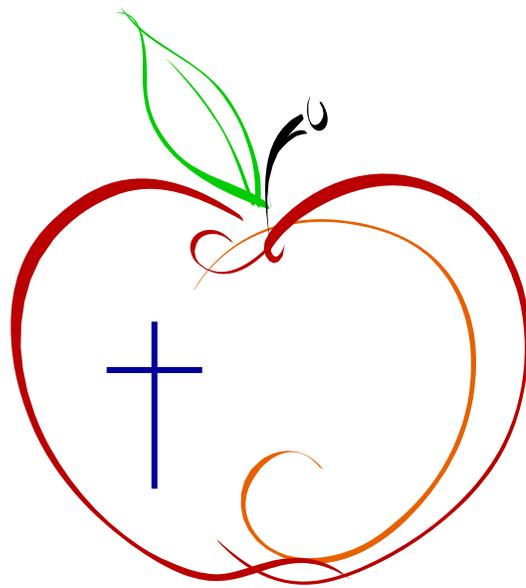


Parent Handbook



Resurrection Lutheran School
and Child Care
Newport News, VA

August 2017

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Resurrection Lutheran School and Child Care Parent Handbook

STATEMENT OF PURPOSE

Resurrection Lutheran School and Child Care (RLS & CC) 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 including participation in special enrichment events, fellowship, and worship activities.
- 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 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 a high quality academic education in a Christian environment.

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

Web Site:

www.rlcnn.org/school

Hours/Days of Operation:

Resurrection Lutheran School and Child Care operates Monday through Friday, 6:30am-6:00pm

School Hours:

2 ½ Yr. Old Pre-school (Tuesday and Thursday)	8:30a.m. -12:00(noon)
3 Yr. Old Pre-school (Monday, Wednesday, Friday)	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.
1st Grade (Monday through Friday)	8:30a.m. - 2:30p.m.

- * 2 ½ & 3 yr. olds have the option of a five day program as well
- * 4 yr. olds & up must attend five days a week

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

Holidays: See RLS & CC school calendar posted on our website.

Enrollment Capacity:

Our current capacity is eighty (80) children, ages two and one-half (2 ½) through twelve (12) years.
****Children must be toilet-trained at time of enrollment****

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. All 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 eight (8) children. 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.
- 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.
- Doors to unused classrooms are locked at all times.
- If a child is missing during the head count, the Administrator will be notified immediately. A thorough search of the facility will be conducted while another staff member remains 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 a staff member 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, religion, national or ethnic origin, and non-traditional families 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 also 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 12 years.

A child is enrolled for one full year (12 months), or for one school year (10 months). Parents will be notified of open enrollment prior to the end of the 10 or 12 month period. A child may also be enrolled in a 3 month (Summer Camp) program/period.

FEES: A complete tuition and fees sheet can be found on our website - www.rlcnn.org/school
TUITION PAYMENTS ARE DUE AND PAYABLE ON THE 1ST OF THE MONTH.
Payments made after the 5th of the month are considered late and **a late fee of \$35.00** will be charged.

What the childcare fee pays for:

RLS & CC is a non-profit organization which operates on an **annual budget supported by childcare fees**. This enables RLS & CC to plan for and provide your child with a well-trained staff, nutritious foods, safe, sturdy equipment, and an abundance of materials, and developmentally appropriate activities.

ADMISSION:

Admission shall be contingent upon:

- A. Completed Enrollment Form with birth certificate for verification
- B. Receipt of completed Medical Form (physical exam, immunization report, TB test)
- C. Payment of 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. Signed Parent Contract (found at the end of this booklet)

Confidentiality:

- Information is gathered so that RLS & CC staff can completely understand the needs of 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 parent(s) or legal guardian(s).
- Only the parent(s) or guardian(s) 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 or day care area.

Arrival

- Arrival time should not be before 6:30am. At 6:30am 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. A member of the staff 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 office 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 an authorized 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 etc.).
- 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 or no documentation on file allowing release to the adult.
 - Staff will ask adult to leave the facility.
 - If adult refuses to leave, staff will inform the adult that the police will be contacted.
 - Staff will contact custodial parent to inform them of the incident.

Late Departure:

- RLS & CC closes at 6:00pm. All children must be picked up by 6:00pm.
- The **Late Charge** is **\$15.00** for **6:01pm until 6:15pm**.
- The **Late Charge** is **\$30.00** for **6:16pm until 6:30pm**.
- 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 of the child 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
- has vomited
- has had 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 or speech be tested.

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.

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.)*

Disease	May return to center:
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 (Strep) 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

**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 induced 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.

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 Professional Medical Care (ie: EMT, Ambulance, 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 en route:

- 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.

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.

Medication: Currently RLS & CC does not administer medication. Parents/Guardians must come to the school and administer any medication needed by their child. Our staff will be undergoing training to administer medication in the near future. We are asking for your cooperation until the MAT (Medical Administration Training) has been completed by our staff. The date of completion will be announced and the following procedures put in place.

- Prescription and non- prescription medicine shall be given to children while at RLS & CC only with written permission of the parent/guardian.
- Parent/guardian authorization for medication shall expire after 10 working days.
- School/Child Care staff may administer long-term prescription medicines only with written authorization from the child's physician and parent/guardian.
- Staff members 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 medications 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.

Emergency Drills: See Emergency Preparedness Plan posted near the Parent Information Center.

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

Tornado 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.

Shelter-In-Place Drills will be conducted twice a year, January through December. 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.
- Staff will not allow children to enter or exit the playground without adult supervision.
- 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. Jumping from anything at or above four feet is too high for children of this age to safely jump.
4. Appropriate play for slide safety: Sitting down facing forward 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. 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 8 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 8. Staff will 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 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 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 teachers and parents.
4. Car seats and booster seats are required for children through the age of seven (7).
Parents/guardians will provide a car seat or booster seat for their child for the safe transport of their child on all field trips.
5. Parents are invited to chaperone field trips.

6. A minimum of two adults will accompany children on any outings that are not on RLS & CC premises. 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.
7. Children will wear school shirts on all outings including trips to nearby parks.
8. Children will be counted and names recorded on an attendance sheet prior to leaving and before returning.
9. The children will be organized into smaller groups and group leaders will be 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 supervising staff member immediately!***
10. If a child is lost or missing, the supervising staff member 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 supervising staff member 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. The supervising staff member 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. **Staff members will ensure that medication or equipment needed to ensure the safety of a child with special medical needs (asthma, diabetes, food allergies or other potentially life threatening conditions) is taken on the field trip.**
14. 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.
15. 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.
16. RLS & CC staff members will discuss educational field trips to share how the field trips integrate into 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.

Volunteering:

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

- Fundraising
- Classroom Assistant
- Field Trips
- Library Assistant
- School Store
- Coffee Morning

Fundraising:

- Parents may plan and carry out fundraising activities for the center.
- The RLS & CC Board and/or School Administrator 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(s) promptly when persistent behaviors are identified and what disciplinary steps have been taken in response.

Harassment/Inappropriate Language

All forms of harassment are prohibited, verbal or physical. This includes **excessive teasing, bullying, and sexual harassment**. Any incident of harassment will not be tolerated and should be reported to the appropriate school personnel immediately.

Cursing, vulgar, or suggestive language is disrespectful to teachers and fellow students and distracts from our Christian focus. Any disrespectful language or behavior will not be tolerated.

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 and/or fees
 - 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 (7:15am - 7:45am), 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 will 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 but also weekly activity sheets for your child's class may be found posted outside of your child's classroom door.

- 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 through 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 School Board and Resurrection Lutheran Church Board of Elders. Any questions or concerns should be directed to the appropriate individuals. A current 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 positive self-worth and a 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.
- Saxon Reading and Math
- Open Court Reading
- A Beka Science and Social Studies
- Concordia Religion Materials

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.

Learning Centers:

The Learning Center activities stimulate your child's desire to investigate areas of interest. Below is a sampling of the Learning Centers available for your child's exploration:

Blocks

Blocks are excellent small and large muscle developers. By making buildings and pretending they are making everything from space ships to houses, many avenues for adventure, excitement and even intellectual growth are open to them. Math skills are developed as the children learn to place same size blocks together, create their own structures and calculate how large they can make their creation.

Dramatic Play

Here is the opportunity for socializing by setting the table, cooking play food, caring for each other and pretending to be someone else. Dressing up stimulates role-playing and imagination, strengthening intellectual, social, and emotional development.

Manipulatives, Games, and Puzzles

Small muscle development, sharing, following directions, and matching skills are developed in this center. As they play, children are ever expanding and improving their skills and abilities.

Art

Painting is offered on a regular basis. We do not ask children to create in a specific way. They use their own senses and ideas. What your child creates is what your child does. The art center is also a small muscle developer. Cutting, gluing, coloring and other similar skills are utilized.

Computers

We offer a computer in each classroom as well as a full computer lab. These computers are available for daily use by students.

Investigation Table

Magnets, magnifying glasses, plants, and other curious things are kept on this table for your child to handle, explore, and use. Children are encouraged to "experiment" with items in this center.

Language

Many books are available for children to read. Fostering a love of reading at an early age promotes a basis for enjoyment in learning. Fantasy as well as reality, have a place in early childhood stories.

Paper and writing materials are also available for children to use when they communicate with symbols. Pre-literacy attempts are celebrated at our center! Posters and audio tapes are also provided to stimulate language development.

Large Motor Activities:

Children participate in large motor activities twice a day. As long as the weather permits, children will play outside on climbing equipment, with wheeled toys, balls, and other equipment. If the weather is inclement, children will play on the indoor equipment and participate in active, group games.

Physical Education:

Each teacher will have a designated P.E. Day for their class. We ask that parents purchase Navy blue shorts, for warm weather, and Navy blue sweats, for the cooler weather, to be worn by the students on their P.E. day. Tee shirts with the school's name and logo are available for purchase thru the school office. These tee shirts will be worn with the shorts and sweats as part of the "turn outs" for P.E.

Circle Time:

During Circle Time, children gather together and participate in various activities related to monthly themes. Activities may include reading books, flannel board lessons, posters, games, songs, dance, crafts, and other appropriate activities.

END OF PARENT'S HANDBOOK

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.

Parent/Guardian Signature

Date

School Administrator

Date

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PARENT CONTRACT SCHOOL'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 TO BE GIVEN TO THE ADMINISTRATOR.

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.

Parent/Guardian Signature

Date

School Administrator

Date

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