water (river, lakes, ocean), areas that are remote and have few emergency facilities/phones nearby.
14. **Staff members will ensure that medication or equipment needed to ensure the safety of a child with special medical needs (asthma, diabetes or other potentially life threatening conditions) is taken on the field trip.**
15. If there are children who need one-on-one monitoring or attention, staff members will call the parent/guardian to make arrangements to have a responsible adult accompany the child on the field trip.
16. Parents will be notified of any details about any given field trip. Alternate arrangements will be made for children unable to participate. Please see the Administrator if you do not wish your child to participate.
17. RLS-CC staff members will discuss educational field trips at parent meetings to share how the field trips integrate into the curriculum, and discuss how parents can be involved. Parents are encouraged to attend field trips. Classroom discussion takes place both before and after the field trip to prepare children and assess outcomes.

### **Visitation/Special Events:**

- All visitors must register in the RLS-CC office.
- Parents/Guardians are welcome to visit any time during our hours of operation. An appointment is not necessary.
- Special events will be scheduled for the families of the children. These events will be announced 30 days in advance.
- Parent involvement is an integral part of a successful program for you and your child. Parents meet together for bi-monthly meetings, educational programs, and special interest parent gatherings.
- Parent workshops are offered based on interests expressed.

### **Volunteering:**

Parents may contact the Administrator if they are able to help in any of the following ways: (Grandparents are also welcome to volunteer!)

\* Read or tell a story

- \* Get materials ready to use
- \* Take a project home
- \* Play a game
- \* Play a musical instrument
- \* Talk with a child
- \* Work with a small group
- \* Take pictures
- \* Assist with supervision on the playground
- \* Clean up after eating
- \* Sing a song
- \* Repair toys, books, or equipment
- \* Sew dress up clothes
- \* Help with tooth brushing time
- \* Attend special events
- \* Bring a pet to share
- \* Lead a large motor exercise
- \* Arrange a bulletin board
- \* Give your ideas!

### **Fundraising:**

- Parents may plan and carry out fundraising activities for the center. Usually done through PTA or school publicity office.
- T-shirts for children, a special event, and/or purchase of educational or playground equipment are some possible projects.
- The RLS-CC Board must approve all projects. See the Administrator for more information.

### **Linens:**

- Parents will provide a bottom sheet and a top sheet for their child's use only.
- Linens will be sent home every Friday for laundering.
- A small pillow may be brought from home but parents are responsible for laundering the pillow at least weekly.
- A small stuffed animal may be brought from home but parents are responsible for laundering the stuffed animal as needed.
- Cots will be sanitized at least weekly, or as needed due to illness or soiling.

### **Suspected Child Abuse:**

- Staff members are trained to recognize signs of child abuse and neglect.
- The Code of Virginia, 63.1-248.3, mandates that "any person providing full-time or part-time child care" is required to report the suspected child abuse or neglect immediately to the Department of Social Services.
- RLS-CC staff will support families who have an involvement with Department of Social Services and will preserve absolute confidentiality of all records pertaining to the report in accordance with state law.

## **Discipline:**

Classroom rules of children attending RLS-CC:

- use walking feet inside
- use quiet voices inside
- share with each other
- say nice things to each other
- play nicely with each other
- respect all people

These simple rules will be explained to the children with periodic reminders.

If a child needs to be reminded three times in the same day, he/she will sit adjacent to the group activity - timeout. Timeout is usually 30 seconds to 5 minutes, depending upon the age and maturity of the child.

During the timeout, a staff member will stay with the child to ensure the limits and consequences are clear and understandable.

Physical punishment, name calling, and/or mental abuse are NEVER appropriate discipline methods!

Staff members will inform parent promptly when persistent behaviors are identified and what disciplinary steps have been taken in response.

## **Dismissal:**

RLS-CC attempts to meet the spiritual, physical, emotional, social, and intellectual needs of each child. After a 4-week adjustment period, if the staff members find they cannot meet the individual needs of a certain child, or if the child is unable to adjust and is not suited to the environment; a conference will be held with the Administrator and parent/guardian. If the Administrator believes that it is in the best interest of the child not to attend RLS-CC, the parent/guardian will be informed.

Other reasons for dismissal are:

- The child's behavior is a detriment to other children (persistent unusual behavior, disruptive, or inappropriate behavior that cannot be corrected after several conferences with parents, after the 4 week adjustment period).
- The child is a health concern and risk. He/she should not be in contact with other children. The specific health risk, parental conference, and steps taken or not taken to remedy the health risk must be documented.
- The family is not cooperative:
  - fails to pay tuition
  - does not support RLS-CC philosophy, rules, policies, and methods
  - fails to treat staff and children with respect
  - utilizes verbal and/or physical abuse of staff or children

RLS-CC will observe, record, and review all information regarding the dismissal of a child. The decision will be based upon the child's best interest and development and the well being of all other children enrolled at the school/child care.

### **Nutrition and Food Services:**

- The school/child care will provide a breakfast (8:00am), morning snack, lunch, and an afternoon snack..
- A variety of nutritious foods shall be served including at least three sources of vitamin A and at least three sources of vitamin C on various days of the week.
- Water will be offered at regular times and available whenever a child requests it.
- RLS-CC follows the most recent nutritional requirements of the Child and Adult Care Food Program of the United States Department of Agriculture.
- A monthly menu will be posted at the Parent Information Center.
- Food shall be prepared in a clean and sanitary manner.
- Contaminated or spoiled food shall not be served to children.
- Children shall feed themselves.
- Staff will sit with the children during meal times.
- No child is allowed to drink or eat while walking around.
- If a parent desires to send in a treat for a special occasion, send in commercially prepared, individually wrapped items. No home-baked goods are allowed!

### **Communication:**

The Parent Information Center contains information of interest to each parent/guardian. Not only does it contain all the required menus, logs, sign in/out sheet, and schedules, it also contains a weekly activity sheet so you can see what your child has "been up to" all day!

- Ask staff members at any time for feedback regarding your child such as daily activities, physical well-being, and developmental milestones.
- Twice a year parents will be provided written information on their child's development, behavior, adjustment, and needs. Five (5) year old Kindergarten and Elementary Grade students will receive quarterly report cards.
- All staff persons work under the direction and supervision of the RLS-CC Administrator. The Administrator works under the direction and supervision of the Resurrection Lutheran Church School Board and Board of Elders. Any questions or concerns should be directed to the appropriate individuals. A listing of responsible parties is posted at the Parent Information Center.

## **CURRICULUM**

### **Educational Goals:**

RLS-CC's goal is to provide an environment filled with people, objects, and experiences that stimulate each child's curiosity and learning. We encourage each child to develop his/her unique pattern of interests, talents, and skills. We know that children learn best through interaction with people and objects, and it is primarily through play that they will achieve the key goals of our early

childhood curriculum. While we recognize that as each child grows and develops at different rates, their individual goals will focus on the following:

- Develop a positive self-worth and feeling of confidence.
- Expand language and communication skills.
- Strengthen physical skills using large and small muscles.
- Gain experience with basic reading, science and math concepts.
- Be curious - to wonder and ask questions.
- Learn to work and plan independently and to develop problem solving skills.
- Experience many opportunities to succeed.
- Trust others and learn to work and share with them.
- Acquire self-control through use of problem-solving skills and words to generate cooperation and peace.
- Expand their understanding of the world through interaction with community helpers, and parents volunteering in the classroom.
- Understand, celebrate and respect diversity in others through a variety of hands-on-experiences.
- Learn and practice healthy, safe, nutritious habits.

#### **Curriculum:**

- Saxon Reading and Math
- Open Court Reading
- A Beka Science and Social Studies
- Concordia Religion
- A class syllabus is supplied for each grade level, Pre-school through Elementary Grades.
- Computer Lab for students 4 year old Preschool through Elementary Grades.
- Foreign Language - Spanish - Rosetta Stone for Kindergarten and Elementary Grades.

#### **Christian Education:**

Children participate in learning activities that teach them about Jesus Christ, God's Son, Our Savior. They learn that Jesus is the Son of God and because of His love, our sins are forgiven. All the stories and activities are centered on Jesus' love and care for His children. Jesus will be referred to as our Savior and friend, the best friend we will ever have! Specifically, we will learn about Jesus' birth, life, death, and resurrection.

All our instruction is based on the fact that each child is a gift of God. Therefore, all that we do, including helping the children learn to share, care, and forgive, is because we are empowered by God's Holy Spirit to exemplify Christ. During our Praise Time, we joyfully lead children to praise our great and loving Savior with music and movement. Some Bible themes we cover during the year include:

- Jesus Loves Children
- Jesus, My Best Friend
- Jesus Gives Me My Family

- Thank You, Jesus
- Baby Jesus, My Savior
- Jesus Grew and He Helps Me Grow
- Jesus, My Helper, My King
- Jesus Died for Me
- Jesus Lives Forever
- God's Beautiful World
- I'm Special to God
- My Church Family
- Helping Others

**PARENT CONTRACT  
PARENT'S COPY**

**Resurrection Lutheran School and Child Care**

The purpose of this contract is to make both parties, the parent/guardian(s) and the School/Child Care, aware of the serious, formal agreement that is to be honored.

By signing this contract you acknowledge that you have received the Parent Handbook, read it, and understand that you are responsible for complying with the policies stated in it.

Please contact the Administrator if you have any questions regarding the policies stated in the Parent Handbook.

Sign your name and date this form. **THIS COPY IS FOR YOUR RECORDS.**

Termination of this contract:

\* Both parties, the school/child care and parent/guardian(s), are required to give thirty days notice prior to termination of this contract. The notice must be written and include a clear explanation why the contract is being terminated.

I have read and understand the Parent Handbook. I understand that I am responsible for complying with the Resurrection Lutheran School and Child Care policies as stated in the Parent Handbook.

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Parent/Guardian Signature

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Date

**PARENT CONTRACT      SCHOOL'S COPY**

**Resurrection Lutheran School and Child Care**

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Please contact the Administrator if you have any questions regarding the policies stated in the Parent Handbook.

Sign your name and date this form.                      **THIS COPY IS TO BE GIVEN TO THE ADMINISTRATOR.**

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Parent/Guardian Signature

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Date