

Redeemer Lutheran Child Development Center

Parent Manual



2021-2022

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Redeemer Lutheran Child Development Center Parent Handbook

History

Redeemer Lutheran Day School began in 1971 as an outreach program of Redeemer Lutheran Church, and continues to be an important part of the total ministry of the church in the community. The school has a close working relationship with the church, with the Senior Pastor serving as advisor to the director. The weekly chapel service, conducted by one of the pastors or other appointed church staff members, is a major focal point of the school week. The Day School became Redeemer Lutheran Preschool and became accredited through the National Lutheran School Accreditation in 1996. The Child Care Center was added in the fall of 1997 and has continued to provide quality and affordable care to the surrounding community. In 2012, a before and after school program began with a partnership at Reams Road Elementary School. In September 2016, that program expanded to Bon Air and Greenfield Elementary Schools and we began an infant and toddler program. It was at this point we became Redeemer Lutheran Child Development Center (referred to as CDC). In the 2019-2020 school year, we have again expanded our Before and After School program to include eight Elementary Schools.

Mission Statement

The mission of Redeemer Lutheran CDC is to lead the children to a greater awareness of God's love, as it is revealed to us through Jesus Christ, and to help them to develop to their utmost potential in order to thrive in their future educational endeavors.

Mission

Redeemer Lutheran CDC offers early childhood education in a loving, Christian atmosphere, as part of the outreach program of Redeemer Lutheran Church. We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and do not discriminate on the basis of race, religious beliefs, color, or national origin.

The program incorporates developmentally appropriate learning experiences, striving to nurture the cognitive, emotional, social, physical and spiritual needs of preschoolers. Developmental play experiences are serious business, as is learning about God's love through the actions of people around them. Through these planned activities, they absorb many of the attitudes and values needed for a lifetime of success.

The younger a child is, the more he is dependent on learning about God's love through the actions of people around him and through his experiences with them. A child is a great imitator. He particularly imitates the adults who mean the most to him. From this imitation, he absorbs many of the attitudes and values that will stay with him throughout his life.

Educational Philosophy

At Redeemer, we strive to create an atmosphere that is safe, nurturing, and stimulating, allowing the children to develop cognitively, emotionally, socially, physically, and spiritually. As stated in our mission statement, we want all of our students to thrive in their future educational endeavors, having built a strong foundation and love for learning during their preschool years. Our program focuses on meaningful play activities which facilitate important social skills and provide learning opportunities. Children are able to learn about the world around them and cultivate their independence and creativity through experimentation and observation. As the children play and work together, critical social skills are fostered through communication, cooperation, and problem-solving. Taking turns and sharing toys and responsibilities teaches children self-control and consideration for others. Children are encouraged to make their own choices about where and how to play.

Play-based activities do not replace intentional teaching; rather, they complement and enhance it. The two work together to develop appropriate peer interactions, as well as strong academic skills. Our curriculum focuses on reaching developmental milestones while adequately preparing our students for Kindergarten and other future learning endeavors. Each program's curriculum builds on the one introduced before it, creating a logical progression of skills and expectations. The teacher's role is to lovingly guide, teach, and encourage the child as they learn and grow. All curriculums are available in the office upon request.

Vision

As an important ministry of the congregation, Redeemer CDC has, as its vision, the fulfillment of the congregation's five functions: education, worship, evangelism, fellowship, and service.

EDUCATION: "Train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6)

One objective of the CDC is to lead children to a greater awareness of God's love as it is revealed to us in Jesus Christ. It is committed to helping children appreciate their surroundings in God's world and to develop a loving concern for people. We provide children with opportunities for social adjustment with other children under qualified teachers and prepare an excellent conceptual foundation for their later school experience.

WORSHIP: "Shout for joy to the Lord, all the earth. Serve the Lord with gladness; come before him with joyful songs." (Psalm 100:1-2)

Where a Christian atmosphere prevails, the teaching of religion comes naturally. The theme of Christian love is evident on a daily basis through the warm greeting the teacher gives the children when they step into the room; as the teacher and student discuss illness, injury, or a new baby in the family; through a look, smile or hug that expresses forgiveness, happiness and joy; in continuing love and acceptance in spontaneous prayer ("Thank you God for the pretty flowers"); in saying grace before meals; and in songs. This Christian atmosphere is enhanced through weekly chapel, which is a major focal point of the school week.

EVANGELISM: "Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey all I have commanded you." (Matthew 28:19-20a)

Evangelism is always present for and through the children who attend the CDC. Children hear the good news of Jesus' love and share it with their families and friends. Children learn to express their faith naturally and effectively at Redeemer, both in and out of the classroom.

FELLOWSHIP: "Dear friends, let us love one another, for love comes from God. Everyone who loves has been born of God and knows God." (1 John 4:7)

Fellowship is enjoyed by all members of the school community. Students and staff play together, support and encourage one another, and witness to one another. Each person's uniqueness is recognized, and individuals are helped to achieve their full potential. Each knows that he or she is a valued, accepted, respected part of the school community. Teachers and students work together to maintain a classroom atmosphere of love and joy.

SERVICE: "Therefore, as we have the opportunity, let us do good to all people, especially to those who belong to the family of believers." (Galatians 6:10)

Service becomes a natural part of school life. Children are led to help others, not only in the school, but also in the family, community, and world. Teachers encourage Christ-like compassion and love for all people.

Redeemer Lutheran CDC has a close working relationship with the church. The pastors, church Board of Directors, CDC Advisory Committee, director, administration and teachers work closely together to develop and evaluate the total program and curriculum of the school.

Goals for Children

Physical

- To help children develop perceptual/motor skills by practicing with many different kinds of hands-on and interactive materials for fine and large motor development.
- To help children develop desirable health habits.
- To help children learn and follow rules of safety.
- To help children understand that our body was made by God and that it is our job to take care of it.

Cognitive

- To encourage children to think independently.
- To encourage children to explore and broaden their range of interest.
- To encourage the development of language skills in both listening and communicating.
- To encourage the ability for focused attention and participation in activities.
- To encourage children to express themselves creatively.

Social

- To increase children's awareness of self and others through the love of God.
- To increase children's ability to recognize themselves as a cooperative member of a group.
- To increase children's awareness of and appreciation for their unique, God-given talents.
- To increase children's attitude of kindness, empathy, courtesy, and helpfulness toward others.
- To increase children's ability to respect personal and property rights of others.

Emotional

- To encourage children to express emotions appropriately and encourage the ability to manage aggression and stress.
- To encourage each child to develop their own unique personality.
- To ensure each child experiences success and growth in self-esteem.

Spiritual

- To lead children to a greater awareness of God's unconditional love.
- To lead children to gain an appreciation of their surroundings in God's world.
- To help children recognize the Bible as a special book.
- To help children learn to use prayer to express their thoughts and needs to God.

CDC Hours

The center is open from 6:30-6:00 for infants thru 12 years. Preschool hours are 9:30-2:30. We have part time and full time care options.

CDC Programs

Infants

Redeemer is committed to providing a nurturing and caring environment that meets your needs and the needs of your baby. At Redeemer, we are focused on keeping your baby happy, engaged and secure. Because babies grow and change daily, so will our learning activities based on each infants unique schedule, nutritional needs and development. We are delighted to share these precious moments with you as your child discovers the world around them. Each infant classroom is designed to develop physical, emotional, social, spiritual and cognitive skills for babies. We have cozy and safe cribs in the room within sight and sound at all times. A community of care will provide your baby the same familiar setting with the same caring person every day. Through the Brightwheel App, we will provide you a daily activity report telling you about your baby's naps, feedings, diapering and remind you when you are running low on supplies. We have a message feature as well so you can communicate with your baby's teacher.

We provide comfortable rocking chairs in a quiet corner of the room for mothers to nurse their baby if they choose. Communication is so important to us. Please call as often as you want to.

Items you will need daily:

- Formula/breastmilk bottles (labeled with baby's name and date) prepared to serve
- 3 changes of clothes in a sealed bag so we can send soiled clothes back.
- Diapers (8-10 per day. We prefer diapers in bulk so we don't run out)
- Wipes labeled with your baby's name
- Optional: diaper rash cream, pacifiers
- Blanket/swaddle wrap (please label tag) for swaddling

Toddlers

At Redeemer, we play to learn. We provide a safe and nurturing environment for your little explorer to find their voice, make friends, and develop confidence in their newfound abilities. We build brain power through creative games, music and colorful stories, while helping your child acclimate to more routine and a structured setting. A consistent daily routine helps toddlers feel more in control and thus more competent and secure in the classroom environment. The hands on activities for this age group are built around toddlers' limitless curiosity and their natural desire to push boundaries. Our curriculum for toddlers encourages and supports a balance of free choice and teacher-guided activities. The program respects toddlers as unique individuals and encourages them to learn and think independently. Our toddler rooms are designed to allow space for movement, encouraging toddlers to explore freely and independently. We have a specially designed, separate, playground for infants and toddlers to explore and play safely outside.

Visit your toddler any time during the day to catch them in the act of learning and playing with new friends. We will share with you all about their new experiences in the Brightwheel app daily activity report.

Items you will need daily:

- Diapers (5-10 per day. We prefer diapers in bulk so we don't run out)
- Wipes labeled with your child's name
- Optional: diaper rash cream, pacifiers
- 2-3 changes of clothes in a sealed bag so we can send soiled clothes back home
- Lunch, sippy cups (labeled with your child's name), and two (2) snacks
- Coat/jacket during cold weather (please label with your child's name)
- Tote bag/ book bag

Twos, Threes, and Pre-K

Two-year-olds do not need to be toilet trained. Children entering our three-year-old class must be toilet trained or actively working toward that goal. Children in our Pre-K programs must be toilet trained unless special arrangements have been made with the director. We hope to help all of the children learn to work and play with each other and to build confidence through successful efforts in various areas of activity. The programs include learning-by-doing activities, developing fine and gross motor skills and Kindergarten preparedness. Because young children are constantly learning from all of their experiences, we focus on providing an environment which promotes development in every area: social, emotional, physical, intellectual and spiritual.

The success of our program depends on the communication we have with you, so that we may best meet your child's needs. We hope to involve each of you in our program, and urge you to contact us when any questions arise.

Items you will need daily:

- Full size backpack
- Change of clothes
- Water bottle
- Daily folder, provided by CDC
- Breakfast (if you are here before 9am) / Lunch / AM and PM snack
- Nap blanket
 - send in a pillow case, bag, etc. to easily send home on Fridays
- Pull ups (if appropriate) & diaper wipes

*** Remember to label all items with your child's name***

Before and After School

We provide Before and After care to children who attend Reams Road Elementary, Bon Air Elementary, Greenfield Elementary, Gordon Elementary, Jacob's Road Elementary, Watkins Elementary, and Evergreen Elementary. Reams kids will be picked up by a CCPS bus. We will provide transportation to the other six schools.

We provide care for school-aged children on CCPS half days, teacher work days, etc. as indicated on the calendar provided in this handbook. We will provide a snack at their arrival to the CDC each afternoon. Your child will be engaged in age-appropriate activities while at Redeemer and given time to complete homework if desired.

Your child will need to bring a lunch and drink on the days they are here all day.

Nap/Rest Time

Infants- on demand

Toddlers- 12:00-2:00 nap or at the discretion of the infant/toddler coordinator

Twos- 12:00-2:30 nap

Threes- 1:00-3:00 nap

PreK- 2:45-3:15 rest

Crib and cot sheets will be provided by the CDC. All other blankets, 'lovies', and non-musical stuffed animals to be used only at nap will be provided by the parent. Pre-K children should only bring a blanket, no 'lovies' or non-musical stuffed animals, please.

Drop off and Pick up

Children will not be allowed to leave school with anyone except parents unless written permission via email, written note, Brightwheel messages, or verbal communication is received from the parents. Written permission is required if your child plans on going home with a friend in another car. We check for identification, so make sure anyone new picking up has their ID available.

Only adults are to sign in and out. Be certain that the teacher knows that you are taking your child. If anyone other than the usual pick-up person is to pick up your child, please communicate this in writing to the staff. Children will not be released to unauthorized persons. We check for identification, so please make sure anyone new picking up has their ID available.

Bus Pick-up and Drop-off

Bus pick-up and drop-off times, route number and bus number will be confirmed at the beginning of each school year. The bus stop is located at the intersection of Redbridge Road and Chessington Road. A designated staff person will take the children to the bus stop no later than 5 minutes prior to the scheduled pick-up time. A designated staff person will be waiting at the bus no later than 5 minutes prior to the scheduled drop-off time. The staff person will have an attendance sheet at the bus stop to confirm which children should be getting off of the bus.

Children being transported to their school by the Redeemer bus will arrive in ample time for the children to get to his or her classroom before the first bell. The bus will arrive for pick up in appropriate time for dismissal.

If your child's schedule differs in any way to their normal schedule, please contact the CDC to notify us of the change. It is essential to notify the CDC if your child will not be riding the CDC bus home.

Summer Camp Program

Summer Camp is available to preschoolers as well as children in our before and after school program during June, July and August. Information will be sent home with enrollment packets in January.

Staff to Child Ratios (Virginia Department of Social Services)

Infants/Toddlers ages 0-16 months 1:4

Toddlers 16-24 months 1:5

Twos- 1:8

Threes- 1:10

Fours – 1:10

School Aged- 1:20



2021-2022 Tuition Rates* Effective June 21, 2021

INFANT/ TODDLER/ PRESCHOOL YEAR-ROUND PRICING

WEEKLY RATE		DAILY RATE	
Infant*	\$280	Infant*	\$72
Toddler*	\$270	Toddler*	\$69
2 Year*	\$249	2 Year*	\$63
3 Year (half day)	\$143	3 Year (half day)	\$38
3 Year (full day)	\$239	3 Year (full day)	\$60
4 Year (half day)	\$133	4 Year (half day)	\$35
4 Year (full day)	\$229	4 Year (full day)	\$58

*Please note the programs above are FULL DAY ONLY

ELEMENTARY SCHOOL PRICING

SCHOOL YEAR	Weekly	Daily
Before ONLY	\$59	\$12
After ONLY	\$97	\$20
Before & After	\$141	\$28

SUMMER CAMP	Weekly	Daily
Half Day	\$133	\$27
Full Day	\$244	\$49

DISCOUNTS: 10% sibling discount on the lower rate.
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ANNUAL FEES (non-refundable): School Year Registration: \$100/ child Summer ONLY Registration: \$50/child <small>(waived for RLC members)</small> Special Event: \$90/ child <small>(Two's thru PreK)</small>

HOURS: Half Day = 9:30 am—2:30 pm Full Day = 6:30 am—6:00 pm

*Prices subject to change

CCPS CLOSURE <i>daily rate</i>	
Enrolled student	\$25
Drop-in rate	\$60

Financial Arrangements

Registration for the new school year begins in January. A non-refundable fee is due with the application. Registration is not complete until this fee is paid. No application will be processed without payment of this fee, unless arrangements are made with the director.

If enrollment is filled when a registration application is received, the student's name will be placed on a waiting list. You will be notified as soon as an opening becomes available.

The special events fee for the 2yr- PreK program is due no later than the beginning of the school year.

Tuition

Tuition is based on the actual cost of operating the school. Fees for the coming year, based on a non-profit budget, are as follows:

Redeemer Lutheran CDC sets its tuition and fees at the lowest possible level that will cover the costs of providing the services we offer. Tuition fees are established on the basis of an entire year.

We welcome pre-payment of an entire year's tuition fee. There will be a 5% discount for yearly pre-payment. However, we recognize that a more gradual payment plan may be preferred. We offer four options:

1. Semester Payment Plan – One half of the applicable annual tuition fee paid by September 1, and one half paid by January 1. A 5% discount will be applied per semester. If your child attends all the summer camps there will be a 5% discount for full payments.
2. Monthly Payment Plan
3. Bi-Weekly Payment Plan – Tuition is due Monday, every two weeks.
4. Weekly Payment Plan- Tuition may be paid on a weekly basis and must be received by Thursday of each week.

If payments are not made in full and received within 14 days of the due date, the CDC may charge a late fee of **\$10.00** per occurrence. Accounts more than six weeks past due may result in the child being removed from the CDC. The account will be referred to an attorney for collection at the family's expense.

Siblings will receive a 10% discount on the lowest tuition price. There are no double discounts given, so you may not receive a discount for both prepaid tuitions and siblings.

Invoices will be sent home or emailed for past due accounts. Both parents/guardians will be notified if the account is not brought up to date. If there is an outstanding balance at the end of the fiscal year, August 31, the student may not be allowed to return to school for the next school year.

Tuition is due regardless of days missed due to illness, holidays, school closing, weather conditions or vacations.

Please notify the school promptly if a situation arises that might affect timely payment of tuition and fees. **We will work with families who keep us informed.**

Submitting Payments

Checks should be made payable to Redeemer Lutheran CDC and submitted to the front desk. All payments arriving at school must be in an envelope with the child's full name on the memo line of the check. The CDC will not be held responsible for lost payments. Payment should not be brought in your child's hands or given in an envelope with other material not regarding payment.

Cash payments must be submitted in person to the CDC Director's office. Receipts for cash payments are available upon request.

You may pay using a credit or debit card using our Brightwheel app, however fees may apply.

Families may set up automatic payments with their bank to have tuition checks sent to the school.

Families may also enroll to have their payments automatically debited from their accounts through the **Lutheran Church Extension Fund program (VANCO)**. This opportunity is offered at any time. Contact the CDC Business Manager for details. Contact information is provided at the front of this handbook.

Payment in Case of Withdrawal from Program

Each child is enrolled for the entire school year. Fourteen (14) days notice must be given in writing, prior to the withdrawal of your child. If no note is received, installments will continue to be due even though the child no longer attends school. Tuition fees will be pro-rated accordingly.

Fee for Returned Checks

Returned checks will be handled on a one-on-one basis with the Business Manager. Any bank fees accrued will be the responsibility of the family.

Fee for Late Pick-up

Half day preschool: Parents of children not picked up by the end of preschool will be charged a late fee as follows – there will be no additional charge for the period from 2:30pm to 2:45pm; any time after that will result in a charge of \$10.00/hour. If you need extra time, please let the office know and prearrange a later pick up time at a rate of \$10.00/hour.

Full day preschool/childcare: The late fee for child care is \$10.00/ hour for any portion of the time from 6:00pm to 6:15pm and an additional \$5.00 for each 5 minutes or portion thereafter.

Note: You will find a bill in your child’s folder should you incur a late pick up fee. Excessive late pick-ups could result in exclusion from the program.

Health Regulations

If children are absent due to illness, a note, phone call, or message from the parent indicating the nature of the illness , as well as a doctor’s note, are required before the child can be readmitted to class. Children who cannot participate in regular activities throughout the preschool and/or child care day should remain at home until they are able to participate and enjoy the day.

All children must have an immunization record from their doctor on file in the CDC office before they start. A medical form must be completed and submitted every year that the child is enrolled.

According to the Virginia Department of Health, a child should be kept at home or will be sent home when:

1. The child has the following symptoms the night before or the day of school:

- | | |
|---|------------------------|
| Fever - 99.9 or higher | Tuberculosis |
| Lethargy - more than expected tiredness | Scabies |
| Uncontrolled coughing | Impetigo |
| Inexplicable irritability or crying | Strep Throat |
| Difficulty breathing or wheezing | Chickenpox or Shingles |
| Diarrhea | Whooping Cough |

Unexplained blood in the stool	Mumps
Vomiting - 2 or more times in 24 hours	Hepatitis A
Persistent abdominal pain	Measles
Mouth sores with drooling	Rubella
Rash - with fever or behavior change	Herpes simplex
Pink eye	Unspecified respiratory tract illness
Lice	Headache (severe)
Colored discharge from nose or eyes	Flushed face or unusual color
Ear ache	Red, swollen joints
Inflamed or swollen eyes	Chills
Complaints of pain	

2. Child has had a viral or bacterial infection:
 - a. Child should stay at home if there is excessive nasal discharge or cough.
 - b. Child should be without a fever (under 99.9) for at least twenty-four (24) hours.**
 - c. Child should feel well enough to be in a group and play outdoors when weather permits.

3. Child has been exposed to a communicable disease:
 - a. If the child is due to become contagious within a 24 hour period, he/she should stay at home.
 - b. The CDC should be notified if a child has a communicable disease.

Members of our staff are trained to perform a daily health check. If a teacher believes that a child needs to go home, we will contact the parents and/or emergency contacts. Parents should abide by the teacher/director's judgment if it is believed the child should be kept at home or is sent home because of a suspected illness.

Closure due to illness

Payment Policy

In the event that Redeemer CDC needs to temporarily close its doors due to illness, parents will still be responsible for timely tuition payments.

Payment Policy

In the event that Redeemer CDC closes its doors due to illness, teachers with permanent positions at Redeemer will be compensated at their typical rate of pay. The “hours worked” will be based upon the schedule set for the week of the closure. Substitutes will not receive compensation.

Communication of COVID-19 Cases

COVID-19 is a continuous threat to the health of our school. Staff and parents attending Redeemer CDC are doing everything in their power to prevent the spread of this disease. If someone in the school is diagnosed with COVID-19, the school will close for a period of time determined by the health department in accordance with its “Decision Tree.”

School Decision Tree

Source: Virginia Department of Health



During our closure, teachers, as well as parents with children attending the school will be notified of the nature of the closing. Any other details will remain confidential per federal privacy law (i.e.: HIPAA). Children who have not started school with Redeemer CDC will NOT be notified of the illness, as it does not directly affect their children or the care of those children. If a child is slated to start school during the time of closure, the parents of that child will be notified by an administrator.

Dispensing Medication

If at any time during the school year your child is prescribed medication that they need to receive during school hours, a written medication consent form must be completed and on file in the office. Separate forms need to be completed for each medication. Medication must be supplied in its original container with complete instructions. All forms for medication being administered for more than 10 days need to be signed by a physician, except for in the case of over-the-counter topical medication. Parental written consent is needed for short-term medication (10 days or less) but only required from a physician in the case of Nebulizers, Epi-Pens, and prescription medications. If you have any questions about dispensing medication or the necessary forms, please see the office staff.

Hand Washing Policy

Our school has established and implements procedures for hand washing by staff and children before eating, and after toileting and diapering. Hand washing is the most important means of interrupting the transmission of communicable diseases among staff and children. While the law requires hand washing before eating and after toileting and diapering, health professionals also recommend hand washing upon arrival at the center by staff and children, upon return from outdoor play and when the hands have been in contact with any bodily secretion (e.g., nasal, oral secretions). Hand washing should also occur before preparing and serving food and after handling unclean surfaces.

Diapering

The diapering area shall be accessible and within the building used by children. There shall be sight and sound supervision for all children when a child is being diapered.

The diapering area shall be provided with the following:

- a. A sink with running warm water not to exceed 120°F;
- b. Soap, disposable towels and single use gloves such as surgical or examination gloves;
- c. A nonabsorbent surface for diapering or changing shall be used. For children younger than three years, this surface shall be a changing table or countertop designated for changing;
- d. An appropriate disposal container.
- e. A leakproof covered receptacle for soiled linens.

When a child's clothing or diaper becomes wet or soiled, the child shall be cleaned and changed immediately. Disposable diapers shall be used unless the child's skin reacts adversely to disposable diapers. Disposable diapers shall be disposed in a leak proof or plastic-lined storage system that is either foot-operated or used in such a way that neither the staff member's hand nor the soiled diaper touches an exterior surface of the storage system during disposal. When cloth diapers are used, a separate leak proof storage system as specified in this subdivision shall be used.

Feeding

High chairs, infant carrier seats, or feeding tables shall be used for children under 12 months who are not held while being fed. Children using infant seats or high chairs shall be supervised during snacks and meals. When a child is placed in an infant seat or high chair, the protective belt shall be fastened securely. Bottle fed infants who cannot hold their own bottles shall be held when fed. Bottles shall not be propped or used while the child is in his designated sleeping location.

Infants shall be fed on demand or in accordance with parental instructions. Prepared infant formula shall be refrigerated, dated and labeled with the child's name. Heated formula and baby food shall be stirred or shaken and tested for temperature before serving to children.

Milk, formula or breast milk shall not be heated or warmed directly in a microwave. Note: Water for warming milk, formula, or breast milk may be heated in a microwave.

Prepared baby food not consumed during that feeding by an infant may be used by that same infant later in the same day, provided that the food is not served out of the baby jar and is dated and stored in the refrigerator; otherwise, it shall be discarded or returned to the parent at the end of the day. Formula or breast milk shall not remain unrefrigerated for more than two hours and may not be reheated. A one-day's emergency supply of disposable bottles, nipples, and commercial formulas appropriate for the children in care shall be maintained at the center. Breastfeeding shall be permitted.

Allergy Policy

Our school has a full allergy policy available in the preschool office. If your child has an allergy, whether severe or mild, you must request this information and follow through with all necessary steps and procedures. All members of our staff are trained in the use of the policy and familiar with how to treat allergic reactions.

Snow Days and Emergency Closings

The preschool program reserves the right to cancel school for emergencies and dangerous/inclement weather. Parents will be notified if there is a change in the preschool schedule by Brightwheel.

Pictures

School pictures will be taken in the fall and spring. Class pictures will be taken in the fall. Both group and individual pictures will be offered. Prior notice and information will be provided.

Notices

Children two (2) and up will be given a folder to be kept in their backpacks for notices. Please check your child's backpack when they come home each school day for updates, memos, and important information. Additionally, notices will be sent to you through the Brightwheel App.

Chapel

Each week there is a short chapel service led by one of our Pastoral staff. It includes singing, prayer time and a short Bible lesson and video. Parents are welcome!

Music/Library/Story Time

Our Music program is for all children, toddlers to Pre-K. All of our programs include reading and singing to the children every day, however, once a week our children in the toddler- Pre-K program will have a special music/story time. Age appropriate books and activities will be used

to enhance this learning experience. Children in the 3 year old thru Pre-K programs will check books out of our library weekly.

Clothing

Children should wear play clothes each day and should have appropriate clothing for potential daily outdoor play. We do art, science, and cooking activities and things can get messy.

Outer garments including sweaters, coats, hats, mittens and boots must be labeled with your child's name. **NO scarves**, please, as they are a potential safety hazard. The CDC will not be held responsible for lost items. Please keep a change of clothes in a gallon-size ziplock bag, also labeled, in your child's backpack. Keep in mind that you will need to change them throughout the year to make sure they are weather-appropriate.

During the warmer months it is preferred that the children wear tennis shoes or strap-on sandals, and please **NO** flip-flops. Do **not** send in umbrellas or sunglasses as they can be a safety hazard.

Out of Town Policy

In the event that either parents or guardians will be out of the area (state or country) and will not be reachable, the CDC must be informed. Please let us know whose care your child will be in while you are away, as well as their contact information. If you have any additional emergency contacts or authorized pick-ups during this time, please let us know. We do everything we can to ensure your child's safety while they are at school, but in case of emergency, it is imperative that we are able to contact the necessary parties.

Outdoor Play Recommendations

The following chart shows how we determine how long to stay outside with the children. As stated, we try to go outside on a daily basis and it is important that the children are dressed appropriately. We do take wind chill and heat index into account.

20 degrees and below – no outside play
21 degrees – 39 degrees – 10-15 minutes of play
40 degrees – 89 degrees – 30-45 minutes of play
90 degrees – 94 degrees – 15-20 minutes of play
95 degrees – 99 degrees – 10-15 minutes of play
100 degrees and above – no outside play

Holiday Parties

The holidays that we will have parties for are Halloween, Valentine's Day, and Easter. Christmas parties will be held in the two- and three-year-old classrooms. The Pre-K will have a Christmas

pageant. Several weeks before the party, you will receive more detailed information about the event, and will have a chance to sign up to donate items. Each classroom will be responsible for deciding the format of the party and communicating to the parents. Parties in the toddler classes will be at the teacher's discretion.

Birthday Treats

Birthdays are special to the children and we encourage you to bring in treats so we may share in your child's birthday celebration. Please notify your child's teacher a few days ahead of time if you are sending in birthday treats. For those birthdays occurring during the summer, you may choose to celebrate your child's half-birthday if they will not be attending summer camp. All treats need to be prepackaged.

Birthday party invites may be sent to school with your child and distributed if the child's entire class is invited. In the event that all of the students in a class are not invited, please contact the CDC office for instructions.

Cell Phone Usage

One of the most important aspects of making our program successful is the partnership and open communication between staff members and parents. While we understand that sometimes emergency situations arise, we ask that you refrain from cell phone use in the building and on the playground. If you are talking on the phone, your child's teacher will not be able to speak to you about daily updates, your child's progress, potential issues that arose during the day, or other important pieces of information. Also, your child won't be able to share any exciting news about their day with you. Please make every effort to not be on the phone when dropping off or picking up your child.

Discipline, Behavior Guidance, and Special Needs

Children are not expected to immediately understand or fully comply with all of the rules; rather they are to be gently taught, reminded and, when necessary, redirected. The staff has the responsibility to set up an environment that encourages cooperation and sharing, rather than aggressive behavior. To encourage appropriate behavior, staff members will be continually observing the children's positive choices and efforts.

Our rules are basic, but the key is consistency in enforcing them, both by staff members and parents.

- Be respectful of our friends and teachers
- Use gentle hands and words with friends
- Take care of our toys and school
- Use inside voices and walking feet inside

There are times when children may actually endanger themselves or others by their actions. Due to these actions, specific behavior guidance steps have been set up.

Failure to follow clearly established and understood rules will result in the following process:

- First time – rules restated and reminded of consequences and assisted conflict resolution. Depending on the severity of behavior, redirection or time-out may be the first plan of action.
- Second time – redirected to another activity and reminded of consequences
- Third time – receive a time-out/safety break

If a child has consistent disruptive behavior or has a specified behavior plan due to behavior problems in the past, this procedure can be altered.

If a child is significantly disrupting the learning environment, the child can be immediately removed from the classroom and will serve their time out in the director's office.

Logical consequences will be established for problematic behavior. A child who throws or damages a toy, for example, may be prohibited from the use of that toy for the play period in question. A child who intentionally throws or spills food will be required to assist in cleaning up the mess.

Verbal reprimands are brief statements of the problem behavior, the fact that it is unacceptable and a statement of the acceptable alternative.

At times a child may require time to himself to calm down and redirect his thinking. When time out is given, the child remains within sight of the staff. Time out is no longer than necessary and no longer than the age of the child in minutes (i.e. 4 minutes for a 4-year-old).

Redeemer CDC complies with all federal, state and other relevant laws which prohibit corporal or abusive punishment in the child care setting. Additionally, the staff is expressly prohibited from using unproductive, shaming methods of punishment.

Redeemer CDC believes that parents and our staff must work together to address persistent behavioral issues such as biting, unusual or dangerous aggression or other issues. Parents will be contacted for a conference when a child appears to be unusually stressed, anxious or otherwise motivated to engage in negative behaviors.

In the instance of biting, parents of both children involved will be notified by an incident report. The bite will be washed with warm soapy water and ice will be applied. If the skin is broken, antiseptic cream and a Band-Aid will be applied. These incidents will be handled on an individual basis and if chronic biting occurs, a conference will be called.

Due to staff requirements for children with special needs, we will do our best to serve all children. However, we are unable to serve children with severe emotional needs at this time. Children who cannot adjust to the group environment, benefit from the programs offered, or

endanger the safety or well-being of others may be dismissed from the center after the staff has made every effort to work with the parents to eliminate the problematic behaviors. The dismissal process will be reviewed prior to formal dismissal.

Reporting Suspected Child Abuse

The teacher must report all suspected cases of abuse or neglect in accordance with the below noted laws of the Commonwealth of Virginia.

Definition according to the Code of Virginia:

§ 63.2-100. Definitions.

As used in this title, unless the context requires a different meaning:

"Abused or neglected child" means any child less than 18 years of age:

1. Whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions, including but not limited to, a child who is with his parent or other person responsible for his care either (i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance, or (ii) during the unlawful sale of such substance by that child's parents or other person responsible for his care, where such manufacture, or attempted manufacture or unlawful sale would constitute a felony violation of § [18.2-248](#);
2. Whose parents or other person responsible for his care neglects or refuses to provide care necessary for his health. However, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child. Further, a decision by parents who have legal authority for the child or, in the absence of parents with legal authority for the child, any person with legal authority for the child, who refuses a particular medical treatment for a child with a life-threatening condition shall not be deemed a refusal to provide necessary care if (i) such decision is made jointly by the parents or other person with legal authority and the child; (ii) the child has reached 14 years of age and is sufficiently mature to have an informed opinion on the subject of his medical treatment; (iii) the parents or other person with legal authority and the child have considered alternative treatment options; and (iv) the parents or other person with legal authority and the child believe in good faith that such decision is in the child's best interest. Nothing in this subdivision shall be construed to limit the provisions of § [16.1-278.4](#);
3. Whose parents or other person responsible for his care abandons such child;

4. Whose parents or other person responsible for his care commits or allows to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law;
5. Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing in loco parentis; or
6. Whose parents or other person responsible for his care creates a substantial risk of physical or mental injury by knowingly leaving the child alone in the same dwelling, including an apartment as defined in § [55-79.2](#), with a person to whom the child is not related by blood or marriage and who the parent or other person responsible for his care knows has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to § [9.1-902](#).

If a civil proceeding under this title is based solely on the parent having left the child at a hospital or rescue squad, it shall be an affirmative defense that such parent safely delivered the child to a hospital that provides 24-hour emergency services or to an attended rescue squad that employs emergency medical technicians, within 14 days of the child's birth. For purposes of terminating parental rights pursuant to § [16.1-283](#) and placement for adoption, the court may find such a child is a neglected child upon the ground of abandonment.

Who is required to report according to the Code of Virginia:

§ 22.1-291.3. Notice of duty to report child abuse or neglect.

Each public school board and each administrator of every private or parochial school shall post, in each of their schools, a notice, pursuant to § [63.2-1509](#), that: (i) any teacher or other person employed in a public or private school who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and (ii) all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

The teacher or director must fill out the "Abuse/Neglect Form" on the day the report is made before leaving the school. The report will be filed in the Personnel File of the person making the report and in a sealed envelope in the child's file. The director will sign their name across the sealed envelope. The director is the only person authorized to open the sealed envelope. If another staff member opens the envelope disciplinary action may take place.

Additional Information

School-wide Projects - Valentine's for Vets, Church Food Bank, RAL

Teaching children compassion for others is of the utmost importance at Redeemer Child Development Center. In order to make sure that we are doing this in a deliberate way, each age group may, if they choose to, focus on a philanthropic cause. The specific project ideas will be presented by the teaching team at each Preschool Level (2-year olds, 3-year olds, Pre-K) to the administrative staff. Administrators must approve a project before it is implemented by each age level. Examples of the general themes are as follows:

- Animals | ex: Richmond Animal League
- Sick or impoverished children | ex: Food Bank, Children's Hospital
- Military Veterans | ex: McGuire's Veterans Hospital

Redeemer CDC cannot support outside businesses, clubs or other programs by way of sales or promotion of products or fund-raising efforts.

Newsletters and Calendars

Each month, you will receive a newsletter highlighting important events for the CDC. There will also be a letter from the director as well as any other pertinent information that we feel necessary. Each class/age group will also provide a calendar with activities specific to them. You will receive an events calendar at the beginning of the year listing some of the special events, holiday breaks, and activities going on throughout the school year. Notices of events may also be sent home in the folder or posted on the Brightwheel App.

Sharing

We are eager for the children to share SPECIAL discoveries and/or treasures which they have at home or have collected from trips, e.g. books, nature items, postcards, maps, etc. However, we feel that children need guidance in the selection of what should come to school. When items are brought, please be sure they are clearly labeled. NO TOYS FROM HOME PLEASE as these items create problems and may be broken. Please limit your child to one sharing item per week. Your child's teacher may set up a specific sharing time, in which those guidelines should be followed.

Lunch

All children need to bring a lunch to school. Please provide a drink for your child. Sodas and high-sugar drinks are not permitted. Please keep in mind that all nuts, popcorn, and hard candy

are choking hazards and are not to be sent in. Grapes need to be cut in half. Additionally, we are not permitted to heat up any food sent in a child's lunch. You may use an ice pack to keep cold food cold. We do not have refrigerators for lunch boxes.

Field Trips

Since children are so interested in the world around them, field trips around the school and in our community will be planned. We will require written permission for each car trip before going. Permission slips will be sent home with all the necessary information well before each trip. The school's policy concerning children in cars on trips is: each child should be accompanied by his or her parent, or another adult that is approved by the parent, in order to participate in the field trip. School-aged children will take a variety of field trips during the summer, including weekly trips at Shenandoah Community Pool. The children will walk to Shenandoah accompanied by CDC staff and the staff will stay on the premises during the duration of the activity. There will also be field trips in which the children will be transported by a CDC bus driven by a qualified CDC staff member. All field trips will require parents to sign up in order for their children to participate.

Welcome Visits

In our 2yr –Pre-K program, each parent will meet with the lead teacher before the school year begins. We feel it is of prime importance that your child's initial experience with his/her teacher be a successful one. Through past experience, we have found these visits invaluable in establishing a positive adjustment to school. You will be contacted by your child's teacher mid-August to arrange a welcome visit before or during teacher work week.

Infant Welcome Visit

Parents of our infants meet with the infant/toddler coordinator a week or two prior to their baby starting. At this meeting, you can meet the infant teachers, drop off supplies, and update paperwork.

Conferences and Progress Reports

A parent may request a conference with their child's teacher or the director at any mutually convenient time. Please call, email, or write a note requesting an appointment. If at any time you have a problem, question or suggestion, please do not hesitate to share it with us.

A progress report for 2yr-PreK programs will be sent out in the fall, spring, and at the end of the school year to update you on your child's progress and development at school. Infants and toddlers will receive two (2) progress reports a year.

All parents with children in the Pre-K program will have a conference in the spring regarding Kindergarten readiness and the child's progress throughout the year. Information will be sent home in your child's folder as this time approaches.

Staff Qualifications

Membership

The Redeemer Lutheran CDC staff shall consist of director, infant/toddler coordinator, communications coordinator, curriculum and staff development coordinator, human resources coordinator, teachers, assistants and other support personnel necessary to provide for the education of the children in its charge. A Christian approach to education is of utmost importance to the CDC. An understanding of and familiarity with the Lutheran philosophy of education is a necessary asset of the school director, in order to foster a closer working relationship with the church and with other Lutheran educational resources, and to guide the teaching and support staff's efforts.

Expectations

Teachers, assistants, and other staff members must have a strong commitment to Christian values. All teachers and staff members are expected to help the children understand God at work in all things and must exhibit God's love in their approach to teaching and dealing with each other and the children.

The director must have a college degree. Preference will be given to those with previous teaching experience in the Preschool and Child Care Center and those with leadership and/or administrative capability or experience.

3yr-PreK teachers must have a college degree or be certified in Early Childhood Education. Infant-2yr teachers are not required to have a college degree. Preference will be given to those with previous preschool teaching or child care experience.

Assistants must exhibit a genuine love for young children. Preference will be given to those with previous experience in working with young children.

Job descriptions are available in the CDC office upon request.

On-going Education

Each year, teachers and assistants attend educational conferences, as well as meetings and workshops around the area, so that they may continue to grow professionally. We are fortunate to have such dedicated staff available.

Liability Insurance

Redeemer Lutheran CDC has Public Liability Insurance.

Public Notices

Religious Exemption

Redeemer Lutheran CDC is licensed with the Commonwealth of Virginia with a religious exemption and meets all code regulations for religious exemption required under the Code of Virginia, Sections 63.2-1716.

Food Services

Redeemer Lutheran CDC does not prepare lunch unless it is part of a learning experience. Daily lunches are not prepared using our kitchen.

Health Requirements for Staff

Redeemer Lutheran CDC staff must be certified annually by a practicing physician to be free from any disability which would prevent them from caring for children.

Enrollment Capacity

Services will be provided to a maximum of 234 children on any one day in the age range from six weeks through twelve years. This stipulation is based on building code requirements.

Physical Facility

Redeemer Lutheran CDC uses the downstairs portion of the church facility for infants thru Pre-K classrooms. School-age children use the Fellowship Hall located in the upstairs portion of the church facility.

School Aged: 1 classroom, 2 bathrooms, 2 sinks

Pre-K: 2 classrooms, 2 bathrooms, 2 sinks

3-year-olds: 2 classrooms, 2 bathrooms, 4 sinks

2-year-olds: 3 classrooms, 2 bathrooms, 4 sinks, 3 changing tables

Toddlers: 3 classrooms, 2 bathroom, 4 sinks, 3 changing tables

Infants: 2 classrooms, 2 changing tables, 2 sinks

There is in excess of 35 square feet per child.

Fire Drills/ Tornado Emergency

The CDC practices Fire/Emergency drills on a regular basis.

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